

AI Data Readiness Checklist

Data Governance Framework and Policies

- Data Governance Structure:** Does your organization have a formal data governance framework with defined roles, responsibilities, and processes?
- Data Ownership:** Are data ownership, access, and usage clearly defined and communicated throughout the organization?
- Data Governance Integration:** Is data governance embedded into your project and change management methodologies?

Data Quality and Management

- Data Prioritization:** Do you have a process to identify and classify critical data assets based on their value to the agency?
- Data Cataloging:** Is there a centralized data catalog or repository to document data definitions, metadata, and lineage?
- Data Accuracy and Consistency:** Is your data accurate, complete, consistent, and reliable?
- Data Quality Monitoring:** Do you have established processes to monitor and measure data quality?
- Data Issue Resolution:** Are there defined procedures for addressing data quality issues and errors?

Data Security and Privacy

- Data Protection:** Are appropriate security measures in place to protect data from unauthorized access, breaches, and loss?
- Privacy Compliance:** Does your organization comply with relevant data privacy regulations (e.g., HIPAA, FERPA, CJIS)?
- Data Literacy:** Do employees have the necessary data literacy skills to understand data's importance and value?

If you cannot answer “Yes” to these questions, contact ODGA@odga.virginia.gov to help you get your data governance program ready for AI.

