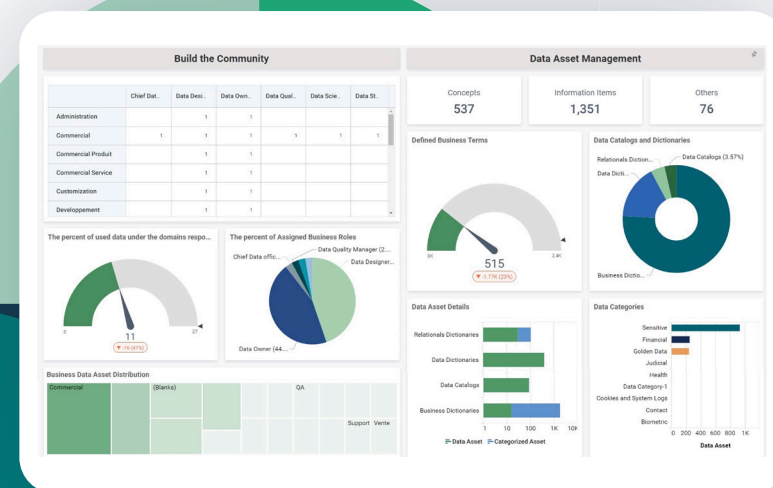


Key steps to implement an effective data governance program



A practical guide to document, manage, and monitor data with HOPEX Data Governance

Key steps to implement an effective data governance program

This eBook will provide Chief Data Officers and Data Office departments with an effective methodology to leverage HOPEX Data Governance to:

- **Discover, document, classify, and manage metadata** to automatically conduct data cataloging and build a business glossary
- **Accelerate compliance** with direct access to regulatory monitoring
- **Enable innovation** federating business and data office knowledge in a central tool

A three-step approach



Document

Discover and enrich metadata to build data catalogs and business glossary



Manage

Handle data controls and assess data quality to comply with external or internal regulations



Monitor

Report on data initiatives and enable data literacy, reuse, and innovation



Document: Discover and enrich metadata to build data catalogs and business glossary

Getting clear visibility into data assets is paramount to optimize operations' efficiency and to execute business transformation. Starting from the discovery of metadata in systems, the thorough documentation of each data item and business concept is then a necessary step to build the strong basis of a data governance program.



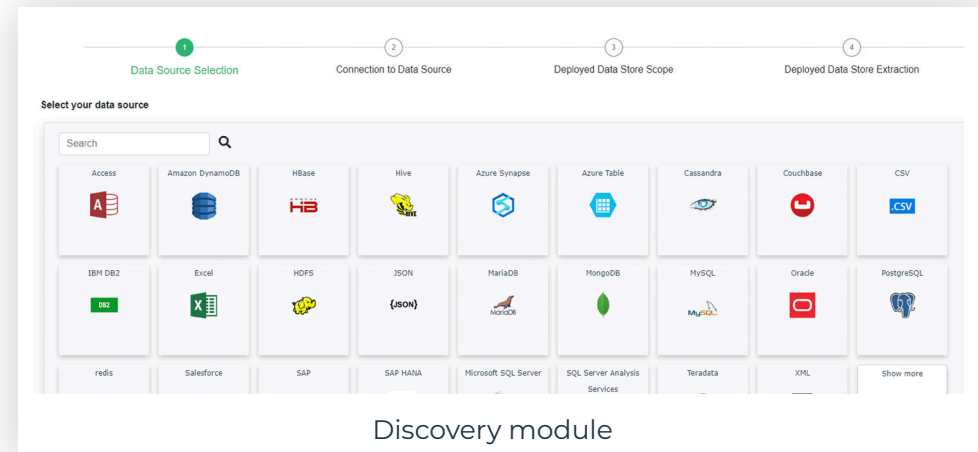
So, how to start?

- 1 Discover data and initialize data catalogs
- 2 Enrich data items in a collaborative mode
- 3 Create the business glossary and enrich business concepts
- 4 Navigate from technical data to business concepts with vertical data lineage
- 5 Leverage existing business processes and applications



Discover data and initialize data catalogs

- Use HOPEX 'discovery module' to import metadata and generate the data catalog: 48 connectors available including Oracle, Microsoft SQL Server, Salesforce, Hadoop, Mongo DB, Excel, CRMs, ERPs, Files...
- Obtain data catalog structure and define the organization, the stakeholders and their roles
- Assess metadata structure and quality with discovery logs: item count, filled values...



Discovery module



Description	Data Categories	Tags	Realized Business Information	Field Type
Airport Data Catalog	Data Catalog of the MEG...			
Organizations at stake				
Deployed Data Stores				
airport_system				
rh_sighma_db				
stores				
brands	Sensitive, Connection da...		brands	
categories	Sensitive		categories	
customers	Sensitive, Contact, Civil ...		customers	
datatypes01	Cookies and System Logs		datatypes01	
datatypes02	Cookies and System Logs		datatypes02	
orders	Connection data		orders	
order_items	Connection data		order_items	
products	Golden Data		products	
staffs	Sensitive, Golden Data		staffs	

