



Data and Reporting Team Charter
Approved: January 28, 2016

Project Title: Data and Reporting Team (DART)

This team will be a working group serving under the Data Governance Coordinating Committee to provide support of data and reporting initiatives across the OU Norman and Tulsa Campuses, including (but not limited to) data from the student, human resource, and financial computer systems. The major goals of this group are:

- Provide a sustainable framework for continued development and support of OU's data and reporting initiatives.
- Recommend or provide reporting tool training, data training, and overall support to the OU reporting community.
- Enhance the data dictionary with clear definitions and one version of the truth, and extend the dictionary's usefulness to all reporting platforms.
- Collaborate with IT in the development of new data objects to maximize the usefulness of those objects to the university.
- Foster better communication, coordination, and collaboration within OU's Business Intelligence community.

Membership

For this group to be successful and sustainable, it is necessary to have sufficiently broad representation from data stakeholders on campus.

The membership of this group will therefore be comprised of representatives from a cross-section of campuses, colleges, and departments.

Membership will include representatives from: Bursar, Financial Aid, Academic Records, Admissions and Recruitment, CCE, Administration and Finance, Office of the Vice President and Provost, Student Affairs, IT, IRR, Faculty Senate, HR, FSS/Budget, Vice President of Research, Tulsa Campus, along with representatives from various colleges and academic departments.

Additional members will be added as necessary.



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Responsibility for chairing this team will rotate between members yearly as determined by a majority of the membership. Representatives from other areas of the University will be called upon as needed and appropriate.

Oversight

The Data and Reporting Team is overseen by the Data Governance Coordinating Committee.

Organization

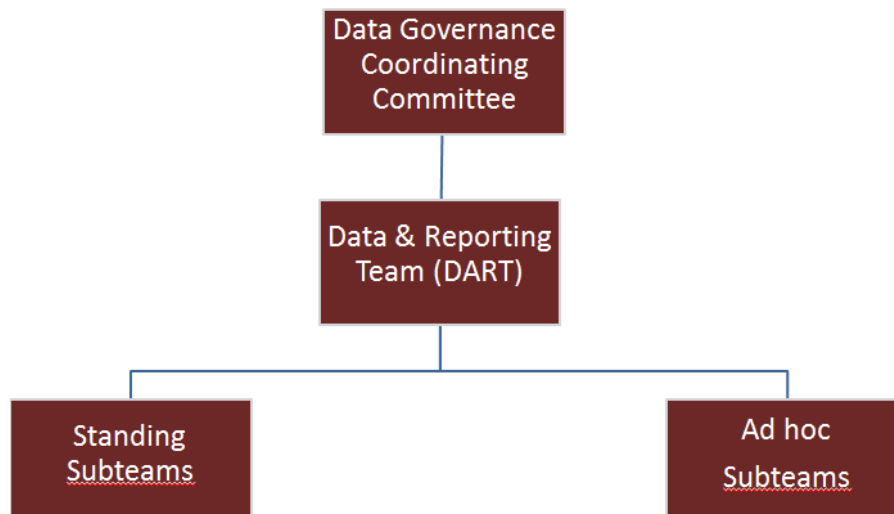
There will be two organizational components: Data and Reporting Team, a larger, overarching team for coordination and communication, and various standing subteams that ensure that work gets done. The subteams will be comprised of DART members, and may include others who can offer special expertise and experience to a particular subteam.

The Data and Reporting Team will meet not less than once every two months, and on an ad hoc basis as needed. Subteams will meet on various frequencies that make sense for them.

Additional ad hoc subteams may be convened (and disbanded) as needs arise, and those will report back to the Data and Reporting Team with recommendations or outcomes.

Communication and coordination among subteams will be necessary to ensure success, especially where different subteams contribute to the same project.

Leadership of those subteams will give periodic updates to the chair of the Data and Reporting Team, and provide updates at DART meetings. Leadership of these subteams will be rotated on a frequency determined by the subteams.





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Outcomes

The Data and Reporting Team will include functional and technical staff from a cross-section of the institution to advance reporting at the university.

Outcomes, in conjunction with the various subteams, include:

- Make recommendations to the Data Governance Coordinating Committee on issues affecting the university's reporting environment, such as data, reporting tools and licensing, best practices, policies, standards, and other items related to the reporting environment; implement decisions of the DGCC.
- Elevate to the Data Governance Coordinating Committee for resolution any critical data issue, data definition issue, data security issue, reporting tool issue, questions of project priority or resources, issues requiring a decision between conflicting views or alternatives, and issues that have broad implications.
- Provide recommendations for reporting tool training and data training along with appropriate documentation; offer robust user support through user group meetings, mentoring, user website(s), and by other means.
- Enhance the data dictionary documentation with clear definitions and one version of the truth; extend the dictionary's usefulness to all reporting platforms; develop data dictionary entries for existing data store objects; develop data dictionary for new objects added to the data store; develop data dictionaries for APIs.
- Provide support for IT in the creation of new data objects or APIs to ensure necessary stakeholder input and maximize usefulness of those objects to the OU community; ensure that adequate testing is done for new objects.
- Provide recommendations for coordination and communication of items such as: data store upgrades or changes, reporting tool upgrades or changes, new or changed objects or reports, policy or standards changes, data outages, and any like issue affecting campus-wide reporting for which broad communication, coordination, and representation are needed.
- Foster sharing and collaboration within OU's Business Intelligence community.



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Charter Sponsor(s)

OU Data Governance Coordinating Committee

Timeframe

This charter establishes the above-named group for a two-year term, starting on the date the charter document is approved by its sponsors.

The Data and Reporting Team will meet not less than every two months, and on an ad hoc basis as needed, with pre-issued agendas and minutes taken and issued after each meeting.

At 18 months, the Data and Reporting Team will issue a report to the sponsors, and they will decide if the results warrant a renewal of the term and/or membership.

The Data and Reporting Team chair will provide progress reports to the Data Governance Coordinating Committee at a frequency determined by the DGCC. A comprehensive report will be issued to the DGCC annually.