

Introduction

The Commonwealth of Virginia’s Enterprise Information Architecture (EIA) program supports Agencies in the discovery, access and maximum use of enterprise data assets. EIA features the governance, management, utilization and sharing of data assets for the purpose of achieving business and other performance outcomes.

The Commonwealth’s EIA program resides in the Enterprise Solutions and Governance (ESG) Directorate of the Virginia Information Technologies Agency (VITA). VITA’s Commonwealth Data Governance (CDG) team handles most of the operational details of the EIA program and its implementation.

The CDG team designed this EIA Scorecard to gather information from across the Commonwealth on the “current state” of EIA and to identify areas in which the Commonwealth’s EIA program may be enhanced.

The EIA Scorecard is intended to give a snap-shot of current data management and governance activities; it will not be used – in any way – to make value judgments on Agency conditions. Instead, the CDG team hopes that findings from the EIA Scorecard will lead to a more informed dialog with Agencies on ways to improve the EIA program.

The EIA Scorecard consists of measures designed to assess an Agency’s view of EIA, generally, and its approach in the following four EIA program areas:

- Data Governance – The high-level stewardship and management of information architecture and data assets; the strategic-level planning, monitoring and policy-making to govern the array of data management.
- Data Asset Management – The management of a data-asset inventory; metadata defining or describing data assets, including taxonomies, subject areas and information classes.
- Data Standardization – The establishment and maintenance of adopted agreements on common data/attribute definitions, specifications and vocabularies for the exchange of data assets.
- Data Sharing – The trust framework and corresponding legal agreements enabling the exchange of information across organizational domains and source data systems; security, privacy, consent and authorization compliance through applicable law.

The EIA Scorecard should be completed by an Agency data steward or other staff person most knowledgeable about the Agency’s data management, governance and related EIA activities. The individual completing the survey should do so as accurately, thoroughly and objectively as possible. Thank you for taking the time to complete the EIA Scorecard and assisting in this effort.

A. Agency Views on Enterprise Information Architecture (EIA)

1. Please indicate your level of agreement with the following statements within your Agency. (Place an “X” in the appropriate box.)

	Strongly agree	Agree	Disagree	Strongly disagree
Business leads work closely with data-management staff to coordinate how information architecture can better support business outcomes.	2	1	-1	-2
Project teams bring data-management staff in on project planning, scheduling and cost estimation.	2	1	-1	-2
Procurement staff coordinates with data-management staff when purchasing new IT solutions.	2	1	-1	-2
Application developers engage with data-management staff throughout the system development lifecycle.	2	1	-1	-2
Executive staff integrates data management/information architecture with organizational change management strategies.	2	1	-1	-2

2. How involved are the following staff members in your Agency’s EIA activities? (Place an “X” in the appropriate box.)

	Actively participates	Supports but not active	Aware but not involved	Not aware and not involved
Agency Head	2	1	0	-1
Agency Chief Information Officer (CIO)/IT Director	2	1	0	-1
Information Security Officer (ISO)	2	1	0	-1
Data System Administrators	2	1	0	-1
Project/Program Managers	2	1	0	-1
Agency IT Resource (AITR)	2	1	0	-1
Program Staff	2	1	0	-1
Technical Staff	2	1	0	-1

3. Which of the following EIA deliverables have been implemented by your Agency? (Place an “X” in the appropriate box.)

	Fully implementing the deliverable	Developing implementation plan	Still exploring implementation potential	Agency does not plan to implement
Agency data/information strategy aligned with business strategy	2	1	0	-1
Agency data/information management policies, procedures and processes	2	1	0	-1
Agency data standards and/or compliance with adopted Commonwealth data standards	2	1	0	-1
Agency data/information management training for data stewards	2	1	0	-1
Metadata for Agency’s enterprise data systems	2	1	0	-1
Agency/Interagency data-sharing agreement(s)	2	1	0	-1

B. Agency’s EIA Approach – Data Governance

Data Governance – The high-level stewardship and management of information architecture and data assets; the strategic-level planning, monitoring and policy-making to govern the array of data management.

1. How organized and stakeholder-driven is your Agency’s data governance program? (Place an “X” in the appropriate box.)

	Strongly agree	Agree	Disagree	Strongly disagree
My Agency has designated data stewards with clearly defined roles and responsibilities.	2	1	-1	-2
My Agency’s data stewards receive periodic training on data governance.	2	1	-1	-2
My Agency’s data governance strategy includes electronic records management.	2	1	-1	-2
My Agency has adopted data governance policies, standards, guidelines and procedures.	2	1	-1	-2
My Agency holds regularly scheduled stakeholder meetings relating to data governance.	2	1	-1	-2
My Agency’s data stewards actively participate in Commonwealth-wide data governance activities.	2	1	-1	-2
My Agency’s data governance program has been designed in line with Agency business requirements.	2	1	-1	-2

2. How frequently do the following data governance activities occur in your Agency? (Place an “X” in the appropriate box.)