Generated data catalog



Outcome: Quickly generate and document data catalog from data discovery



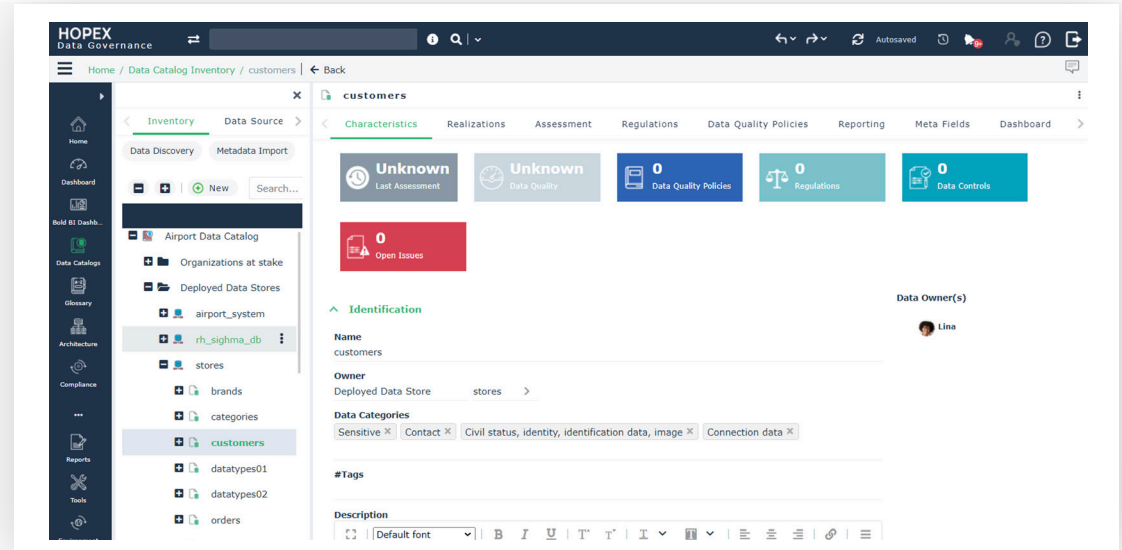
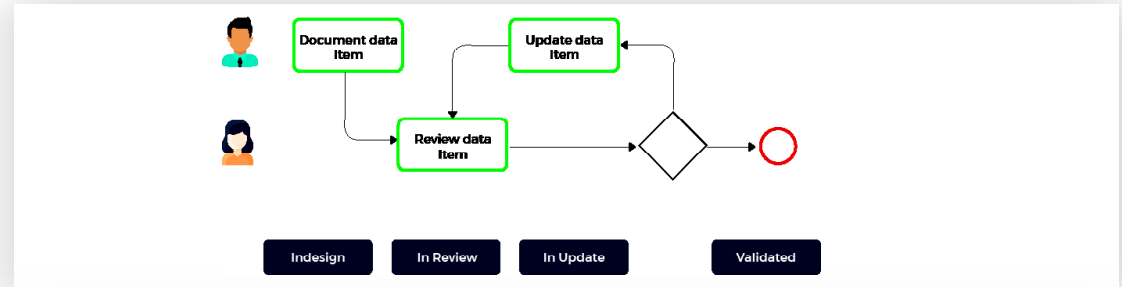
Enrich data items in a collaborative mode

- Enrich discovered data items with the following attributes:

- Name
- Responsibilities (data owner, data steward)
- Description
- Data categories

- Work in a collaborative mode using standard or custom workflows between Data Office Managers, Data Stewards, and Data Owners (these workflows can be used at data catalog level or business glossary level)

- Visualize progress using a cockpit view and get information about data compliance and data quality

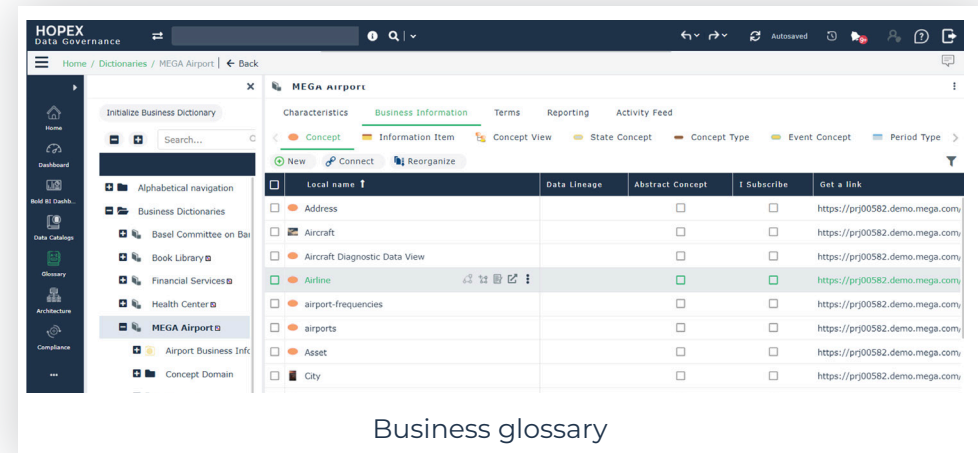


Outcome: Get technical metadata items fully classified and ready to be shared through the data catalog

