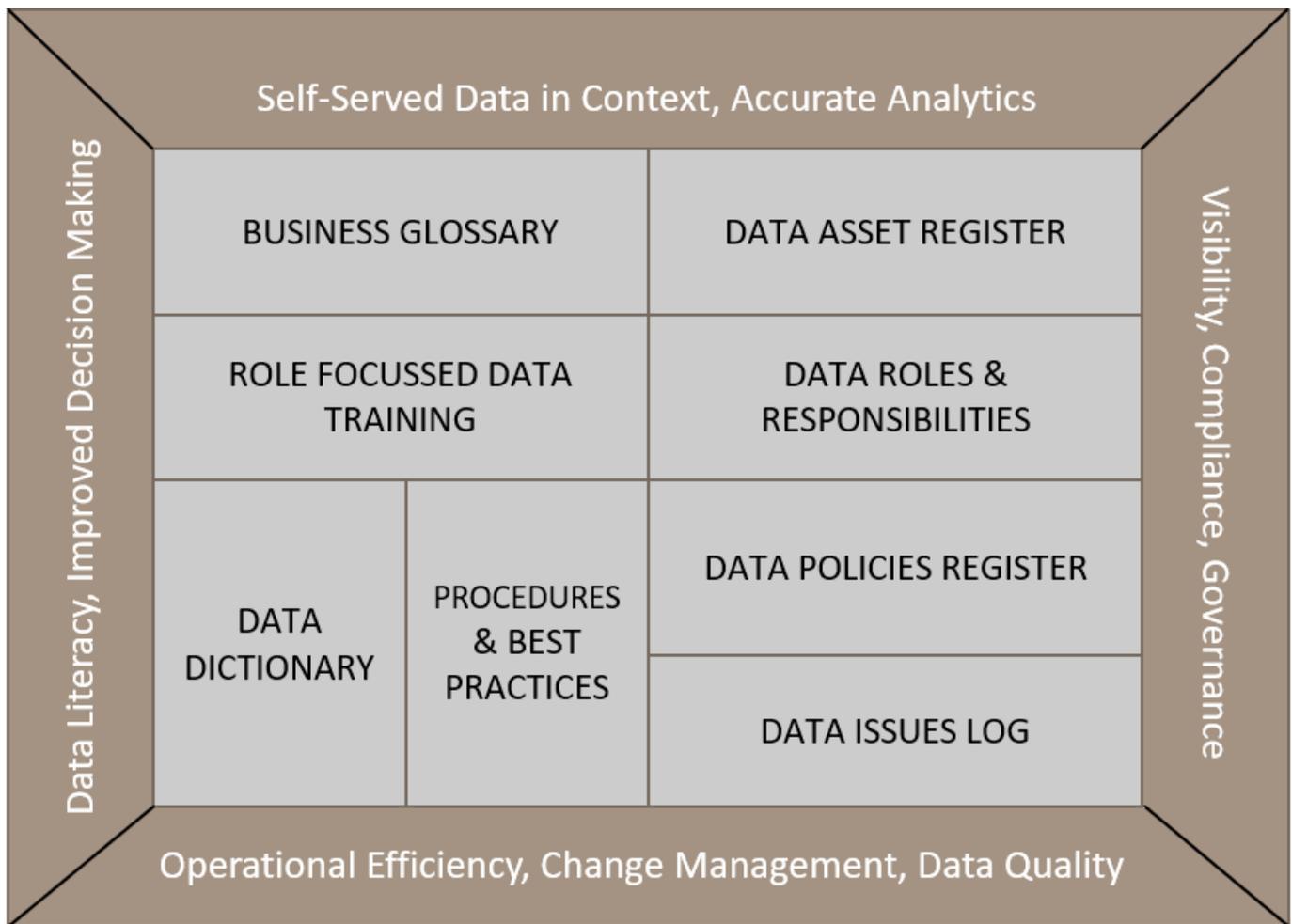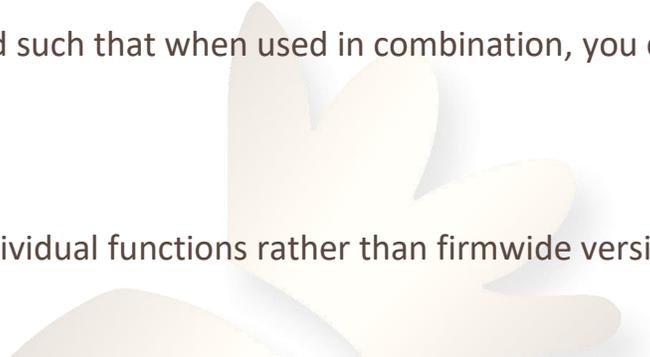# Data Governance for Law Firms

HOW TO IDENTIFY DOCUMENTATION GAPS
CJ ANDERSON

DO YOU HAVE FIRMWIDE VERSIONS OF ALL THESE DOCUMENTS IN PLACE?

Some key documents need to be created and maintained to enable you to exploit data as an asset properly. These documents are the foundations of data governance activities and data usage. The documents are interrelated such that when used in combination, you can achieve additional benefits.

You might find versions of these in individual functions rather than firmwide versions, or they might not exist at all.

WHAT ARE THESE DOCUMENTS?

BUSINESS GLOSSARY:

 A list of business terms and their approved definitions

DATA ASSET REGISTER

A list of data assets in the systems and applications used for processing and storing data across the firm

ROLE FOCUSED DATA TRAINING

A firmwide training and support program reinforces and supports data responsibilities by role (e.g. owner, inputter, user, etc.)

DATA ROLES AND RESPONSIBILITIES

Clear accountabilities and responsibilities and standardised data roles

DATA POLICIES REGISTER

A central place where people and systems can find and access the policies which apply to the firm's data

DATA DICTIONARY

A list to help manage all firm data systems by defining the definition and description of data sets (tables) and their fields (columns)

PROCEDURES & BEST PRACTICES

Procedures are step by step descriptions of how to do tasks. Best Practices are guidelines for the best efforts to take, which may be adopted and adapted by different teams in the most appropriate way for them.

DATA ISSUES LOG

A list of pain points or issues. The list helps manage prioritisation, assigning owners, and making sure that solutions get implemented

DO YOU NEED HELP WITH DATA GOVERNANCE AT YOUR LAW FIRM?

Innovative law firms have big goals for improving the client experience through data innovation. The problem is that many law firms struggle with a lack of data maturity and alignment between their strategic objectives and the siloed reality of their data.

We have developed a unique data governance road-mapping solution to help law firm leaders launch the proper foundation for data governance through our extensive law firm background.

Our five-step road mapping process quickly helps law firms create a complete framework and plan for assuring the governance and quality of its data to realise the strategic goals.

Book a call to find out more
https://ironcarrot.com/book-a-call