To facilitate broad access to Institute information for decision making and planning purposes, each portfolio responsible for collecting and maintaining administrative information has nominated Data Steward responsible for overseeing establishment of data management policies, procedures, and accountability for data governed within their portfolio. You are asked to nominate individuals within your organization that will

Data Experts are individuals named by their respective Data Stewards to serve as a liaison between their Portfolio and the Data Warehouse group and are responsible for carrying out the responsibilities listed below. Data experts are familiar with Banner system, knowledgeable in data entry procedures and processes, and have a solid understanding of warehoused information and its usage.

Data Experts responsibilities:

- The overall data integrity and conformity of the information gathered by their Portfolio. Data Expert is responsible for instilling business practices and procedures to identify erroneous and inconsistent data recorded in Operational systems such as Banner, BSR, etc. and developing data correction procedures ensuring that the erroneous, inconsistent data is fixed at the source.
- Ensuring that the meta-data capturing our business definitions in the warehouse is up-to-date.
- Working with the Data Warehouse group and other Data Experts on addressing business definitions across organizational boundaries.
- Ensuring that the validation and the approval of the published reports and dynamic queries are performed.
- Ensuring that the documentation regarding the procedures used in testing new or enhanced data marts is maintained.
- Approving the acceptance of new and modified data marts.
- Establishing procedures to perform periodic review and validation of user access.
- Partnering with the Data Warehouse group in carrying out operational training to the campus constituency ensuring proper utilization of the warehoused information and promoting best practices across campus.

To ensure organization responsiveness, the following metrics have been developed:

- Erroneous data will be either corrected, addressed, or elevated to the higher decision/management level as appropriate within five business days.
- To review meta-data on an annual basis to ensure its accuracy and relevancy.
- The participation in resolving business definitions and ensuring common definitions across campus will occur on an as needed basis.
- The validation and the approval (or rejection) of new dynamic queries and reports will be performed within five business days from the submission date.
- The approval of new and modified data marts will be performed on an as needed basis.
- User access will be reviewed and approved on an annual basis.
- Operational training will be carried out on an as needed basis.