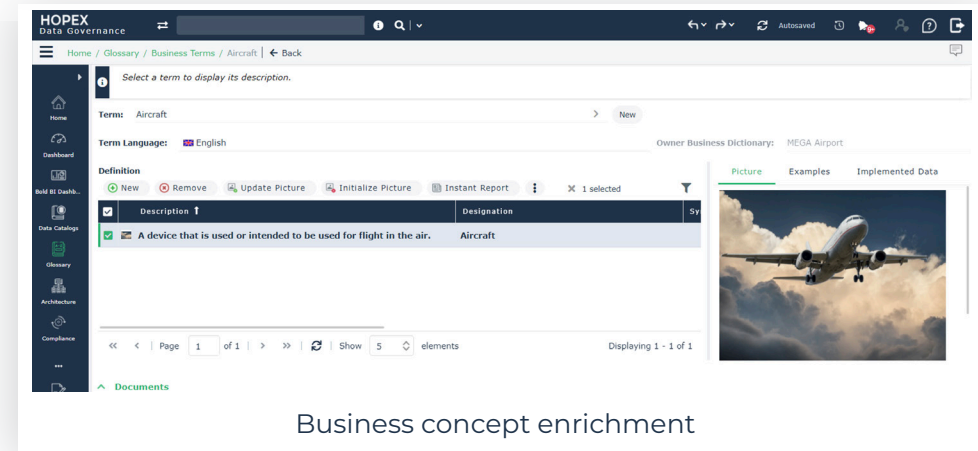


Create the business glossary and enrich

- Initialize your business glossary from the data catalog
- Enrich and describe business concepts with the following:
 - Descriptions in different languages
 - Descriptive picture
 - Additional documentations (pdf, files)



Business glossary



Business concept enrichment

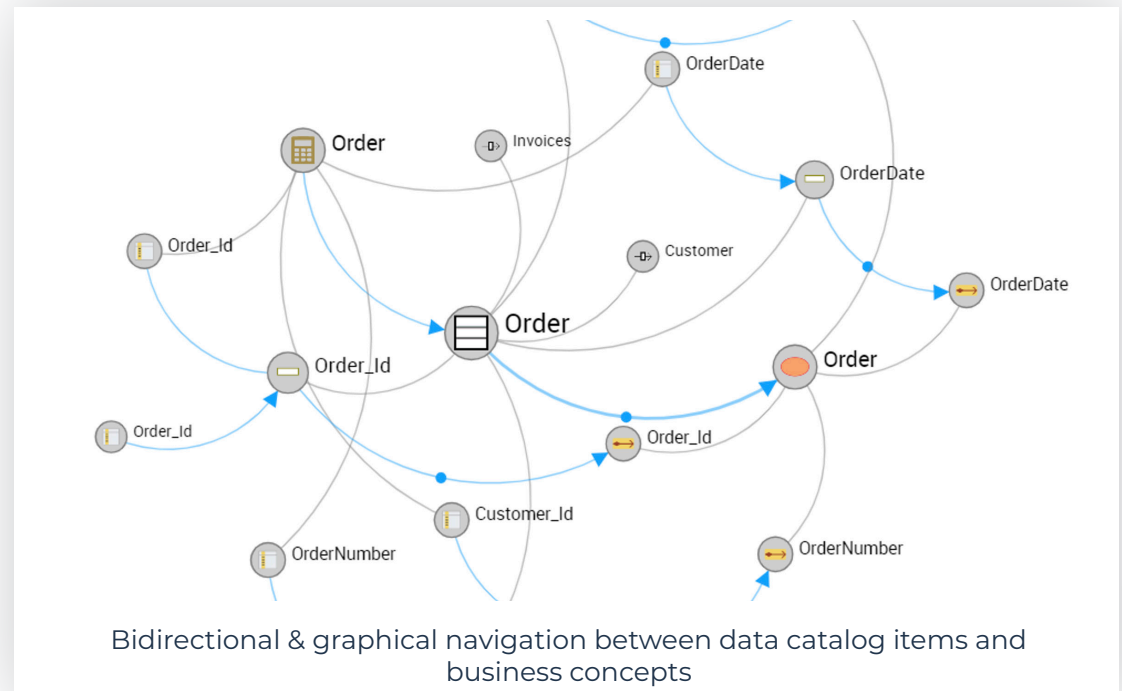


Outcome: Generate the business glossary with a simple click and enrich business concepts



Navigate from technical data to business concepts with vertical data lineage

- Leverage the link established between data items and business concepts during the business glossary creation
- Navigate within the vertical data lineage to:
 - Visualize interconnexions between actual data items, data source links, and business concepts
 - Perform impact analysis to:
 - update business concepts when data items or data sources change
 - search and link orphan data when new business concepts are created



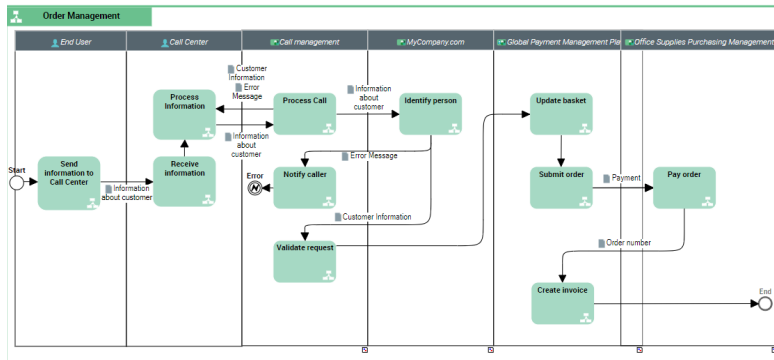
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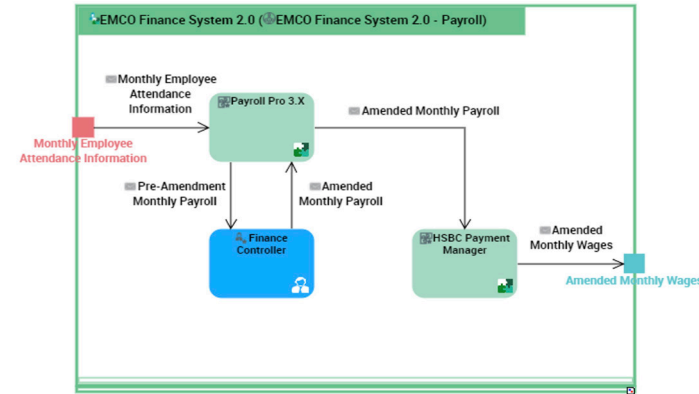
Outcome: Visualize dependencies between items and better analyze impacts when changes occur



