Data Maturity Scaling Up Checklist for Organizations

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                    AI
                 Solutions
                                    INNOVATION
                 Informed
             Decision-Making

                Data Literacy
                                    IMPLEMENTATION
        Accessibility | Security | Quality

        Data Governance   |   Policies
                                    PREPARATION
      Assessment   |   Business Goals Alignment
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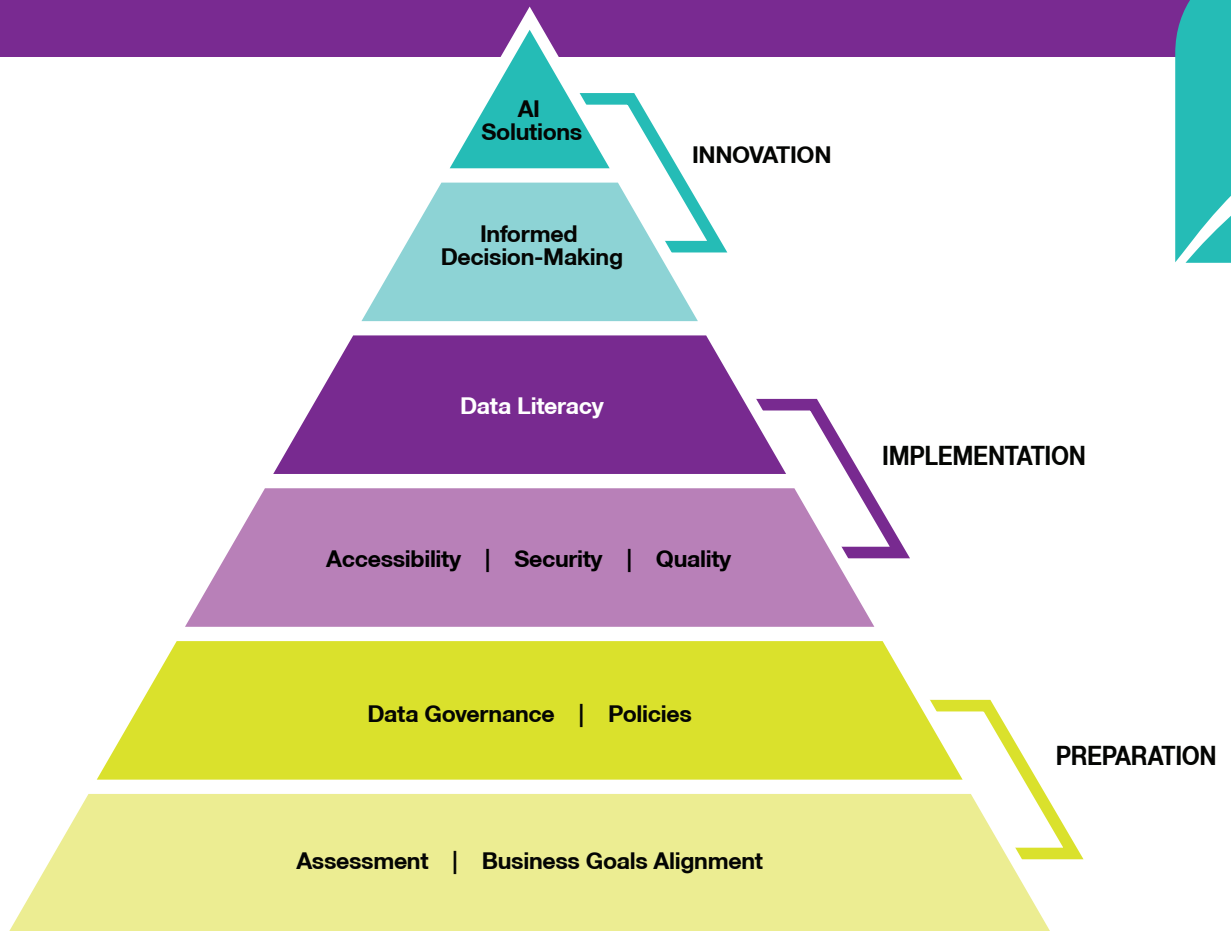
PREPARATION

☐ **Define business goals.**

    a) Align data initiatives with overall business strategy and objectives.

☐ **Assess current data maturity level.**

    a) Evaluate existing data infrastructure and capabilities by identifying strengths, weaknesses, opportunities, and threats (SWOT analysis).

    b) Determine the data maturity level based on existing data practices.

    c) Establish measurable targets for data maturity growth.

☐ **Develop a data strategy.**

    a) Implement data governance policies, standards, and procedures.

    b) Ensure data privacy and compliance with relevant regulations.

BIXAL

IMPLEMENTATION

☐ **Data accessibility.**
    a) Ensure data is easily accessible to authorized personnel.
    b) Choose appropriate data management tools (e.g., data lakes, data warehouses, ETL tools, business intelligence (BI) tools) and integrate them into the existing infrastructure.
    c) Develop data analysis and reporting capabilities.
    d) Monitor and measure data accessibility through metrics such as response time and availability.

☐ **Data quality.**
    a) Define the data quality plan and establish data quality metrics and targets.
    b) Implement data validation and cleansing processes.
    c) Monitor and measure data quality through metrics such as data accuracy, completeness, bias, fairness, and consistency.

☐ **Data security.**
    a) Implement data encryption and access control measures.
    b) Ensure secure data transfer and storage.
    c) Review and update security policies and procedures regularly.
    d) Monitor and measure data security through metrics such as number of security incidents and mean time to resolve.

☐ **Data literacy.**
    a) Provide formal training and resources for data analysis.
    b) Foster an informed decision-making culture within the organization.
    c) Encourage data literacy and data storytelling.

INNOVATION

☐ **Informed decision-making.**
    a) Implement data analysis tools and make them accessible for the whole organization.
    b) Provide regular data insights and reports to stakeholders.
    c) Ensure data is used effectively for decision-making.
    d) Measure the impact of informed decisions through metrics such as reach (population served), increased revenue, reduced costs, and improved customer satisfaction.

☐ **Implement AI solutions.**
    a) Identify use cases for AI and machine learning.
    b) Ensure data is prepared for AI and machine learning models.
    c) Implement AI and machine learning tools and platforms.
    d) Monitor and evaluate AI model performance and accuracy through metrics such as precision, recall, and F1 score.

☐ **Improve data maturity.**
    a) Evaluate data maturity and progress towards goals on a continual basis.
    b) Identify areas for improvement and implement corrective actions.
    c) Adjust strategies and tactics as needed to maintain and enhance data maturity.