



Guidance Document: Agency Data Strategy Development Template

Parent Document

OCDO Guidance: Data Strategy Development.

Revision History

Version	Date	Name	Revision Description	Supersedes
1.0		C. Weiland J. Stark	Initial version.	n/a

1. Overview

1.1 Purpose

Describe the purpose of your agency data strategy. Explain how your data strategy connects to the agency's overall mission and the State's goals. Reference the parent document (*OCDO Guidance: Data Strategy Development*) as appropriate.

The purpose of this data strategy is to [\[describe the overarching purpose and how it supports your agency's mission\]](#).

Strategic Intent

Select or adapt the strategic commitments below that are most relevant to your agency. Add agency-specific commitments as needed.

Commitment	Agency-Specific Description
Enhance Decision-Making	[Describe how your agency will improve evidence-driven decisions]
Optimize Operations	[Describe how your agency will streamline processes through data]
Improve Service Delivery	[Describe how you will improve constituent services]
Demonstrate Value	[Describe how you will measure and communicate impact]
[Improve Data Quality]	[Describe how you will measure and improve data quality]

1.2 Audience and Scope

Identify the primary audience for this data strategy and the scope of data it covers. Use the guiding questions from the parent document to determine your audience.



Guidance Document: Agency Data Strategy Development Template

Audience

Audience Type	Description / Individuals
Primary	[e.g., Agency Director]
Implementers	[e.g., Data Stewards, IT staff, Program Managers]
Secondary (Informed)	[e.g., Oversight bodies, partner agencies]

Scope

Document the data domains and organizational scope covered by this strategy. Organize by the three pillars: People, Process, and Technology

Pillar	In Scope	Out of Scope
People	[Roles, responsibilities, training]	[Items excluded]
Process	[Policies, procedures, workflows]	[Items excluded]
Technology	Systems, tools, platforms]	[Items excluded]

1.3 Core Principles

Prioritize and adapt the foundational principles below to reflect your agency's values and capacity. Add or remove principles as needed.

Pillar	Agency Application	Priority (H/M/L)
Data as Enterprise Asset	[How this principle applies to your agency]	
Privacy and Ethics First	[How this principle applies to your agency]	
Accessibility and Usability	[How this principle applies to your agency]	
Collaborative Accountability	[How this principle applies to your agency]	
Continuous Improvement	[How this principle applies to your agency]	



Guidance Document: Agency Data Strategy Development Template

2. Preliminary Assessment

Record your agency's current DCAM maturity levels for each component. If a full DCAM assessment has not been conducted, contact the Management Performance Hub for assistance. Use the scale: 1 (Not Initiated) through 6 (Enhanced).

2.1 DCAM Assessment Summary

Pillar	Current Level	Target Level	Key Observations
Data Strategy & Business Case			
Data Management Program & Funding			
Business & Data Architecture			
Data & Technology Architecture			
Data Quality Management			
Data Governance			
Data Control Environment			
Analytics Management			

2.2 Key Findings

Summarize the most significant findings from your assessment. What are your biggest gaps? What strengths can you build on?

Strengths	Gaps / Opportunities
[Strength 1]	[Gap 1]
[Strength 2]	[Gap 2]
[Strength 3]	[Gap 3]



Guidance Document: Agency Data Strategy Development Template

3. Strategic Planning

3.1 Data-Enabled Strategic Objectives

Define 3-5 strategic objectives that connect data improvements to measurable business outcomes. Each objective should include the three components outlined in the parent document.

Implementation Timeframe: [\[Define start and end times for the strategy period.\]](#)

Strategic Objective 1

Strategic Intent	[Define the specific business outcome and mission connection]
Data Enablement Approach	[Specify how data capabilities will enable this outcome]
Success Metrics	[Establish quantitative and qualitative success indicators]

Strategic Objective 2

Strategic Intent	[Define the specific business outcome and mission connection]
Data Enablement Approach	[Specify how data capabilities will enable this outcome]
Success Metrics	[Establish quantitative and qualitative success indicators]

Strategic Objective 3

Strategic Intent	[Define the specific business outcome and mission connection]
Data Enablement Approach	[Specify how data capabilities will enable this outcome]
Success Metrics	[Establish quantitative and qualitative success indicators]



Guidance Document: Agency Data Strategy Development Template

3.2 Initiative Prioritization Framework

List planned initiatives and evaluate them using the prioritization matrix from the parent document. Rate each initiative on business impact and implementation effort.

Initiative	Strategic Alignment	Stakeholder Scope	Operational Value	Effort Level	Priority



Guidance Document: Agency Data Strategy Development Template

4. Governance and Resources

4.1 Decision Rights & Authority Matrix

Customize the RACI matrix below for your agency's organizational structure. R = Responsible, A = Accountable, C = Consulted, I = Informed

Decision Category	Data Steward	Executive Sponsor	Agency Privacy Officer	IT	Program Managers	[Additional Role]
Strategic direction and priorities						
Resource allocation and budget						
Data quality standards and policies						
Privacy impact assessments						
Technology architecture decisions						
Data sharing agreements						
Performance monitoring and reporting						
Policy compliance enforcement						



Guidance Document: Agency Data Strategy Development Template

4.2 Resource Planning

Resource Area	Assessment
Data Steward Capacity	[Describe current state and needs for data steward capacity]
Support Requirements	[Describe current state and needs for support requirements]
Executive Engagements	[Describe current state and needs for executive engagement]
Organizational Dependencies	[Describe current state and needs for organizational dependencies]
Change Management Considerations	[Describe current state and needs for change management]

5. Success Measurement

5.1 Strategic Performance Tracking

Define the business impact indicators your agency will track to measure strategy outcomes. Focus on results rather than activities.

Pillar	Metric	Baseline	Target
Decision-Making Quality			
Operational Efficiency			
Service Delivery			
Risk Reduction			
[Additional]			



Guidance Document: Agency Data Strategy Development Template

5.2 Implementation Progress & Continuous Improvement

Establish a review cadence and define success indicators for tracking implementation progress.

Review Cadence

Resource Area	Assessment
Monthly	[Define monthly review activities]
Quarterly	[Define weekly review activities]
Annually	[Define annually review activities]

Success Indicators:

Indicator Category	Specific Measures	Target
Process Maturity	[Define specific measures]	
Staff Engagement	[Define specific measures]	
Stakeholder Satisfaction	[Define specific measures]	
Technology Utilization	[Define specific measures]	