Leverage existing business processes and



Business processes with data flows



Applications knowledge with data flows

- Analyze existing business process models to understand where data is created, how it is used, transformed, and disposed
- Understand the data business criticality through the link with business processes
- Complete data catalog creation and start modelling data lifecycle

- Leverage the applications' inventory to identify in which applications data is used and for which purpose
- Quickly generate your business data lineage from applications through an automatic generation



Outcome: Accelerate data catalog, business lineage, and data lifecycle creation using existing enterprise architecture and business processes initiatives



Manage: handle data controls and assess data quality to comply with external or internal regulations

Build trust around data by managing compliance to external regulations and to internal quality policies with data controls. Ensure data quality by centralizing data assessments and run remediation plans to ensure the best level of data quality.



So, how to

- 1 Identify external regulations that are applicable to the organization
- 2 Enforce data quality policies across your organization
- 3 Assess and centralize data quality measures
- 4 Launch data quality remediation campaigns
- 5 Manage your data flows with horizontal data lineage



Manage

Identify external regulations that are applicable to the organization

- Add and view all the external regulations to comply within the data compliance module
- Define the required data controls

When using the UCF[®] integrated module:

- Select and import applicable regulations
- Get directions on how to best implement them

By Control Directives **Regulatory Frameworks**

Regulatory Frameworks represent authority documents issued by a governmental regulatory body. If you have a UCF license you can import regulatory content ready to use via the import wizard, otherwise you can manually create it via the New button.

	Applicable	Regulatory Frameworks
AICPA Reporting on Controls at a Service Organization SOC-2	<input type="checkbox"/>	285
Basel II	<input type="checkbox"/>	27
CobiT	<input type="checkbox"/>	40
COSO Enterprise Risk Management (2017)	<input type="checkbox"/>	5
COSO ERM	<input type="checkbox"/>	30
COSO Internal Control - Integrated Framework	<input type="checkbox"/>	1
Cross Border Privacy Assessment	<input type="checkbox"/>	7
EU General Data Protection Regulation (GDPR)	<input checked="" type="checkbox"/>	7
Chapter II. Principles	<input type="checkbox"/>	7
Chapter III. Rights of the data subject	<input type="checkbox"/>	4
Chapter IV. Controller and processor	<input type="checkbox"/>	5
Chapter V. Transfers of personal data to third countries or international organisations	<input type="checkbox"/>	6
Chapter VIII. Remedies, liability and penalties	<input type="checkbox"/>	4
Chapter IX. Provisions relating to specific processing situations	<input type="checkbox"/>	4
Chapter X. Delegated acts and implementing acts	<input type="checkbox"/>	1
IS Standards Guidelines Procedures for Auditing Control	<input type="checkbox"/>	4
ISO 27001-2013	<input type="checkbox"/>	20

External regulatory frameworks listed in HOPEX



Outcome: Stay up-to-date with the continuous regulation flows



Manage

Enforce data quality policies across the organization

- Add your own data quality policies to complement the external regulations
- Define their priority and expected level for your organization
- Make them available for all users in a central repository and avoid duplicated work

Accessibility for brands		Medium	brands	Accessibility
Aircraft Registration Format Validity			Aircraft	Validity
Completeness for batches	High		batches	Completeness
Completeness for categories	Very High		categories	Completeness
Completeness for col_smallint	> 90%		col_smallint	Completeness
Completeness for Customer	High		Customer	Completeness
Completeness of Departure time			Scheduled Departure Time	Completeness
Confidence for brand_id	75%		brand_id	Confidence
Consistency for brand_name	High		brand_name	Consistency
Consistency for compaction_history	Medium		compaction_history	Consistency
Data Security for aggregates	Very High		aggregates	Data Security
Data Security for category_id	High		category_id	Data Security
Data Security for col_uuid	Medium		col_uuid	Data Security
Data Security for parent_repair_history	High		parent_repair_history	Data Security
Data Security for tables	Very High		tables	Data Security
Timeliness for events	High		events	Timeliness
Uniqueness for available_ranges	Medium		available_ranges	Uniqueness
Validity for active	Very High		active	Validity
Validity for dropped_columns	Medium		dropped_columns	Validity

