

DATOLIO LEARN

The practical data governance checklist

Work through one business priority at a time. Tick an item only when the decision is visible, assigned and reviewable.

Use it as a conversation, not a compliance score

Choose one domain, review the checklist with business and technical participants, capture evidence and leave unclear items open. Repeat after the agreed review date.

1. Business value and scope

- ☐ Known data pain points and the benefits of solving them are documented
- ☐ The policy and programme scope, including exclusions, is explicit
- ☐ High-value and high-risk data assets are prioritised first
- ☐ Success measures, roadmap funding and expected outcomes are visible

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2. Policy, principles and controls

- ☐ An approved Data Governance Policy is connected to business strategy
- ☐ Data is treated as a business asset with a clear definition and owner
- ☐ The business is accountable for meaning and fitness for purpose
- ☐ Policy controls are measurable, auditable and linked to procedures
- ☐ Privacy, ethical use, security and applicable standards are addressed

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3. Operating model and accountability

- ☐ An executive sponsor and active Data Governance Board are in place
- ☐ A dedicated Core Team and accountable programme leader coordinate delivery
- ☐ Data Stewards and Data Custodians are appointed by domain
- ☐ A RACI clarifies who decides, executes, contributes and is informed
- ☐ Stewards, custodians and leaders receive training and stay engaged

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4. Catalogue, meaning and classification

- ☐ An inventory combines business definitions with technical metadata
- ☐ The Data Dictionary and Business Glossary are connected to real assets
- ☐ Sensitivity, business value and risk classifications are recorded
- ☐ The catalogue is built iteratively and has an agreed maintenance process

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5. Lineage, systems and data integrity

- ☐ Systems holding or using critical data are mapped
- ☐ Origins, transformations, movements and uses of data are traceable
- ☐ Integration and access dependencies between systems are understood
- ☐ Duplication, single ownership and shadow governance risks are controlled

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6. Data quality and issue management

- ☐ Formal criteria define when critical data is right and fit for purpose
- ☐ Completeness, accuracy, uniqueness, consistency and timeliness are measured
- ☐ Business owners define expectations and technical owners implement the rules
- ☐ KPIs and dashboards show issues, trends and data availability
- ☐ Critical issues have correction, escalation and continuous-improvement procedures

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7. Roadmap, assurance and maturity

- ☐ Crawl establishes benefits, policy, roles, roadmap, budget and kick-off
- ☐ Walk introduces procedures, training, tools and priority-asset pilots
- ☐ Run expands coverage and establishes control plans and recurring audits
- ☐ A maturity model and repeatable assessment process track progress
- ☐ The Board periodically reviews outcomes and adapts the roadmap

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Move from checklist to working governance

Datolio is a simple, hassle-free data governance platform for learning and fast self-service implementation. Explore governance safely in a guided demo, or upload your own non-confidential data to build a catalogue, glossary, relationships and quality checks.

[Learn by doing in the free demo](#) → [Explore the Datolio platform](#) →

To learn more about Data Governance, Datolio recommends:

De Mauro, A. & Pacifico, M. (2024). The Financial Times Guide to Data-Driven Transformation: Maximise Business Value with Data Analytics. FT Publishing International / Pearson. ISBN 9781292462141.