



# State of Louisiana

Division of Administration  
Office of Technology Services

## DATA GOVERNANCE INFLUENCE GROUP (DGIG)

### CHARTER

August 14, 2017

## Enterprise Data Governance

### OVERVIEW

The Office of Technology Services (OTS) is pleased to announce a new comprehensive governance process to assist the State in accomplishing its strategic objectives. As the demand for IT services expands, our goal is to establish and maintain procedures and guidelines for the equitable and effective provisioning of information services, and to ensure that the most appropriate solutions and people are matched to the State's projects and priorities.

IT governance is accomplished through three IT Governance Influence Groups dedicated to Information Services, Security, and Data. These groups are comprised of members designated by agency, OTS, and Division of Administration (DOA) executive management. Other groups and individuals engage with the influence groups through formal and informal processes.

Governance provides a framework to identify, establish, and link the mechanisms that oversee the information and technologies used by the State, while simultaneously creating value and managing the risks associated with these assets. It is through the governance process that strategic IT decisions are made, issues are evaluated, priorities are set, and disputes are settled. To be effective, all participants must understand the purpose and scope of the process. Decisions must be made in a timely manner with appropriate communication to the affected parties. Considering the scope of its mandate, IT governance will play a key role in the ultimate success of the State's strategic enterprise planning objectives, while day-to-day operations are handled via separate processes guided by OTS management in cooperation with our agency partners.

### DATA GOVERNANCE INFLUENCE GROUP

The Data Governance Influence Group (DGIG) exists to provide guidance and recommendations on the efficient, effective, and secure management and use of the State's information assets. The Group is responsible for developing and approving statewide data management policies and standards, and for ensuring adequate compliance oversight. The DGIG works with agency leadership to develop and maintain an IT governance model that encompasses the business needs of all state agencies. The Group conducts objective assessments and determines which opportunities are likely to result in the greatest value to the State. The governance process promotes visibility and transparency as proposals affecting statewide data resources are discussed and voted on by a diverse membership in an open forum.

### PURPOSE

The mission of the DGIG is to support the State's strategic goals and to promote the effective, efficient, and secure management and use of data. Working in cooperation with business and technical leaders, the Group establishes and maintains the State's information management strategy. With an emphasis on promoting data sharing opportunities, the DGIG provides a forum for the evaluation of proposed enterprise data management plans in alignment with agency business goals. The Group is expected to solicit, consider, and, when appropriate, incorporate the input of relevant advisory committees into its decisions and guidelines. And finally, the Group may review statewide information systems and projects to ensure compliance with approved IT data standards.

### MEMBERSHIP

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The Data Governance Influence Group consists of seven (7) voting members. Membership is allocated as follows:

- 5 - Agency Representatives
- 1 - DOA Executive Representative
- 1 - Chief Data Officer (serves as Chair)

Agencies are selected for participation in the IT Governance Influence Groups by DOA executive management and the State of Louisiana Chief Information Officer (CIO), with individual representatives appointed by their respective agency heads.

The Chief Data Officer is designated as the Group Chair with a non-expiring membership. The term of appointment for other members is two years. Any vacancies that occur must be filled at the earliest opportunity to maintain a quorum of at least five (5) members. Individual appointments can be extended for additional terms with executive management approval.

### *MEETINGS*

The Group meets quarterly, or as often as needed to fulfill its obligations to the State. A schedule of future meetings (times and locations) will be discussed at each session. A quorum of at least five members is needed for business to be conducted. Minutes are recorded for each meeting.

### *ROLES, RESPONSIBILITIES, and DELIVERABLES*

The DGIG provides guidance and recommendations on the effective, efficient, and secure management and use of the State's information assets. The duties of the Group are as diverse and comprehensive as the data it governs. A representative listing of roles, responsibilities, and deliverables expected of the Group is presented below:

- Solicits input annually from State leadership on the State's strategic direction.
- Establishes and maintains an enterprise data governance framework in alignment with State strategic goals and objectives.
- Identifies opportunities, issues, and risks associated with data use and management.
- Defines, reviews, approves, and publishes statewide data management strategies, policies, and standards.
- Facilitates data sharing and interoperability across all state agencies.
- Ensures adequate security, classification, and regulatory compliance procedures are in place for sensitive data.
- Promotes initiatives to make data accessible to everyone (internal and public) who has a need or right to access the information.
- Works in cooperation with State business leaders to assess the relevancy and value of the State's data assets.
- Solicits and receives reports from advisory committees commissioned to assist the Group.
- Promotes data quality enhancement initiatives, especially when tangible business benefits can be achieved.

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- Establishes data related performance indicators.
- Monitors the progress of approved data management strategies, initiatives, and standards to ensure objectives are met.
- Provides a forum for State staff and management to direct questions and recommendations concerning data use, management, sharing, integration, quality, and retention.
- Seeks input from business and technical leadership on data related budget and project matters.
- Reviews statewide service offerings and projects to ensure compliance with data policies and standards.
- Coordinates with other governance groups to ensure continuity on related topics.
- Makes recommendations concerning the allocation and training of data management resources.
- Receives presentations on relevant data management topics.
- Performs an annual review of the Group's Charter (this document) and makes recommendations for changes when appropriate.

### *AUTHORITY*

The DGIG operates under the authority of DOA executive management and the State CIO.

### *DISPUTES*

If a critical dispute should arise that cannot be resolved within the Group, the issue will be referred to the CIO for resolution.

## Sponsor Acceptance

Approved by:

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Date: \_\_\_\_\_

Richard "Dickie" Howze  
State of Louisiana - CIO