List of all data quality policies in HOPEX



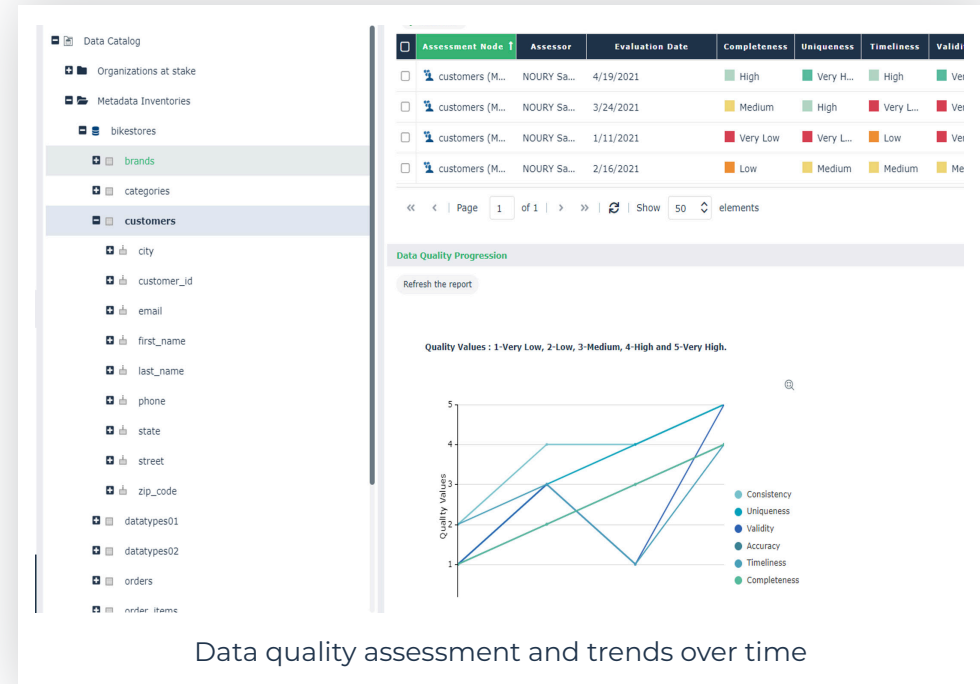
Outcome: Centralize and share all internal data quality policies among data office stakeholders and compliance managers



Manage

Assess and centralize data quality measures

- Use HOPEX questionnaires to perform audit campaigns and measure data quality based on completeness, uniqueness, timeliness, validity, accuracy, and consistency
- Import external data quality measures from your current systems or from third-party tools
- Follow all measures in HOPEX and report on global data quality trends



Data quality assessment and trends over time



Outcome: Run data assessment campaigns and get an aggregated view of data quality



Manage

Launch data quality remediation campaigns

- Create remediation campaigns to improve data quality
- Assign contributors for each action plan and follow-up with their progress
- Collaborate with compliance officers by sharing this global view

The screenshot shows a web application interface for managing action plans. The top navigation bar includes 'Action Plans', 'Business Rules', 'Data Controls', 'Data Issues', 'Data Processing', and 'Quality Measures'. Below this, there are tabs for 'All Action Plans' and 'Delayed Action Plans'. A 'New' button is visible. The main content is a table with columns: 'Name', 'Action Plan Priority', 'Planned Begin Date', and 'Planned End Date'. The table is grouped into sections: 'To be sent (9)', 'To be validated (1)', 'Closed (1)', and 'Completed (3)'. Each row represents an action plan with a checkbox, a name, a priority (Low, Medium, Critical), and dates.

	Name	Action Plan Priority	Planned Begin Date	Planned End Date
To be sent (9)				
<input type="checkbox"/>	IoT Transformation	Medium	2/2/2019	
<input type="checkbox"/>	Implement digital remote access to library catalog	Medium	10/11/2021	
<input type="checkbox"/>	Implement book & collect service	Medium	8/30/2021	
<input type="checkbox"/>	Negotiate digital key with suppliers	Medium	8/30/2021	
<input type="checkbox"/>	Annual review of providers account	Low	3/5/2021	9/30/2021
<input type="checkbox"/>	New Action Plan	Medium	4/25/2022	
<input type="checkbox"/>	Update procedure for on-boarding new IT systems	Medium	11/5/2021	
<input type="checkbox"/>	Verification of purchase orders and invoices	Critical	4/1/2021	11/30/2021
<input type="checkbox"/>	Check invoices for each delivery	Low	3/1/2021	9/30/2021
To be validated (1)				
<input type="checkbox"/>	Improve process management	Critical	3/9/2021	11/30/2021
Closed (1)				
<input type="checkbox"/>	Anticipate stock shortages	Medium	8/26/2021	11/26/2021
Completed (3)				
<input type="checkbox"/>	Implementation of CO2 sensors	Medium	9/18/2019	5/21/2020
<input type="checkbox"/>	Improve procedure descriptions	Medium	6/27/2019	9/17/2021

