Overview of the PSC Data Management Strategy (DMS): The Right Data, The Right Way, In The Right Hands, At The Right Time

[Text Version](#_Text_Version)



# Text Version

Overview of the PSC Data Management Strategy (DMS): The Right Data, The Right Way, In The Right Hands, At The Right Time

# Desired Outcomes:

* Governance: exists at the right level to ensure that data is managed holistically as a strategic asset
* Data as an Asset: the PSC has the data it needs, which is fit for use and available
* People and Culture: the PSC employees have access to the data they need and the talent and capacity to use, manage, interpret and understand data to maximize its value
* Infrastructure: the PSC has the infrastructure and tools to facilitate data management and analytics

# Implementation Plan:

PSC DMS First Pillar: Data Management

# Establish the Foundation

## Clarify data responsibilities

* Formalize Committees and TORs / Define and communicate Chief Data Officer function (CDO)
* Clarify roles and responsibilities related to data (CDO, Stewards/curators, Data custodians) and list of authoritative sources for PSC data elements
* Establish protocols for data sharing within and outside the PSC

## Define Success

* Develop Results Measurement Framework for DMS Data management strategy
* Develop Change Management/Communication Strategy

## Promote Ethical Use of Data

* Create corporate list of PSC protocols and data sharing agreements
* Create templates and guidelines for data sharing within and outside the PSC
* Implement mechanisms to mitigate duplication of data holdings
* Review privacy notice statements

## Assess current data situation

* Assess PSC data risks
* Conduct PSC data management maturity assessment
* Develop action plan/mitigation strategies to address data risks and maturity findings

# Build Momentum

## Manage our data

* Develop PSC Policy on Data Quality
* Coordinate data acquisition

## Remain vigilant with security and privacy

* Develop PSC Policy on Data Security and Privacy
* Review, strengthen and formalize established Access Management practices

## Deliver

* Implement Change Management/ Communication Strategy
* Assess progress against DMS using the Results Measurement Framework

## Address data risks and maturity findings

Prioritize and start implementing action plan/mitigation strategies

# Assess and Adjust

## Assess outcomes of Data Management Strategy

* Measure the impact at the employee and organisational levels

## Assess PSC data literacy progress

* Administer second survey and analyze results
* Adjust learning, change management and communication strategies

## Align PSC Data Strategy with GC direction

* Update PSC Data Management Strategy and align with GC direction and PSC needs

## Address risks and maturity findings (cont)

* Assess progress
* Reassess/validate risks
* Continue/adjust action plan/mitigation strategies activities

PSC DMS Second Pillar: Data Users

# Establish the foundation

## Assess state of data literacy

* Administer Baseline Survey and conduct analysis
* Develop PSC Data Literacy Plan
* Start developing data literacy material (one module at a time)
* Plan for delivery of learning modules

## Release data of value

* Engage to provide value-added data
* Update existing open datasets
* Assess new data holdings for eligibility and release new open datasets
* Update PSC Data Inventory

## Strengthen analytical capacity

* Develop and implement a competency-based framework for data analysts/scientists
* Establish PSC Data Lab to support advanced research and simulations
* Establish sandbox to test and procure advanced analytical and visualization tools

# Build momentum

## Respond to data users’ needs

* Deliver PSC Data Literacy Plan (one module at a time)
* Deliver a series of learning modules to increase awareness and knowledge of data
* Offer refresher courses on information management

## Enhance access to data

* Establish a PSC-wide data catalogue
* Create new open datasets based on engagement findings
* Promote self-service
* Develop Data Access and Dissemination Plan
* Communicate and provide information on new data products

# Assess and Adjust

## Bring data knowledge to a new level

* Conduct learning activities on how to interpret and apply staffing data, including methodologies, limitations, standards
* Deliver new products to support emerging data needs

PSC DMS Third Pillar: Data Infrastructure

# Establish the foundation

## Plan future infrastructure

* Initiate feasibility assessment for Data Lake – start with PIMS as a pilot project
* Establish project Steering Committee for Data Lake
* Conduct departmental consultations

## Know the data we hold

* Initiate PSC Corporate Data Asset Inventory (‘the untouchables’) – start with PIMS
* Document data life cycle - start with PIMS

# Built Momentum

## Implement Data Lake environment

* Build on pilot project to create new environment

## Make the new environment work

* Establish Master Data Management Plan
* Implement PSC data dictionary solution
* Connect with Next Gen HR data requirements to ensure operability
* Explore new solutions for data visualization through the renewal of Impromptu
* Grow PSC Corporate Data Asset Inventory to other data holdings including Departmental Results Framework indicators

# Assess and Adjust

## Leverage Data Lake

* Onboard new data holdings in Data Lake

## Expand data management practices

* Establish organizational norms regarding the capture and use of metadata
* Implement and standardize Reference Tables for Classifications, Regions and Departments