	Always	Often	Rarely	Never
My Agency formally plans its data governance activities rather than take an ad hoc approach.	2	1	0	-1
My Agency regularly engages its stakeholders for data governance.	2	1	0	-1
My Agency tailors its data governance activities to meet stakeholder needs.	2	1	0	-1

3. How involved are the following staff members in your Agency’s data governance activities? (Place an “X” in the appropriate box.)

	Actively participates	Supports but not active	Aware but not involved	Not aware and not involved
Agency Head	2	1	0	-1
Agency Chief Information Officer (CIO)/IT Director	2	1	0	-1
Information Security Officer (ISO)	2	1	0	-1
Data System Administrators	2	1	0	-1
Project/Program Managers	2	1	0	-1
Business/Program Directors	2	1	0	-1
Program Staff	2	1	0	-1
Records Officer/Coordinator	2	1	0	-1

C. Agency’s EIA Approach – Data Asset Management

Data Asset Management – The management of a data-asset inventory; metadata defining or describing data assets, including taxonomies, subject areas and information classes.

1. How well documented and tracked are your Agency’s data assets? (Place an “X” in the appropriate box.)

	Strongly agree	Agree	Disagree	Strongly disagree
My Agency maintains an inventory of its enterprise data assets.	2	1	-1	-2
My Agency tracks which enterprise data assets are exchanged and with what other systems.	2	1	-1	-2
My Agency has a detailed taxonomy to track its enterprise data assets.	2	1	-1	-2
My Agency has documented metadata for its enterprise data assets.	2	1	-1	-2
My Agency publishes and maintains its metadata in a metadata repository or registry.	2	1	-1	-2
My Agency maps its enterprise data assets to adopted Commonwealth data standards.	2	1	-1	-2

2. Which of the following best describes your Agency’s approach to maintaining metadata for enterprise data assets? (Place an “X” in the appropriate box.)

My Agency uses basic tools such as Microsoft Word, Excel or Access with general descriptive information on the data assets.	1
My Agency uses specialized tools such as OneMeta MDR or LogiXML with general descriptive information on the data assets.	2
My Agency uses specialized tools such as OneMeta MDR or LogiXML with standardized metadata information for all data assets.	3
My Agency does not maintain metadata.	-1

3. Who would you consider the most active user(s) of your data asset inventory and metadata? (Place an “X” by the top three (3) users.)

	Choose top three (3) only
Agency Head	1
Agency Chief Information Officer (CIO)/IT Director	1
Information Security Officer (ISO)	1
Data System Administrators	1
Project/Program Managers	1
Agency IT Resource (AITR)	1
Program Staff	1
Technical Staff	1

D. Agency’s EIA Approach – Data Standardization

Data Standardization – The establishment and maintenance of adopted agreements on common data/attribute definitions, specifications and vocabularies for the exchange of data assets; publication and maintenance of data standards in a centralized repository.

1. How would you describe your Agency’s view of enterprise data standardization? (Place an “X” in the appropriate box.)

	Strongly agree	Agree	Disagree	Strongly disagree
My Agency views data standardization as vital for enterprise interoperability.	2	1	-1	-2
My Agency understands the value of data standards for sharing and maximizing its data assets.	2	1	-1	-2
My Agency views enterprise data standards and interoperability as central to its business outcomes.	2	1	-1	-2
My Agency maintains full compliance with adopted Commonwealth data standards.	2	1	-1	-2

2. Which of the following best describes your Agency’s approach to enterprise data standards? (Place an “X” in the appropriate box.)

My Agency develops its data-management solutions without considering or identifying applicable data standards.	-1
My Agency develops its data-management solutions based on “internal” standards designed for the Agency or each individual system.	0
My Agency develops its data-management solutions based on adopted Commonwealth data standards and/or standards maintained by national/international Standards Development Organizations (SDOs).	1
My Agency develops its data-management solutions based on adopted Commonwealth data standards and/or standards maintained by national/international Standards Development Organizations (SDOs) and regularly tracks these standards for new versions or updates.	2

3. How involved are the following staff members in your Agency’s compliance monitoring for data standards? (Place an “X” in the appropriate box.)