List view of remediation campaigns and action plans



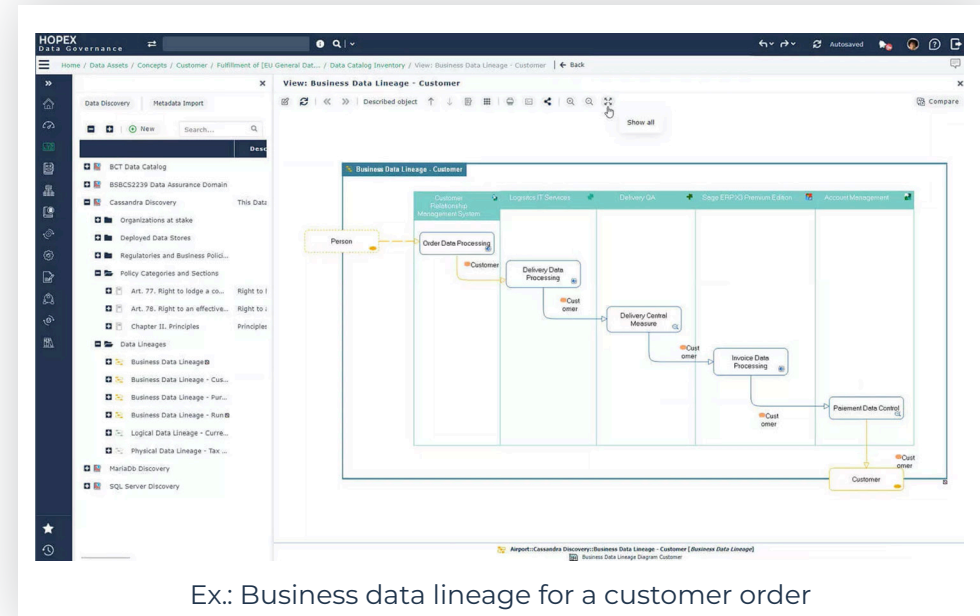
Outcome: Follow-up and collaborate on remediation campaigns using a centralized view of action plans



Manage

Manage data flows with horizontal data lineage

- Create business data lineage to highlight data flows and transformations needed by a business user for specific data needs
- Enable business analysts to see where data is coming from and how it is used
- Enable compliance officers to set-up a deeper understanding of how data is used for regulatory purposes



Outcome: Get a full graphical view of data flows, easily understandable for business users and regulators



Monitor: Report on data initiatives and enable data literacy, reuse, and innovation

Monitor the progress of your data initiatives and share it across the organization. Enable data literacy to empower business data owners, technical data stakeholders, and data scientists to reuse data, innovate with it, and execute business transformation.



So, how to

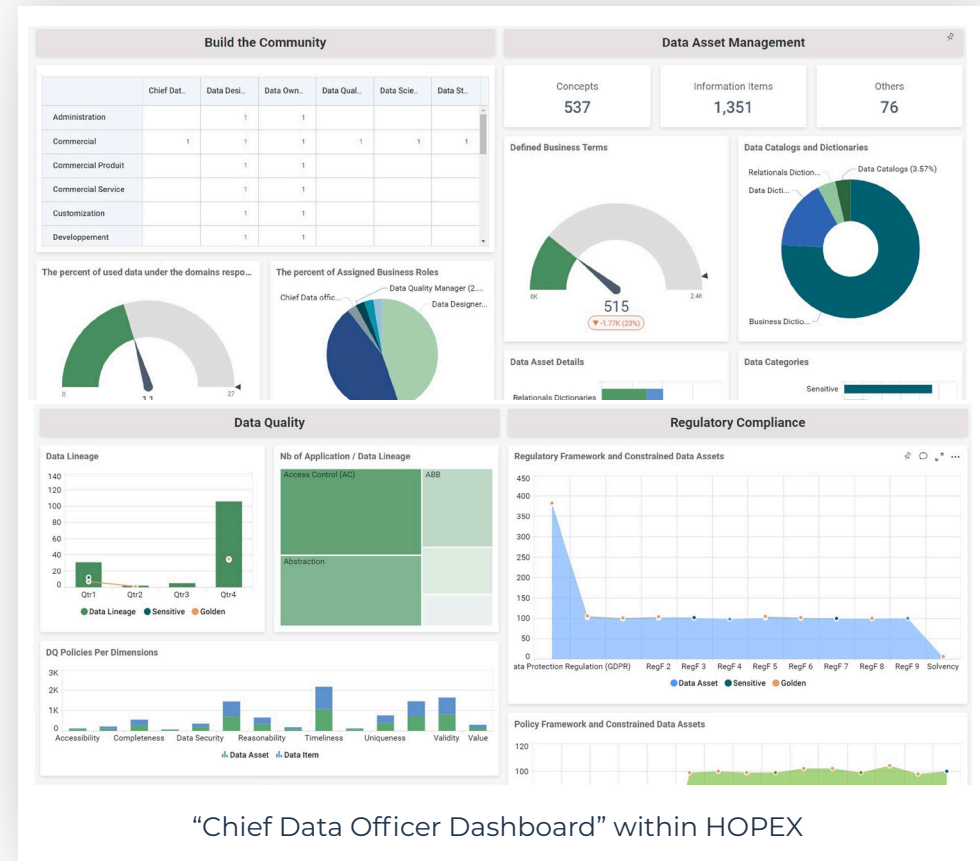
- 1 Visualize and share the progress of your data initiatives
- 2 Enable data reuse and data innovation
- 3 Enable data literacy



Visualize and share the progress of your data

Use the out-of-the-box dashboards to get an overview of all your data initiatives and share them across your organization:

- Follow the growth of your data community: the number of data owners or contributors by business and by data
- Monitor data discovery and the documentation progress
- Manage data quality and remediation
- Get the complete overview of regulatory compliance initiatives

