

Service Description

Data Governance Starter Pack

Scope

The Data Governance Starter Pack is a practical, low-lift engagement designed to help small and medium-sized organisations establish foundational data governance. It includes defining data roles and responsibilities, creating a core business glossary, and delivering a fit-for-purpose RACI matrix across key data domains.

This service provides the minimum viable structure to support data accountability, improve data quality, and enable sustainable data management - without requiring a full enterprise data governance program.

Approach

Delivered in five agile phases, the Starter Pack balances quick wins with lasting value - tailored to your size, maturity, and resourcing.

Initiation & Scoping

Sets the foundation for engagement by confirming focus, priorities, and stakeholders.

- Confirm strategic goals: compliance, quality uplift, analytics enablement, ownership clarity.
- Identify data domains in scope: customer, HR, finance, assets, risk, etc.
- Agree delivery format - centralised, federated, hybrid governance model.
- Map key stakeholders: business owners, data stewards, compliance, IT.

Discovery & Current State

Map out the current data governance maturity and context for implementation.

- Capture existing data roles, processes, and pain points through workshops or interviews.
- Review current policies, standards, glossaries, and ownership structures (if any).
- Document current challenges and readiness for change (resourcing, buy-in, maturity).
- Identify priority data issues (quality, duplication, lack of access, etc.).

Role & RACI Definition

Clarify data-related roles and responsibilities across the business.

- Define core data roles: Data Owner, Data Steward, Data Custodian, Governance Lead.
- Draft responsibilities per role, customised to client context.
- Develop a RACI matrix across priority data domains and governance activities.
- Align RACI with existing team structures and workflows.

Glossary & Metadata Foundations

Lay the foundations for shared understanding of key business data terms.

- Develop a starter business glossary (20-30 key terms) using plain language.
- Align terms to systems, owners, and business rules where available.
- Define metadata fields needed to support findability, classification, and quality.
- Recommend location and tools for glossary (SharePoint, Excel, governance tool, etc.).

Finalisation & Adoption Support

Confirm deliverables and provide materials to support adoption.

- Present outputs to stakeholders and refine based on feedback.
- Provide adoption guidance: comms, training, governance rhythms (e.g. data forums).
- Recommend integration points with privacy, security, analytics, and IT ops.
- Deliver templates for future roles, glossaries, and policy development.
- Outputs: Final Governance Starter Pack, Adoption Plan, Templates Library.

Value

The Data Governance Starter Pack gives organisations a clear, scalable foundation for managing data - without unnecessary complexity.

- Establishes clear ownership and accountability for key data domains.
- Improves data quality, accessibility, and decision confidence.
- Reduces ambiguity around roles, responsibilities, and governance expectations.
- Supports compliance, reporting, and risk management initiatives.
- Provides a base to scale governance maturity over time.

Benefits

The service delivers the following strategic and operational benefits.

- Enables structured data ownership and governance.



- Delivers practical tools for immediate use (RACI, glossary, role definitions).
- Builds shared understanding of what 'good governance' looks like.
- Aligns data practices across business and IT stakeholders.
- Positions the organisation for future maturity (e.g. catalogues, data governance tools, compliance programs).

Outputs

Final deliverables will include the following items to drive ongoing action.

- Data Governance RACI Matrix: Roles mapped to domains and responsibilities.
- Core Role Descriptions: Tailored responsibilities for Owners, Stewards, Custodians.
- Business Glossary: Agreed definitions of high-priority business terms.
- Metadata Starter Schema: Fields and definitions for classification and governance.
- Governance Starter Pack: Summary pack for stakeholder onboarding and reference.
- Adoption Plan: Practical steps to embed governance in BAU operations.



Genesys Data stands with you to transform how to measure, approach and harness the power of your data, offering a portfolio of services that address the complexities of - getting data right! By integrating cutting-edge AI data-discovery techniques, advancing maturity modelling, and offering Data, Privacy and Security by Design, you'll be able to demonstrate appropriate duty-of-care, exceed privacy obligations, effectively gain control of data and understand how to become more cyber resilient and AI ready!

Learn more at www.genesysdata.com.au

Copyright © 2025 Genesys Data. All rights reserved. Other names may be trademarks of their respective owners.