Supply Chain Data Governance Checklist

Data Ownership & Accountability

Defines roles and responsibilities for data quality, security, and compliance within the supply chain.

Who is the Data Owner for Product Master Data?

- ☐ Procurement
- ☐ Engineering
- ☐ Sales
- ☐ Marketing

Who is accountable for data quality within the transportation network?

- ☐ Logistics Manager
- ☐ Supply Chain Director
- ☐ Transportation Lead
- ☐ IT Department

Contact Name of Primary Data Steward

Write something...

Number of dedicated data stewards

Enter a number...

Describe how data ownership responsibilities are communicated to relevant personnel.

Write something...

Date of Last Data Ownership Review

Enter date...

Data Quality Standards

Outlines criteria for data accuracy, completeness, consistency, and timeliness.

Data Accuracy Rate (%)

Enter a number...

Data Completeness Rate (%)

Enter a number...

Data Consistency Score (1-10)

Enter a number...

Last Data Quality Validation Date

Enter date...

Data Validation Method

☐ Manual Review

☐ Automated Scripts

☐ Third-Party Validation

Description of Data Validation Rules

Write something...

Data Source Accuracy Rating

☐ High

☐ Medium

☐ Low

Data Security & Access Controls

Ensures appropriate data security measures and access controls are in place to protect sensitive information.

Encryption Method Used (Data at Rest)

☐ AES-256

☐ RSA

☐ Other (Specify)

Authentication Method

- ☐ Username/Password
- ☐ Multi-Factor Authentication (MFA)
- ☐ Biometric Authentication
- ☐ Other (Specify)

Minimum Password Length (Characters)

Enter a number...

Access Control Model

- ☐ Role-Based Access Control (RBAC)
- ☐ Attribute-Based Access Control (ABAC)
- ☐ Discretionary Access Control (DAC)

Data Access Restricted by:

- ☐ Geographic Location
- ☐ Department
- ☐ Job Role
- ☐ Project

Last Review Date of Access Controls

Enter date...

Data Integration & Interoperability

Evaluates the effectiveness of data integration processes between supply chain partners and systems.

Number of Integration Points

Enter a number...

Integration Method (e.g., EDI, API, Flat File)

☐ EDI

☐ API

☐ Flat File

☐ Other

Description of Data Formats Used

Write something...

Protocols Used (e.g., AS2, SFTP, HTTPS)

☐ AS2

☐ SFTP

☐ HTTPS

☐ Other

Date of Last Integration Testing

Enter date...

Description of any Integration Errors Encountered & Resolution

Write something...

Data Retention & Archiving

Addresses data retention policies, archiving procedures, and compliance with relevant regulations.

Data Retention Period (Years)

Enter a number...

Archiving Method

☐ On-Premise

☐ Cloud-Based

☐ Hybrid

Last Data Archiving Review Date

Enter date...

Justification for Retention Period

Write something...

Data Format for Archival

☐ CSV

☐ XML

☐ PDF

☐ Other

Sample Archival File (for review)

⬆ Upload File

Storage Capacity Required (GB)

Enter a number...

Master Data Management (MDM)

Reviews the processes and tools used to manage critical master data elements (e.g., product, supplier, customer).

MDM System in Use?

☐ No MDM System

☐ Cloud-based MDM

☐ On-Premise MDM

☐ Hybrid MDM

Number of Master Data Domains Managed

Enter a number...

Data Stewardship Model?

☐ Centralized

☐ Decentralized

☐ Federated

Last MDM Data Quality Review Date

Enter date...

Summary of Key MDM Challenges

Write something...

Data Sources feeding into MDM?

☐ ERP

☐ WMS

☐ CRM

☐ Supplier Portals

Data Synchronization Frequency?

☐ Real-time

☐ Daily

☐ Weekly

Data Compliance & Regulatory Requirements

Verifies adherence to relevant data privacy laws (e.g., GDPR, CCPA) and industry regulations.

Applicable Data Privacy Regulations?

☐ GDPR

☐ CCPA

☐ HIPAA

☐ Other (Specify in Long Text)

Specific Regulatory Requirements (e.g., specific data fields, consent requirements)

Write something...

Date of Last Regulatory Compliance Review

Enter date...

Number of Data Subject Access Requests (DSARs) Received in Last Year

Enter a number...

Supporting Documentation (e.g., consent forms, compliance reports)

⬆ Upload File

Data Transfer Agreements (if applicable)

☐ Standard Contractual Clauses (SCCs)

☐ Binding Corporate Rules (BCRs)

☐ Adequacy Decision

☐ None

Data Monitoring & Auditing

Establishes mechanisms for monitoring data quality, identifying anomalies, and conducting periodic audits.

Frequency of Data Quality Checks

Enter a number...

Last Data Quality Audit Date

Enter date...

Monitoring Tools Used

☐ Custom Scripts

☐ Dedicated Monitoring Software

☐ Spreadsheets

☐ Other

Summary of Recent Data Anomalies Detected

Write something...

Number of Data Quality Exceptions Identified in Last Period

Enter a number...

Audit Trail Status

☐ Enabled

☐ Disabled

Data Training & Awareness

Assesses the level of data governance awareness and training among supply chain personnel.

Number of employees who have completed data governance training

Enter a number...

Primary training delivery method (select one)

☐ Online Modules

☐ Instructor-Led Sessions

☐ Combination of both

Date of last data governance training update

Enter date...

Briefly describe the content of the data governance training program

Write something...

Which topics are covered in the data governance training? (Select all that apply)

- ☐ Data Privacy Regulations (e.g., GDPR, CCPA)
- ☐ Data Security Best Practices
- ☐ Data Quality Principles
- ☐ Data Governance Policies
- ☐ Data Classification
- ☐ Incident Response Procedures

Method for assessing training effectiveness (select one)

- ☐ Quizzes/Tests
- ☐ Surveys
- ☐ Performance Metrics
- ☐ Feedback Sessions

Data Incident Response

Defines procedures for responding to data breaches and other data-related incidents.

Description of Incident

Write something...

Incident Date & Time

Enter date...

Incident Severity Level

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Critical

Initial Response Actions Taken

Write something...

Estimated Financial Impact (USD)

Enter a number...

Supporting Documentation (Logs, Screenshots)

⬆ Upload File

Incident Status

- ☐ New
- ☐ In Progress
- ☐ Resolved
- ☐ Closed

Root Cause Analysis Summary

Write something...