

OUTLIERS DATA & AI CENTRE™

Data Governance Toolkit™

Stand up enterprise data governance end-to-end

CDO / Data Office / Governance Council · Flagship Edition 2026

Publication-ready resource for the Outliers Resource Library

1. Full Guide

Data governance establishes enterprise ownership, policy and accountability for data as a managed asset. This toolkit gives you the operating model, the registers, the policies and the reporting to stand up or upgrade data governance and sustain it.

Operating lifecycle

1. Diagnose — assess governance maturity and gaps
2. Design — operating model, council, domains, policies
3. Build — appoint owners/stewards, publish standards
4. Embed — train, run the council, resolve issues
5. Assure — monitor, report, re-assess

Maturity model

L1 Initial	L2 Developing	L3 Defined	L4 Managed	L5 Optimised
Ad hoc / reactive	Basic, siloed	Standardised & governed	Quantified & integrated	Predictive & embedded

Key components

- Data domains and ownership
- Data stewardship network
- Policy and standards
- Data Governance Council
- Issue and change management
- Compliance and assurance

2. Templates & Registers

Data domain & ownership register

Assign accountable owners and stewards to every domain (working XLSX supplied separately).

Domain	Owner	Steward	Critical?
Customer	CCO	Steward (Cust)	Yes
Finance	CFO	Steward (Fin)	Yes
Vendor	CPO	Steward (Proc)	No

Data Governance Council — Terms of Reference

Purpose, membership, cadence and decision rights of the governance forum.

Element	Provision
Purpose	Set and enforce data standards and resolve issues
Membership	CDO (chair), domain owners, privacy, security, analytics
Cadence	Monthly; escalations as needed
Decisions	Approve policies, standards, domain ownership, issue resolution

Data issue log

Capture, prioritise and resolve data issues (structure).

Field	Example
Issue ID	DI-001
Domain	Customer
Description	Duplicate customer records
Severity	High
Owner	Steward (Cust)
Status	In Progress

3. Checklists

- Board-approved data governance policy in place
- Data Governance Council operating with clear ToR
- Critical data domains have owners and stewards
- Data standards defined and published
- Data dictionary / catalogue maintained
- Data issue log operating and triaged
- Privacy and security aligned (NDPA)
- Governance reporting reaching leadership

Governance Structure

Data & AI is governed through clear accountability under board oversight:

Layer	Role
Board / Audit Committee	Approves policy and appetite; oversees data & AI risk and value
Data & AI Governance Committee	Sets standards, tiers AI, approves high-risk use, reviews oversight
Data/AI owners (1st line)	Own and manage data and AI in their area
Data office / AI risk (2nd line)	Set framework, monitor, challenge, aggregate reporting
Internal Audit (3rd line)	Independent assurance over data & AI controls

Reporting Template

Standard report structure: executive summary · profile vs target (RAG) · key metrics · issues & actions · decisions sought.

Metric	Current	Target	RAG	Action
Stewardship coverage	88%	≥90%	Amber	Appoint remaining stewards
Critical domains owned	100%	100%	Green	Maintain
Open data issues	3	0 critical	Amber	Close high-severity issues
Policy adherence	92%	≥95%	Amber	Targeted remediation

Board Reporting Example

Illustrative one-page board summary (replace with live data):

Item	Status	Commentary
Governance maturity	Amber	Defined level; council operating; coverage at 88%
Data ownership	Green	All critical domains have accountable owners
Key risks	Amber	Vendor-domain quality below target
Decisions sought	—	Approve two additional steward appointments

Notes & Disclaimer

This toolkit is a professional management resource, not legal or regulatory advice. Calibrate scoring, tiers, policies and governance to your organisation, sector and applicable regulation. Data-protection items should be confirmed against the Nigeria Data Protection Act (NDPA) and other applicable law; AI-specific obligations should be confirmed against current and emerging regulation.