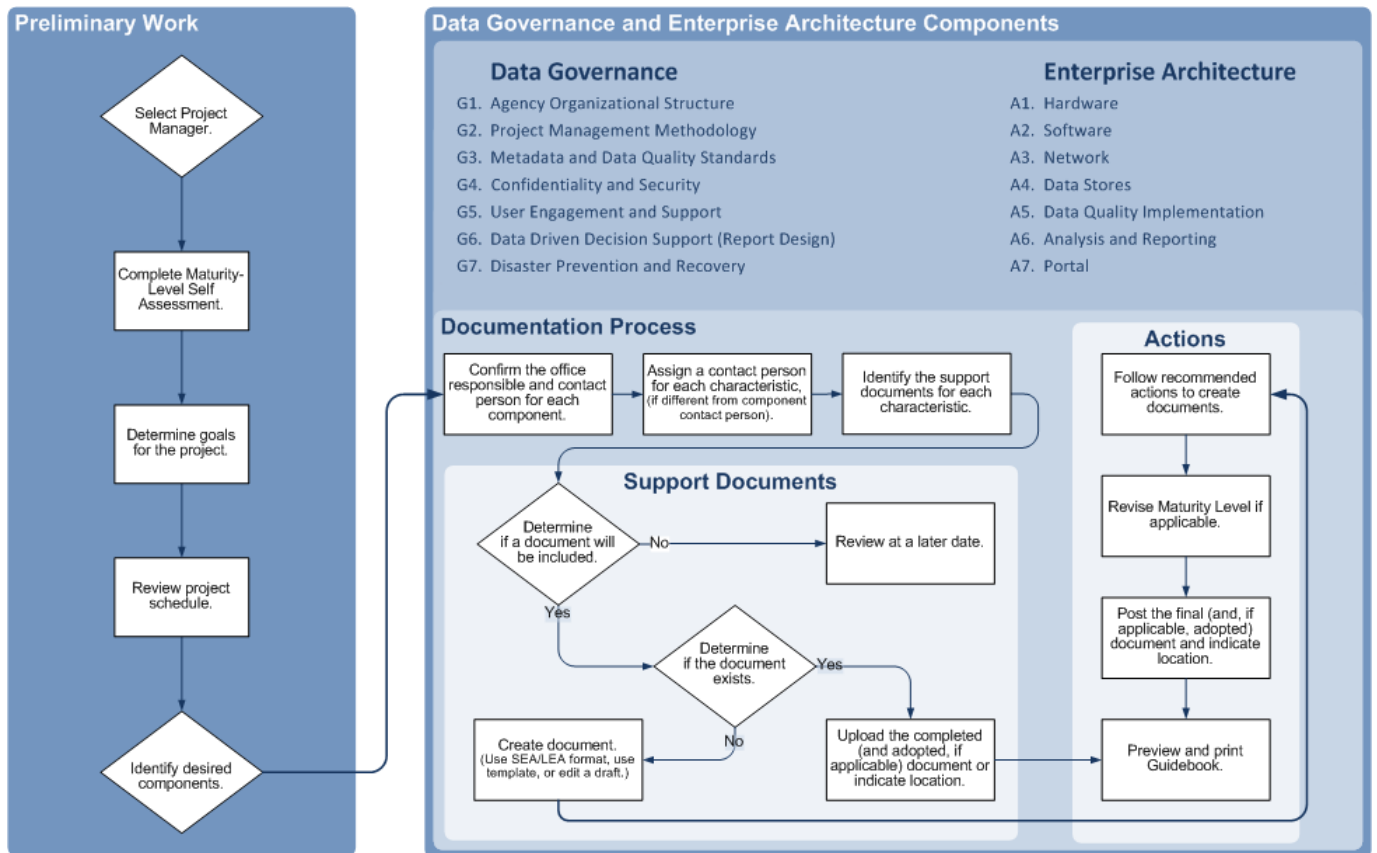




## GOVERNANCE AND ARCHITECTURE – Fundamental Requirements for Effective Data Management

ESP Solutions Group provides essential guidance on the core components needed to govern and manage information systems related to students, staff, programs, budgets, calendars, etc. This guidance can help IT professionals and education administrators keep up with best practice documentation to support data governance and technical management across a state or local education agency or a set of agencies working together. Whether the agency (or set of agencies) is maintaining an already existing IT system or planning major expansions or changes, documented policies and procedures are essential for explaining the current system to stakeholders and new staff as well as creating system requirements for a new information system.

