September 2024 Data Audit Workstream Report

1. Overview
   - The Data Audit Workstream was introduced, and the academic year's deliverables were reviewed, along with a clear plan for the team.
2. RACI Matrix and Data Audit Process
   - The RACI matrix has been successfully migrated to Monday.com for improved accessibility and ease of maintenance.
   - Departments will receive lists of existing applications to only focus on documenting new ones.
   - A data collection form was created to gather information on remaining undocumented applications. As suggested, the form was updated to include a brief description of RACI.
   - A tentative deadline was set for departments to submit their undocumented applications before the next meeting.
3. Data Governance Policy Review
   - The draft Data Governance Policy, approved in Spring 2024, was reviewed for further feedback and revisions.
   - Appendices, including the data classification matrix, were reviewed, and the matrix was migrated to Monday.com. As the next step, a data retention schedule will be developed.
4. Next Steps
   - Departments will submit undocumented applications by the next meeting.
   - Continue reviewing and refining the Data Governance Policy.
   - Finalize the data classification matrix and start building the data retention schedule.
   - Begin organizing product demos for data analytics platforms featuring user-accessible data lake houses.