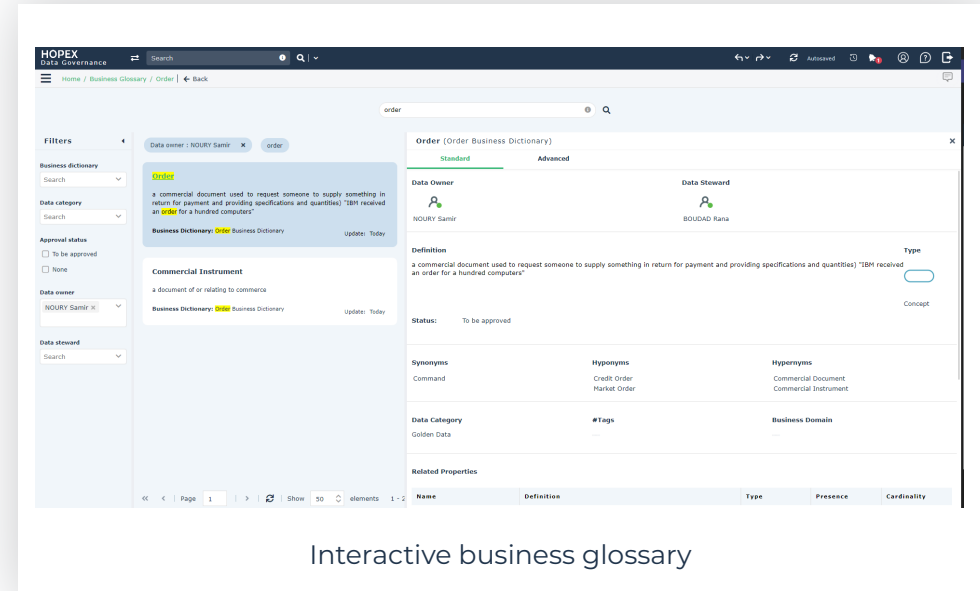


Outcome: Get full visibility into your data initiatives to monitor progress, manage all stakeholders, and share actionable insights



Enable data reuse and data innovation

- Share data knowledge across the organization with an easy-to-use search engine leveraging the business glossary
- Enable “data shopping” for business users so they can select business concepts, linked elements, actual data items in systems, and export their selection
- Enable data reuse and data innovation allowing data scientists to work with clean and up-to-date data



Outcome: Get an easy-to-use search engine for business concepts & data items selection

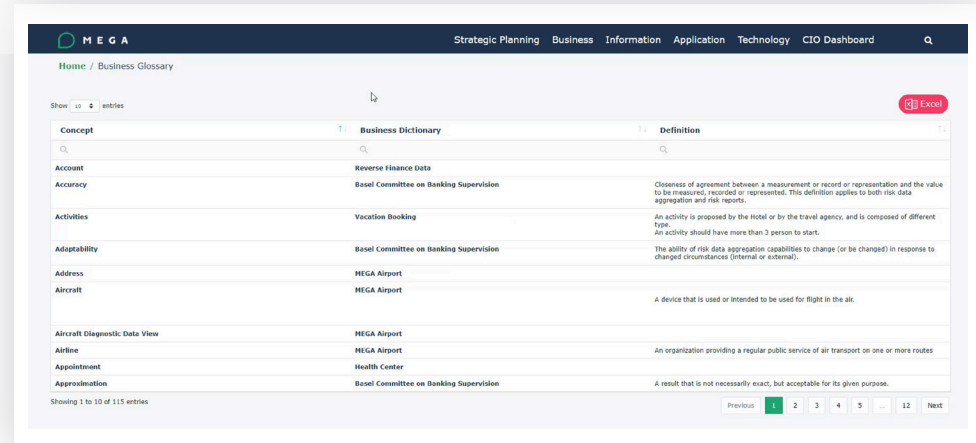
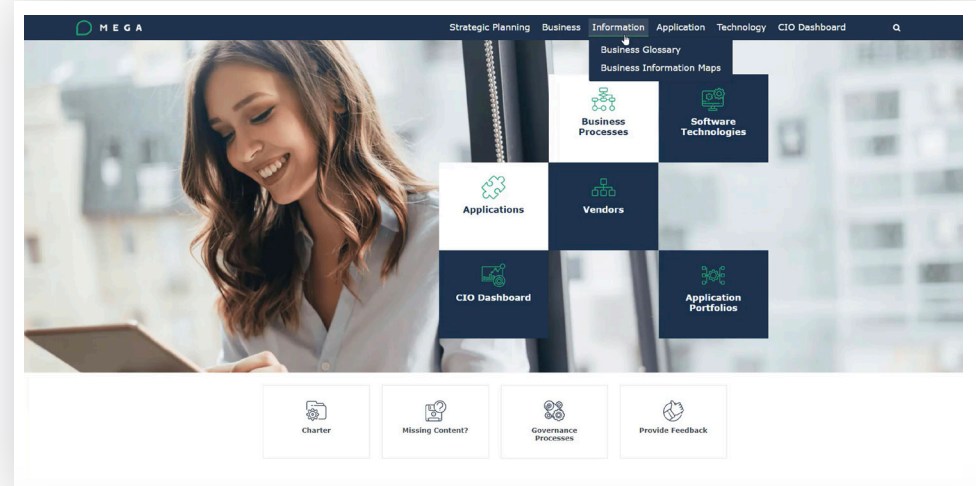
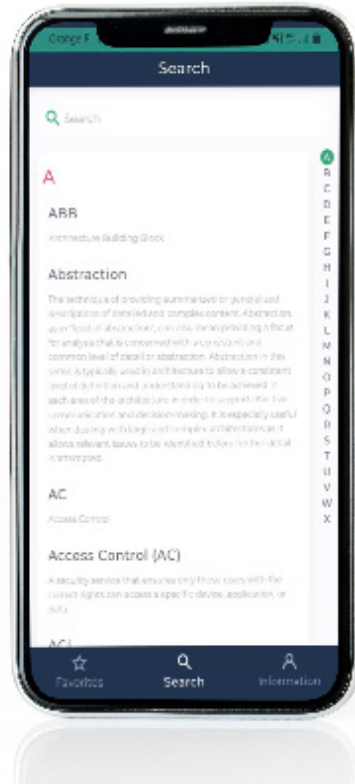


