

APPENDIX 1

Melton data quality framework - proforma

Data Quality Strategy
Progress toward achievement Assessment is risk rated

STRAND 1 - People			
Theme	Assessment	Actions	Target Date for Completion
1.1 Leadership and Direction		<i>governance, information quality accountability, quality checking.</i>	
		1.1.1 Corporate governance – IMG	
		1.1.2 System/Information Asset owners – identification, briefing of responsibilities	
		1.1.3 Supervisors – monitoring of data input by staff	
		CSF 1, 2	
1.2 Knowledge and Understanding		<i>responsibilities, processes, importance, impact of getting things wrong.</i>	
		1.2.1 Staff awareness raising	
		1.2.2 Staff education	
		1.2.3 Staff training	
		CSF 1, 2, 3	
1.3 Personal Responsibility		<i>attitude and aptitude .</i>	
		1.3.1 Staff training	
		1.3.2 Staff education	
		1.3.3 Staff awareness raising	
		CSF 1, 2, 3	
1.4 Resources		<i>analysis.</i>	
		1.4.1 System monitoring resources	
		1.4.2 System audit resources	
		1.4.3 DQ Gatekeepers	
		CSF 1	

STRAND 2 - Process			
Theme	Assessment	Actions	Target date for Completion
2.1 Monitoring		<i>system/information asset owner specified assurance of access and use.</i>	
		2.1.1 System operating procedures	
		CSF 3, 4	
2.2 Auditing		<i>independent activity identifying best practice and improvement areas .</i>	
		2.2.1 Audit programme	
		CSF 4	
2.3 Records Management		<i>operating procedures, review and linking of information, embedding of best practice.</i>	
		2.3.1 RRD Policy and procedures	
		CSF 3, 6, 7	
2.4 Reporting Mechanism		<i>visible performance reporting of data quality issues .</i>	
		2.4.1 To be scoped	
		CSF 4	

STRAND 3 - Systems			
Theme	Assessment	Actions	Target date for Completion
3.1 Data Entry Validation		<i>development and/or procurement of systems</i>	
		3.1.1 Software to overlay existing systems – Knowledge Solutions	
		3.2.1 ICT Convergence to include DQ and entry validation in procurement	
		CSF 2, 3, 4, 5	
3.2 Prime Record		<i>oversight and corporate memory, direction toward convergence and integration.</i>	
		3.2.1 Genie development enables prime record oversight – relies upon RRD process applied across all information.	
		CSF 4, 6, 7	
3.3 Reporting Capability		<i>monitors and highlight issues .</i>	
		3.3.1 Once optimal data quality values have been determined, apply software functionality to report to governance structure and system owners.	
		CSF 3	