



## Data Stewards

### **Why are data stewards important for projects?**

Data stewards are the subject matter experts and data system end users most knowledgeable about the data. As such, they are best suited for communicating data requirements to the project team and assisting in the resolution of data issues that may be discovered during the project life cycle.

### **Who are data stewards?**

- Individuals who define, produce or use data as part of their job.
- Those identified and engaged according to their present responsibilities.
- Subject matter experts in their functional area.
- Most knowledgeable authorities on data.
- Those accountable for the management of a subset of data.

### **Data stewards may be responsible for:**

- Managing the definition, production and usage of data.
  - Defining and implementing data management procedures.
  - Monitoring and enforcing data quality standards and procedures.
  - Ensuring the quality, timeliness, availability and integrity of data.
- Using data for programmatic or functional purposes.
- Communicating new and changed data requirements during projects.
- Identifying and/or assisting with the resolution of data quality issues.
- Conducting root cause investigations and impact assessments on data quality issues.
- Determining necessary changes to data for regulatory compliance.

### **What is data stewardship?**

Data stewardship formalizes the roles, responsibilities and accountabilities associated with the agency's data. It is not an additional job responsibility – you are already doing it.

### **Key Takeaway:**

Data stewards are subject matter experts who, by virtue of their agency role or job function, have been approved to access and make use of data or information systems owned and operated by or on behalf of the agency. They are responsible for data within their areas and management responsibilities for defined segments of agency data. Data stewards have the responsibility of ensuring that the appropriate steps are taken to protect the data. Data stewards are key stakeholders in data system projects.