Data Inventory:

Building a Foundation

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State Data Inventory for Agencies

- Oregon's [Open Data Program]([ORS 276A.350-374](https://...)) codifies that state agencies identify and inventory data
- Open Data Coordinators identified by agencies guide this work
- Oregon's [Agency Data Inventory] on the [Open Data Portal]

ODOT's Approach to State Data Inventory

- Preparation
- System development
- Collection process
- Importance of Data Inventory

State Data Inventory Preparation

Introduction Meetings with Management
- What is Data Governance?
- Data Governance structure and Data Governance support
- Stewardship Identification and upcoming state data inventory meetings

State Data Inventory Introduction Meetings
- Data Trustees/Coordinating Data Stewards with a request to invite other team members
- Overview of data governance: roles, history and timeline for the state data inventory
- System walk-through and checked access
- Post-meeting communication: Meetings notes, procedures, slide deck, Teams Channel link

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State Data Inventory Preparation Challenges

- State data inventory meeting management

- Data stewardship list updates in progress

- Continuous improvement of resource materials

- Creating opportunities for discussions and encouraging feedback

- Process adjustments as people shared with us how to support them

- Separate State Data Inventory from the internal data inventory process

- Data inventory system development from feedback/issues during meetings

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State Data Inventory System Requirements

- Approved application/platform

- Accessible to all ODOT employees

- Administrative control of data structure, functionality, and user interface(s)

- Compatible with current data sources and systems

- Scalable for future data inventory and metadata needs
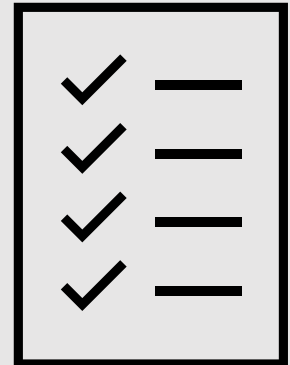
State Data Inventory System Selection

ODIN – **O**DOT's **D**ata **IN**ventory System

Smartsheet foundation using Dynamic View for data collection
- Customize column names and have detailed field descriptions
- Control editing, viewing, and required fields in form vs. table
- Create unique views/access for individual teams or divisions

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State Data Inventory Fields and Features

- Required state data inventory fields

- Required ODOT fields

- Automated notifications, error detection, process tracking

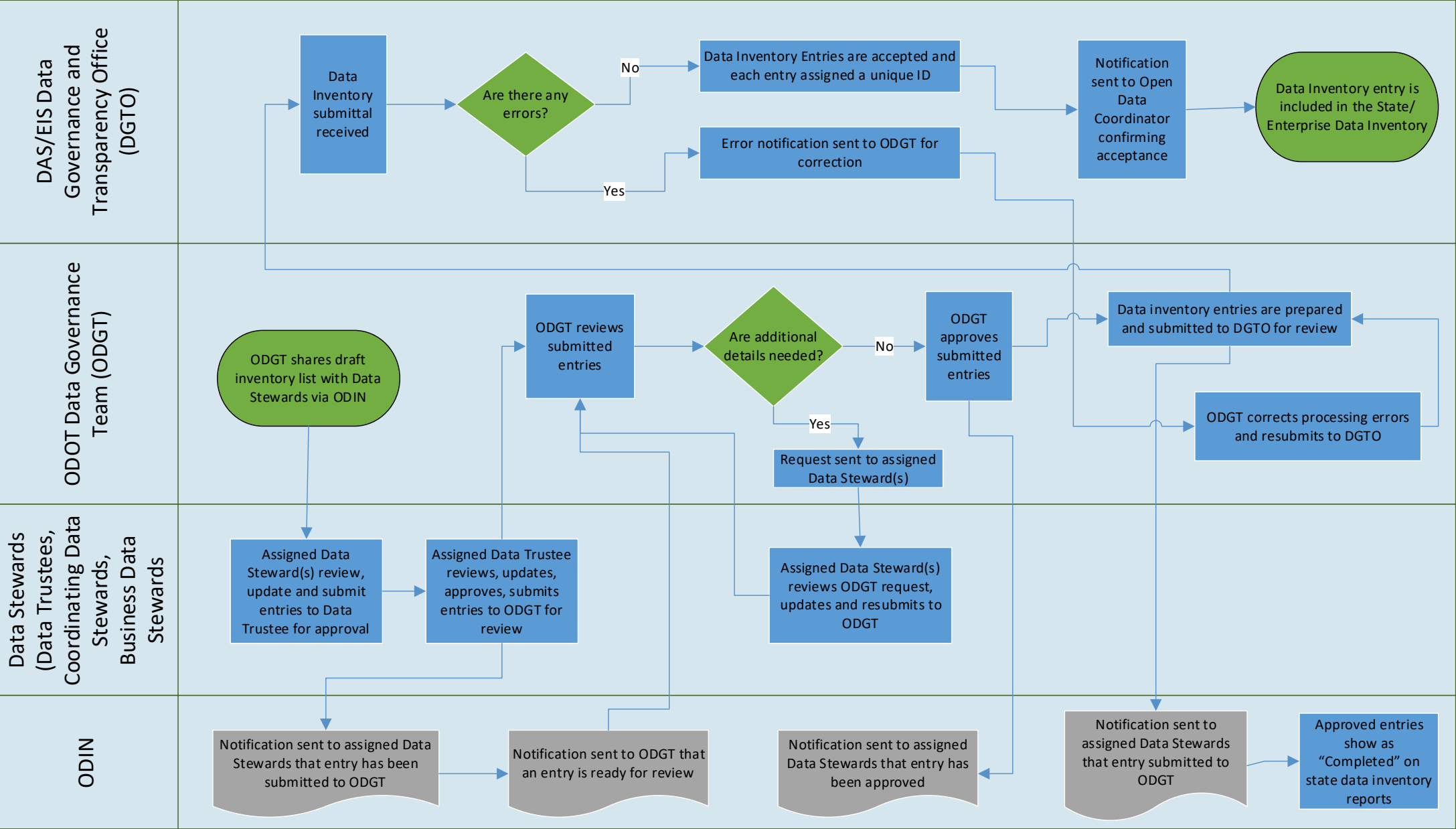- Dashboards and reports for status tracking