Monitor

Enable data literacy

Make data catalog and business glossary available for all employees with:

- HOPEX 360 Enterprise Portal
- Mobile application



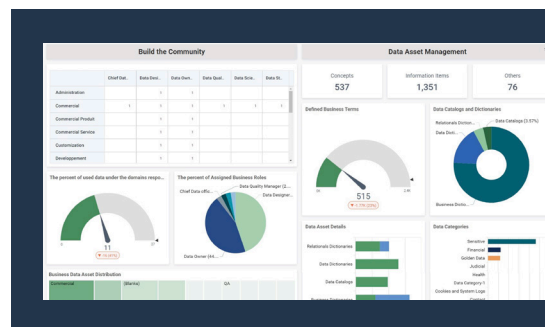
Outcome: Easily share data knowledge within the organization to enable business transformation

Enable data-driven decisions with a strong data governance program

Establishing an effective data governance program requires a comprehensive solution to quickly document data, build its reliability, and facilitate communication across the organization. HOPEX Data Governance is built on a collaborative platform that ensures all business and data actors share the same knowledge to make impactful business decisions and drive business growth.

Following this practical approach, using HOPEX Data Governance, organizations can:

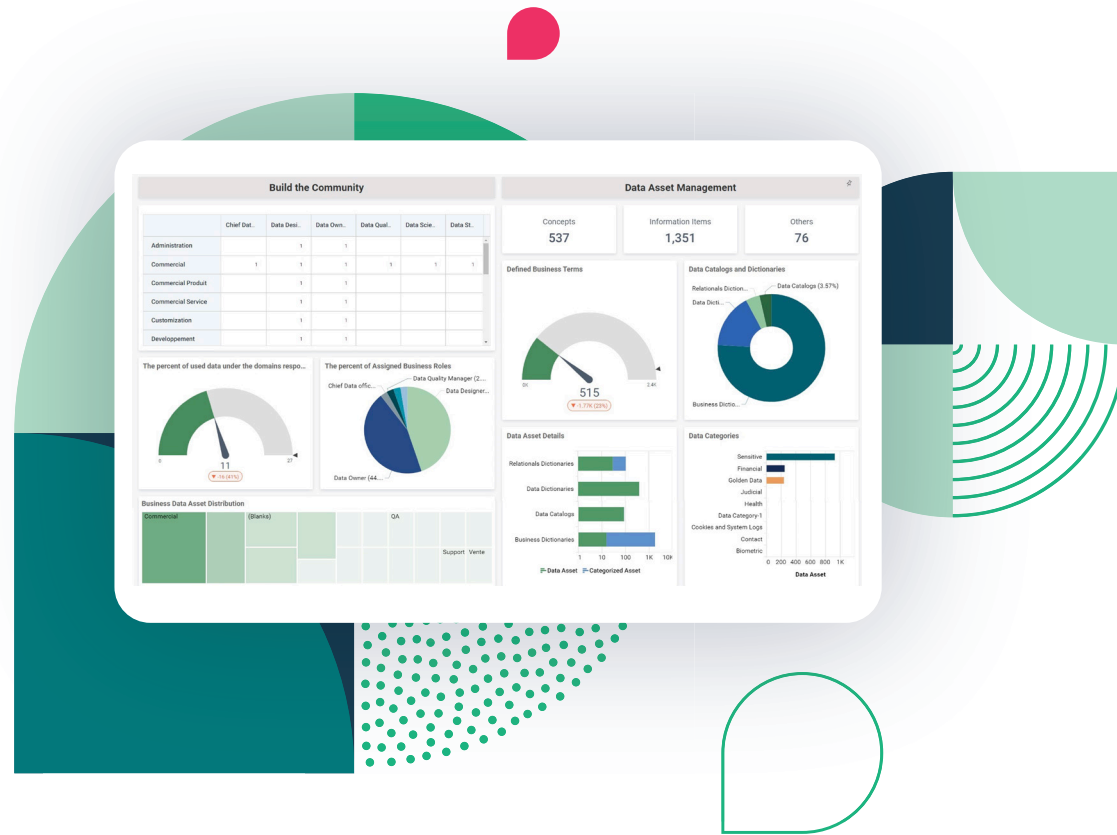
- Quickly define a data catalog and a business glossary with the automatic discovery of data assets
- Manage data compliance with regulations, quality rules, and quality measures
- Federate and motivate the “Data Community” on a shared platform to enable data literacy



Take the next step

Get started with your data governance program and learn more about MEGA's HOPEX Data Governance solution!

[Request a demo](#)



About MEGA

MEGA International is a global SaaS software company with offices in 11 countries. The company provides leading software solutions for Enterprise Architecture, Business Process Analysis, Governance, Risk and Compliance and Data Governance to guide organizations in their business transformation initiatives. MEGA created a collaborative SaaS platform, HOPEX, that offers a single repository to help companies collect, visualize, analyze, and communicate information to better plan and adapt to change. With 350 multicultural dynamic employees, MEGA supports more than 2000 clients in 52 countries.

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