

# Enterprise Data Management Plan

## Information Management Framework

### Standard

Departments must develop and maintain an Enterprise Data Management Plan in accordance with the requirements set out in this standard.

### Document control

<b>APPLIES TO</b>	All departments and Victoria Police	<b>AUTHORITY</b>	Victorian Secretaries Board (VSB)
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# Requirements

Departments must at a minimum:

1. Develop an *Enterprise Data Management Plan*<sup>1</sup> that:
  - a. aligns data, data initiatives and data management practice with organisational strategy and business operations,
  - b. ensures critical data assets<sup>2</sup> are a key focus and considered when prioritising initiatives, improving practice and standardisation,
  - c. documents the governance of enterprise (whole of organisation) data and data management practice, including roles and responsibilities, and compliance with statutory and administrative obligations,
  - d. provides business rules for how data is created, stored, managed and used, and
  - e. identifies opportunities for increasing the value of data to the organisation and government.
2. Ensure the *Enterprise Data Management Plan* is:
  - a. owned by an executive-level officer,
  - b. developed with the involvement of both business and IT representatives,
  - c. endorsed by the department's Information Management Governance Committee<sup>3</sup>, and
  - d. approved by the department head<sup>4</sup>.
3. Review and update the *Enterprise Data Management Plan* on an annual basis.

For guidance in implementing the requirements of the standard, including a suggested plan structure, see [IM GUIDE 08 Enterprise Data Management Plan Guideline](#).

## Overview

The purpose of the *Enterprise Data Management Plan Standard* (the standard) is to define a common approach to enterprise data management planning within the Victorian Government (government).

Government data is an operational and strategic asset, being an enabler of better informed decisions, more integrated services and powerful insights. The opportunity to derive maximum value from data is lost when it is kept in silos, managed inconsistently or of unknown quality. In order to harness the full potential of this public asset, stronger strategic alignment and more coordinated management of government data is essential.

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<sup>1</sup> Departments may use a more business-appropriate title if desired.

<sup>2</sup> As described by [IM-GUIDE-05 Information Management Governance Guideline](#).

<sup>3</sup> As described by [IM-STD-03 Information Management Governance Standard](#) and [IM-GUIDE-05 Information Management Governance Guideline](#).

<sup>4</sup> i.e. Secretary of the department or agency chief executive officer.



Initiatives and planning for sharing (with government and partners) and releasing (to the public) are being progressed as per the [Information Management Framework](#).

## Rationale

The Royal Commission into Family Violence<sup>5</sup>, VAGO<sup>6</sup> and the Productivity Commission<sup>7</sup> have all identified inconsistent data management practice across government. This has led to:

- fragmented poor quality data,
- an inability to achieve an integrated view of citizens and services,
- a limitation on government's ability to make evidence-based decisions,
- increased risk to government, and to the safety and wellbeing of Victorians, and
- missed potential for better service and policy design.

In addition, different departments, divisions and program areas often work in silos, addressing their data needs independently with little awareness of the overlapping efforts and costs.

The development of enterprise data management plans will embed consistency in data and data management practice within departments and across government. The aim is to:

- ensure data is treated with the same strategic oversight as other assets; deriving maximum value while maintaining appropriate governance and protection,
- make data more discoverable, accessible and interoperable so it can be shared for frontline service delivery, analytics and insight, and
- overcome data silos to gain a more complete view of citizens, the government's service delivery and outcomes.

## Derivation, scope and glossary

### Derivation

This standard is derived from the [Data Management Position Paper](#).

### Scope

All departments and Victoria Police, referred to collectively as 'departments', are formally in-scope and the standard is applicable to the Victorian Public Service as appropriate.

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<sup>5</sup> Summary and recommendations, Royal Commission into Family Violence, March 2016, <http://www.rcfv.com.au/Report-Recommendations>

<sup>6</sup> Access to Public Section Information, Victorian Auditor-General's Office (VAGO), December 2015, [http://www.audit.vic.gov.au/reports\\_and\\_publications/latest\\_reports/2015-16/20151210-access-to-information.aspx](http://www.audit.vic.gov.au/reports_and_publications/latest_reports/2015-16/20151210-access-to-information.aspx)

<sup>7</sup> Data Availability and Use, Productivity Commission, May 2017, <http://www.pc.gov.au/inquiries/completed/data-access/report>

## Glossary

The glossary of terms and abbreviations used in this document are defined in the [IM GUIDE 03 Information Management Glossary](#).

## Related documents, tools and references

- [IM FMW 01 Information Management Framework](#)
- [IM POL 01 Information Management Policy](#) (awaiting approval)
- [IM STD 03 Information Management Governance](#) (awaiting approval)
- [IM STD 07 Information Asset Register Standard](#) (in development)
- [IM GUIDE 08 Enterprise Data Management Plan Guideline](#) (in development)
- [Data Management Position Paper](#)

## Further information

For further information regarding this standard, please contact Enterprise Solutions, Department of Premier and Cabinet, at: [enterprisesolutions@dpc.vic.gov.au](mailto:enterprisesolutions@dpc.vic.gov.au)

## Document control

### Approval

This document was approved by the Victorian Secretaries Board on ## <Month> 2017 and applies from the date of issue (see first page).

### Version history

Version	Date	Comments
0.1	30/06/2017	First draft for review
0.2	24/07/2017	Minor changes following stakeholder review and feedback
0.3	23/08/2017	Endorsed by the IMG
1.0	27/09/2017	Approved