

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.03.040	PAGE 1 of 3
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SUBJECT Data and Information Systems Governance	SUPERSEDES 02.03.010	DATED November 5, 2017
CHAPTER Administration	SECTION Information Systems	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department to establish guidelines for the management of department data and information systems. A governance council and a data and information systems (IS) governance manual are both established by this P&P. The intent is to ensure consistency across the department so that reliable, relevant data is available for timely analysis and integrated into information that improves the efficiency and effectiveness of the department's many and varied processes.

POLICY

It is the policy of the department to follow standard framework and procedures for the acquisition and management of data and information systems supporting business processes aligned with the department's strategic goals. The integration and coordination of information technology systems and data with business processes is critical to the department. Any information requiring restricted access or increased protection for proprietary purposes or as described in state or federal regulation will be afforded those protections.

Definitions

Data: A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or computers.¹

Information: Data and documents that have been given value through analysis, interpretation, or compilation in a meaningful form.²

Information Technology (IT): The application of methods and scientific knowledge for the collection of information. IT is commonly associated with the use of electronic principles and devices for the development and implementation of electronic systems.

Information Systems: A combination of information technology and the activities of people associated to support and execute the necessary operations and management of the system

¹ Glossary of Document Technologies, (ANSI/ANSII, TR2-1998)

² <http://www.aiim.org/what-is-information-management>

with the responsibility of decision-making. Information systems include hardware, software, and staff.

Data Business Plan: A data business plan is a roadmap for the data programs that outlines the strategies and goals and details how you plan to achieve those goals.

Data Governance: The staff, policies, and procedures which govern data management and information systems. Data governance promotes the understanding of data as a valuable asset to the organization and encourages the understanding and management of data from both a technical and business perspective. Data governance provides:

1. a central focus for identifying and controlling the collection, storage and sharing of data;
2. a data business plan and governance board to enforce data management;
3. enterprise data standards, data dictionaries, and metadata; and
4. standard data quality assurance processes.

PROCEDURE

The procedures in the Data and Information System Governance Manual (manual) should be followed when undertaking any task related to data or information systems. The manual includes but is not limited to:

1. Approval criteria and process for asset data collection and system development. Acquisitions will comply with all applicable department and State information systems policies.
2. Development of standards for data collection, data dictionaries, metadata, documentation, and IT infrastructure.
3. Definition of roles and responsibilities for data and information management.
4. Use of a common system for geospatially referenced data.
5. Review and approval of any individual business area data governance plans and policies.
6. Use of enterprise-wide systems to maximize efficiency and minimize data redundancy.
7. Facilitation of information exchange across disparate data systems.
8. Practices to enable analytics and data-driven decision-making.
9. Information requiring restricted access or increased protection for proprietary purposes that are excluded from this P&P will be listed in the manual.

This section defines the responsibilities and procedures which are divided into the following groups:

- Data and IS Governance Council
- Data and IS Governance Work Group

Data and IS Governance Council

This group includes the Commissioner, deputy commissioners, assistant commissioners, regional and division directors, and positions further described in the Data Governance Manual. The Council will:

1. define clear and achievable high level objectives;
2. approve policies, procedures, standards and manuals;
3. enforce policies, procedures, standards and manuals; and
4. mediate and resolve issues or disagreements.

Data and IS Governance Work Group

This group includes a representative from each region/division and other members as defined in the manual. The Work Group will:

1. communicate governance principles and procedures across the department;
2. collaborate and coordinate with Information Systems and Services Division staff;
3. draft policies, procedures, standards and manuals for Data and IS Governance Council consideration; and
4. carry out the tasks identified in the Data and IS Governance Manual.

AUTHORITY

AS 44.42.030

IMPLEMENTATION RESPONSIBILITY

Commissioner, deputy commissioners, assistant commissioners, regional/division directors, and the Data and IT Governance Work Group

DISTRIBUTION

All department employees via the department website