Zeenea Data Chapter Leader Handbook example
Data Stewardship

Start your Data Chapter

Name of the Chapter
We build the Digital Data Yellow Pages for a Data Democracy
Elevator pitch
We aim to enable anyone in the company to better discover, understand and trust the data we have in house

Identify your community, organise communication channels and plan meetings

Our community	Paul Doe (Online Sales DS) paul.doe@company.com +1 345 289 389 320 Mary Doe (Web analytics DS) (mary.doe@company.com +1 345 678 876 345 ,John Doe (Datawarehouse DS) john.doe@company.com +1 345 678 354 213
Our mailing list	ds@company.com
Our Chapter Page	https://www.atlassian.com/fr/software/confluence
Meetings (agenda invites sent)	every first Tuesday of the month at 3PM Duration: 3 hours

Commitments to the Chapter

What	How
Get the right people involved	Initiate the first group, invite new Data Stewards, send reminders before every Chapter meeting with the agenda, subject and outcome expected sent in advance.
Sharing outcomes with upper level management	Every month, meeting with the CDO with a summary of tangible outcomes
Coordinating and moderating meetings	In every meeting: Ice breaker: a good news to share by a Chapter member User Stories of the Chapter Backlog done and next story to address Discussion time: 30 minutes Action Plan
Helping to establish transparency	Retro planning session of last session at every session for 10 minutes, stickers and voting system, improvement actions
Finding a way of sharing and keeping available all the knowledge shared.	Confluence page. Every session nominates a secretary to feed the confluence page with a summary.

Chapter Backlog example

The backlog is classified in the following categories in our Chapter:

Data topics

- Chapter Data People Culture
- Chapter data related topics continuous improvement
- Chapter Data Practices
- Chapter Data Processes
- Chapter Data Tools

Generic topics

- Chapter continuous improvement
- Chapter feedbacks collection
- Chapter Agility Practices
- Chapter generic tools
- Chapter information sharing
- Chapter education program

Story	Acceptance Criteria	Topic	Priority (3 high, 2 average, 1 low)	Estimated points
As a Chapter Lead I want all the analytics members to be involved in the Data Quality feedback loop so that our Team impacts the Data Pipelines	**Quality issue reporting in place at Data Catalog Level for all Data Assets**	Data People Culture	3	25
As a Chapter Lead I want all the Data Stewards to run Daily meetings so that the feature teams have an agile ceremony in place	**Daily meetings running in each feature team**	Data Stewardship Agile Practice	1	10
As a Chapter Lead I want to have a unified Business Glossary so that we can classify all our Data Assets with appropriate related Terms for better discovery	**100% of Data Assets linked at least to one Business Term**	Data Stewardship Tools	2	15