State Data Inventory Process Key Points

- Assigned data steward(s) coordinates completion of entries
  - Reviewer could be BDS, TDS, CDS but must be approved by Data Trustee
- Once completed by DT, a notification is sent to ODGT to review entries
- ODGT reviews, adds notes, and meets if needed to discuss
  - Data Librarian connects with data stewards for clarification and completion of state data inventory entries
- Once the entry is approved by ODGT, all assigned data stewards receive notification
- When the entries are submitted to DGTO, all assigned data stewards receive notification
  - Initial submittals occur on July 1st, October 2nd, December 18th, January 5th
- DGTO receives, reviews, rejects/accepts, and sends notification

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State Data Inventory Collection and Submittal Process

DAS/EIS Data Governance and Transparency Office (DGTO)

Data Inventory submittal received

Are there any errors?

No → Data Inventory Entries are accepted and each entry assigned a unique ID

Yes → Error notification sent to ODGT for correction

Notification sent to Open Data Coordinator confirming acceptance

Data Inventory entry is included in the State/ Enterprise Data Inventory

ODOT Data Governance Team (ODGT)

ODGT shares draft inventory list with Data Stewards via ODIN

ODGT reviews submitted entries

Are additional details needed?

No → ODGT approves submitted entries

Yes → Request sent to assigned Data Steward(s)

Data inventory entries are prepared and submitted to DGTO for review

ODGT corrects processing errors and resubmits to DGTO

Data Stewards (Data Trustees, Coordinating Data Stewards, Business Data Stewards)

Assigned Data Steward(s) review, update and submit entries to Data Trustee for approval

Assigned Data Trustee reviews, updates, approves, submits entries to ODGT for review

Assigned Data Steward(s) reviews ODGT request, updates and resubmits to ODGT

ODIN

Notification sent to assigned Data Stewards that entry has been submitted to ODGT

Notification sent to ODGT that an entry is ready for review

Notification sent to assigned Data Stewards that entry has been approved

Notification sent to assigned Data Stewards that entry submitted to ODGT

Approved entries show as "Completed" on state data inventory reports

State Data Inventory Importance

We must know what, where, who, and why in order to guide and prioritize

With this information we can:

- Determine publishing status and value

- Conduct analysis on the data inventory

- Identify opportunities for data solutions support

- Continue refining the integrated taxonomy model

- Focus on findability externally and internally

- Plan for future data and metadata migration as foundation of a data catalog

- Increase visibility into our systems and how data is collected, stored, shared

Thank you!

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