

OUTLIERS DATA & AI CENTRE™

Data Quality Toolkit™

Measure, improve and sustain data quality

Data Office / Stewards / Analytics · Flagship Edition 2026

Publication-ready resource for the Outliers Resource Library

1. Full Guide

Data quality determines whether data is fit for its intended use. This toolkit provides the dimensional quality model, rules, scoring and remediation workflow to measure and improve quality and keep it high.

Operating lifecycle

1. Define — quality dimensions, rules and targets
2. Profile — measure critical data
3. Score — compute quality scores and RAG
4. Remediate — fix issues to closure
5. Monitor — track quality over time

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

- Quality dimensions (accuracy, completeness, consistency, timeliness, validity, uniqueness)
- Data profiling
- Quality rules and controls
- Quality scoring
- Remediation workflow
- Quality monitoring

2. Templates & Registers

Data quality scorecard

Score critical data elements across six dimensions vs target (working XLSX supplied separately).

Element	Overall %	RAG
Customer master	96	Green
Product master	94	Amber
Vendor master	86	Amber

Data quality rules library

Define the rules that operationalise each dimension (structure).

Field	Example
Rule ID	DQ-001
Dimension	Completeness
Rule	Customer email is present
Threshold	≥98%
Action on breach	Steward remediation

Remediation plan

Track quality issues to closure.

Field	Example
Issue	Missing vendor tax IDs
Root cause	No validation at entry
Action	Add validation + backfill
Owner	Steward (Proc)
Target	2026-04-30

3. Checklists

- Quality dimensions and rules defined
- Critical data profiled regularly
- Quality scored and reported (scorecard)
- Targets set per data element
- Remediation tracked to closure
- Quality monitored over time
- Quality feeds governance and AI readiness

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
Overall DQ score	92%	≥95%	Amber	Remediate vendor & product data
Critical-data accuracy	97%	≥98%	Amber	Targeted fixes
Remediation closure	85%	≥90%	Amber	Clear backlog
Elements profiled	100%	100%	Green	Maintain

Board Reporting Example

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

Item	Status	Commentary
Data quality	Amber	Overall 92% vs 95% target; two domains below target
Trend	Green	Improving quarter on quarter
Risk	Amber	Vendor data weakness affects procurement analytics
Decisions sought	—	Approve data-entry validation project

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.