

How-to Steward Data

Business Data Steward Course



Course Duration	4 Days
Format	Lecture, Quizzes, Practical exercises
Classroom Materials	Course notes, Practice Quizzes, Templates
Delivery	CDMP® Master Certified Trainer
Class Size	8 to 20 participants

Our **Business Data Steward Course** offers a comprehensive curriculum focused on establishing strong Data Governance practices. Participants will learn how to evaluate the business impact of data stewardship initiatives, implement critical data management artefacts, develop accountability frameworks for data roles, and design effective data stewardship plans. By the end of the course, attendees will have the knowledge and tools to ensure that enterprise data is managed as a valuable business asset, aligning with organizational goals and regulatory requirements.

Business Subject Matter Experts and **Executives** seeking to enhance data quality, compliance, and value in their organizations should attend.

Learning Objectives & Outcomes Mapping (Bloom's Taxonomy)

At the end of the course participants will be able to:

Course Objective	Bloom's Taxonomy Level	Explanation
Evaluate the Business Impact of Data Stewardship on compliance and quality efforts.	Evaluate	Ability to assess how data stewardship affects regulatory compliance and data quality in business operations.
Implement and Manage Critical Data Management Artefacts to support governance.	Apply	Ability to define key data artefacts (metadata, data dictionaries, etc.) and ensure their effective use in the organization.
Develop (Design) a RACI Matrix for Data Stewardship Roles and Responsibilities.	Create	Ability to create a clear RACI chart assigning data responsibility and accountability, fostering ownership among stakeholders.
Design and Execute a Data Stewardship Implementation Plan with continuous improvement.	Create	Ability to formulate a comprehensive data stewardship plan and implement best practices, then evaluate and improve these practices over time.

Module 1: Introduction to Data Stewardship

- What is Data Stewardship? Why it matters
- Business Impact Analysis
- Data Governance vs Data Management
- Data Stewardship Roles & Responsibilities

Module 2: Business Impact of Data Stewardship

- Business Compliance & Risk Mitigation
- Financial & Operational Impact
- Enhancing Data Literacy & Culture
- Business Impact Assessment Playbook
- Case Studies & Group Discussions

Module 3: Identifying & Managing Data Management Artefacts

- Critical Artefact Identification, Purpose & Use
- Data Interrogation Techniques
- Artefact Playbook & Metadata Mapping
- Deliverables: Business Glossary, Data Catalog, Conceptual Data Model

Module 4: RACI Matrix Development

- Understanding RACI Components
- Building RACI for Data Artefacts
- Role Definitions: Owner, Steward, Custodian
- RACI Scorecard & Review
- Stakeholder Engagement Strategies

Module 5: Data Stewardship Implementation Planning

- Implementation Framework: Data, Roles, Process, Communication, Metrics, Tools
- Use-Case Identification & Prioritization
- Root Cause Analysis & MVP Definition
- Gantt Chart Planning & Monitoring
- Continual Improvement & Feedback Loops

Module 6: Data Quality Stewardship

- Data Quality Dimensions & Concepts
- Business Rules & Validation Techniques
- Data Profiling & Assessment
- 7 Basic Quality Tools
- Power BI for Data Quality Monitoring

Module 7: Reference & Master Data Stewardship

- Characteristics & Importance
- Golden Records, Values, Profiles
- Survivorship & Trust Rules
- RMD RACI & Governance
- Implementation Styles: Operational vs Analytical MDM

Module 8: Stewardship Questions & Artefact Mapping

- Categories of Questions "About" Data
- Mapping Questions to Deliverables
- Metadata, Structure, Governance, Reporting
- Question Bank & Evaluation Framework

Module 9: Collaboration & Operating Models

- Business vs Technical Stewards
- Operating Model Hierarchy
- Reporting Structures & Governance Councils
- Collaboration with IT & Data Architects

Module 10: AI & Data Stewardship

- AI-Readiness of Data
- Data Cascades & Governance
- Ethics, Privacy, and Compliance
- Data Stewardship in AI Projects

Module 11: Executive Engagement & Activation

- Why Stewardship Programs Fail
- Role of Data Executives
- Data Issue Log & Business Impact
- Executive Activation Playbook
- KPI Mapping & Value Chain Alignment

Module 12: Course Review & Capstone

- Recap of Key Concepts
- Capstone Project: Departmental Data Stewardship Plan
- Knowledge Assessment
- Feedback & Next Steps

Key Benefits of attending the Business Data Steward course:

- **Strategic Compliance:** Gain expertise in aligning data practices with business objectives and regulatory standards, minimizing risk and ensuring compliance.
- **Improved Decision Quality:** Learn to evaluate data quality impacts, leading to better decision-making and enhanced operational efficiency. **Clear Accountability:** Establish well-defined roles and responsibilities for data stewardship, improving collaboration between business and IT teams.
- **Culture of Data Excellence:** Develop skills to promote data literacy and governance culture within your organization for sustained data quality improvements.

Who should attend?

Empower your team to govern and leverage data effectively. This professional course is designed for Business Subject Matter Experts and Executives seeking to enhance data quality, compliance, and value in their organizations. It provides a structured approach to data stewardship with clearly defined objectives and measurable outcomes