	Strong monitoring role	Some monitoring role	Aware but not involved in monitoring	Not aware of monitoring
Agency Head	2	1	0	-1
Agency Chief Information Officer (CIO)/IT Director	2	1	0	-1
Information Security Officer (ISO)	2	1	0	-1
Data System Administrators	2	1	0	-1
Project/Program Managers	2	1	0	-1
Agency IT Resource (AITR)	2	1	0	-1
Program Staff	2	1	0	-1
Technical Staff	2	1	0	-1

4. During which of the following project or product phases does your Agency monitor compliance with enterprise data standards? (Place an “X” by all that apply.)

Project Initiation	1	System Design	1
Project Review	1	System Development/Testing	1
Project Approval	1	System Verification	1
Project Planning	1	System Implementation	1
Project Implementation	1	System Maintenance & Update	1

5. How does your Agency’s view the Commonwealth EIA Program’s process for enterprise data standards? (Place an “X” in the appropriate box.)

	Strongly agree	Agree	Disagree	Strongly disagree
COV/EIA provides adequate notice to data stewards during its process of establishing Commonwealth data standards.	2	1	-1	-2
COV /EIA publishes adopted Commonwealth data standards in an accessible, easy to use Web-based repository.	2	1	-1	-2
COV /EIA fully engages data stewards, business leads and other stakeholders in the adoption of Commonwealth data standards.	2	1	-1	-2
COV /EIA maintains an appropriate extension/mitigation process to support Agency compliance with adopted Commonwealth data standards.	2	1	-1	-2
COV /EIA compliance and enforcement activities are clearly defined and communicated to Commonwealth Agencies.	2	1	-1	-2

E. Agency’s EIA Approach – Data Sharing

Data Sharing – Trust framework and corresponding legal agreements enabling the exchange of information across organizational domains and source data systems; security, privacy, consent and authorization compliance through applicable law.

1. How would you describe your Agency’s view of enterprise data sharing? (Place an “X” in the appropriate box.)

	Strongly agree	Agree	Disagree	Strongly disagree
My Agency views data sharing as vital for maximizing the value of enterprise data assets.	2	1	-1	-2
My Agency participates in data-sharing relationships with other entities.	2	1	-1	-2
My Agency develops its EIA strategies based on data-sharing relationships.	2	1	-1	-2
My Agency uses data shared with/between other entities in its business strategies.	2	1	-1	-2
My Agency integrates shared data into its program performance/outcome measurement.	2	1	-1	-2
My Agency continuously explores new data-sharing opportunities.	2	1	-1	-2

2. With what entities does your Agency share its enterprise data assets and through what type of agreement? (Place an “X” by all that apply.)

	Multi-agency agreement (e.g., DURSA)	Point-to-point agreement (e.g., MOU)	Data sharing but no formal agreement(s)	No data sharing of this type
With data systems within the Agency	3	2	1	0
With other Commonwealth Agencies	3	2	1	0
With other Commonwealth Secretariats	3	2	1	0
With Federal agencies	3	2	1	0
With other states	3	2	1	0
With local government agencies	3	2	1	0
With nongovernmental/nonprofit agencies	3	2	1	0
With private-sector entities	3	2	1	0
With foreign governments/agencies	3	2	1	0
With international firms	3	2	1	0

3. What would you consider to be your Agency’s biggest barriers to enterprise data sharing? (Place an “X” by the top three (3) barriers.)

	Choose top three (3) only
Technical barriers associated with legacy systems	1
Political and cultural barriers within my Agency	1
Political and cultural barriers between Agencies	1
Formal Agency policies and procedures – security	1
Formal Agency policies and procedures – privacy	1
Formal provisions in the <i>Code of Virginia</i> – security	1
Formal provisions in the <i>Code of Virginia</i> – privacy	1
Federal regulations – security	1
Federal regulations – privacy	1

4. How would you rank the following Agency staff members as drivers of enterprise data sharing? (Place an “X” in the appropriate box.)

	Major driver for data sharing	Supports but does not initiate	Aware but not supportive	Often a barrier to data sharing
Agency Head	2	1	0	-1
Agency Chief Information Officer (CIO)/IT Director	2	1	0	-1
Information Security Officer (ISO)	2	1	0	-1
Data System Administrators	2	1	0	-1
Project/Program Managers	2	1	0	-1
Agency IT Resource (AITR)	2	1	0	-1
Program Staff	2	1	0	-1
Technical Staff	2	1	0	-1

Thank you!