Establishment of these two requirements – Data Governance and the Enterprise Architecture – will help to ensure effective and efficient development and management of one of the agency's core products – information.



ESP has developed a "toolkit" and expertise to guide staff in charge of the design, management, and documentation of data governance and the agency's enterprise architecture by following best practices observed in state education agencies (SEAs), large school districts, or local education agencies (LEAs). The goals of these efforts are:

- To document and support the process for creating and maintaining the agency's structure for governing data management and usage.
- To build the resource to which everyone goes when a decision must be made regarding the technology standards, systems, and policies that guide the use of data.
- To provide access for users who must follow, implement, create, or maintain the policies, standards, processes, and data for which the agency is responsible.

For more information on Data Governance and Enterprise Architecture Services, and other ESP solutions, please visit [www.espsolutionsgroup.com](http://www.espsolutionsgroup.com), call 512-879-5300, or email [info@espsg.com](mailto:info@espsg.com).



The outcomes of these services are customized Guidebooks documenting the Data Governance Structure and the agency's Enterprise Architecture. Each Guidebook covers seven essential components, the characteristics and benchmarks observed as best practice in each component, as well as recommended documentation. For each characteristic, the Guidebook includes a table showing the agency's available documents, where to find them, and who within the agency is the best contact for information on that component. Documents may be included in a paper version of the guidebook or posted on a state website.

For the information that does not currently exist in the agency, ESP has "Starter Documents" to help the agency staff create or secure what is needed. Over 100 templates, drafts, and examples are available.

Because an agency's data governance and technical architecture are constantly evolving, the documentation in the Guidebook must be updated periodically. ESP will help you determine a schedule for review and a process for updating the documents that are edited, replaced, or added at any time.

## HOW WE CAN HELP

ESP will work with relevant staff members to search for relevant documents and meet to gain information for the Guidebook. Following are the typical steps we take, although each is adjusted for different implementations.

### ➤ Getting Started

- A Maturity Level Self-Assessment is completed.
- Priority components are identified.
- Stewards are assigned to components.
- Other contributors are assigned to components.
- Specific information about the education agency is entered into the guidebook structure.

### ➤ Documents Compiled

- The Guidebook structure is customized by ESP for the education agency or set of agencies.
- Starter Documents (templates, examples, and draft documents) are identified to assist in the creation of the agency's documentation.
- Documentation supporting the enterprise architecture and data governance is collected.

The supporting documents suggested for inclusion in the Guidebook represent best practices; therefore, they are not all required or exhaustive. An education agency may have additional documentation to include as part of the Guidebook or may decide some of the suggested documents are not applicable at this time.

### ➤ Guidebook

- Step-by-step guidance is provided to understand each Component, all of its characteristics and benchmarks, and the best practices documentation.
- When documentation is not available, ESP will provide starter documents for the agency staff to use to create a document describing the enterprise architecture and data governance, their components, the stakeholders' views and recommendations, and mandates requiring specific data collections, reports, or data management rules.

## PRICING

Data Governance and Enterprise Architecture projects are typically combined with other services such as a metadata inventory using DataSpecs™ or an *Insight*™ diagram. Pricing for our services is highly dependent on the needs of the education agency. ESP will meet with agency stakeholders at no charge to determine the scope of each individual project.

## WHY ESP?

ESP Solutions Group specializes in improving the quality of education data. Our personnel have advised many local school systems, all 52 state-level education agencies, and the U.S. Department of Education on the practice of P-20 data management. We have developed components related to data governance and enterprise architecture for nearly every client engagement we have worked on since 1993. We are nationally recognized as leading experts in understanding the data and technology implications of state reporting, the No Child Left Behind Act (NCLB), EDEN/EDFacts, Common Education Data Standards (CEDs), the Schools Interoperability Framework (SIF), and EDFacts Shared State Solution (ES3).

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