

30-Day Data Governance Activation Plan

It can be hard to know where to start, or even to get enough traction and support to deliver a firm-wide data governance capability.

That's why we analysed everything we've learned about law firm data governance to come up with the 30-day activation plan to help firms jump-start their activities.

If you're not sure what to do first, these steps will guide you through creating a solid foundation that your firm can leverage to expand its data governance. They are also focused on delivering high value with minimal effort so that progress can be made and demonstrated to stakeholders quickly, in a context they'll understand.

Week 1 — Pick Two Sharp Use-Cases

- ▶ Choose one revenue-adjacent use-case (e.g., pricing or cross-sell insight)
- ▶ Choose one risk-adjacent use-case (e.g., confidentiality tagging)
- ▶ Nominate a business owner for each use-case
- ▶ Define 'done' in business terms (decision, behaviour, or improved control)
- ▶ Baseline current state: adoption, time-to-find, error rates, or turnaround time
- ▶ Map (at a high level) the key data sources and stakeholders
- ▶ Schedule a 45-minute discovery with end users

Week 2 — Stabilise Definitions & Taxonomy

- ▶ Lock 10–15 core definitions (e.g. client, matter type, sector, confidentiality level)
- ▶ Publish a 1-page glossary
- ▶ Create a decision log: what changed, who owns it, and when
- ▶ Apply tags to 50 high-value documents or matters
- ▶ Add basic lineage notes: where the data comes from, where it's used

Week 3 — Stand Up a Lightweight Data Council

- ▶ Confirm membership: sponsor, data owner, steward, BI/KM lead
- ▶ Adopt a prioritisation method (e.g.: Value × Risk × Effort)
- ▶ Set a 60-minute weekly cadence
- ▶ Publish a 1-page working agreement
- ▶ Maintain a visible backlog (3–5 items)

Week 4 — Ship, Measure & Storytell

- ▶ Deliver one visible win with before/after metrics
- ▶ Validate with 5–10 end users and capture quotes
- ▶ Create a shareable playbook page (problem, approach, definitions, lineage, results)
- ▶ Communicate widely: 200-word sponsor email + 60-second demo clip

Bonus — 90-Minute AI Alignment (Leadership)

- ▶ Identify how AI will change matter economics
- ▶ Agree on what the firm wants to be famous for
- ▶ List the data prerequisites: taxonomy, golden sources, privacy/ethics guardrails
- ▶ Define evaluation criteria: outcomes, risks, and data readiness (not features)



How Iron Carrot can help

Innovative law firms have ambitious goals for improving the client experience through data-driven innovation.

Drawing on our extensive law firm background, we have developed a unique data governance roadmap to help law firm leaders lay the foundation for their data strategy.

If you want to chat confidentially about how Iron Carrot can help your firm with its Data Strategy and Data Governance initiatives, then [book a call](#) via the Iron Carrot Limited website.