

Data Catalogue Policy / Process Development

Service Definition

1. About Us

Valcon is a full-service provider that works at the intersection between consultancy, technology, data, advanced analytics and strategy. Situated in The Netherlands, The United Kingdom, Denmark, Sweden, Germany, Croatia and Serbia, Valcon forms a European community helping clients across national borders. We focus on end-to-end transformations in which we create long-lasting and sustainable value together with a human approach.

We know that every link matters in improving an organisation value chain. We support our clients in pursuing the right change in people, system, and process. Our involvement is based on deep knowledge and experience, working shoulder to shoulder with many different organisations. We do not blindly follow a methodology; we follow through on getting things done. Who have deep expertise in operationalising strategy, process design, data and analytics, technology, and change.

2. Service offering

Our method, based on our popular 'Crossing the Data Delta' book, helps organisations understand their data cataloguing blind spots and provides practical solutions for overcoming these challenges and realising their data-driven ambitions. We do this by researching current practices, benchmarking against industry standards, and producing a tailored recommendations roadmap.

Features:

- Widely-used method for identifying issues hindering your data cataloguing strategy
- Benchmark your data cataloguing policies/processes against equivalent organisations
- Plain English feedback including practical steps for addressing key issues
- Hierarchical interviewing approach to minimise impact on stakeholders
- Considered playback to ensure messaging around contentious issues are heard
- Technology-agnostic advice underpinned by sound principles and industry best practice
- Optional business case development
- Optional (re)drafting of new/refreshed policies/processes
- Optional (re)launching of new/refreshed policies/processes (incl. change management)

Benefits:

- Quickly identify, understand, and prioritise your cataloguing efforts over weeks/months/years
- Uncomplicated technology-agnostic advice and guidance from experienced data professionals
- Straightforward and practical steps to help reinvigorate your data strategy
- Progress beyond internal stalemates through sensitively delivered impartial expert advice
- Identify people, process and technology changes necessary to deliver change
- Improve the delivery of high quality data across your organisation

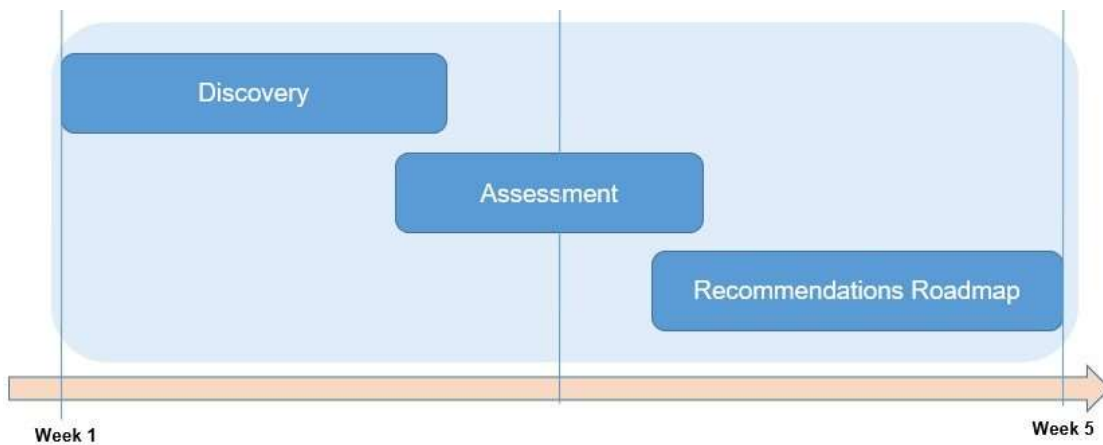
3. Activities and Deliverables

The following table provides an overview of the services available and their corresponding activities/deliverables.

Service	Description	Activities/Deliverables
Data Cataloguing Policy/Process Development	Use our 'Data Delta' method to review, with option to refresh/rewrite, and (re)launch your Data Cataloguing policies and processes.	<ul style="list-style-type: none">• Review of existing DC policies/processes• Recommendations• Prioritised roadmap• (Re)Drafting of refreshed/new DC policies/processes• Optional business case development• Optional (re)launching of new/refreshed DC policies/processes (incl. change management)

4. Effort and Cost

Valcon typically deliver the initial benchmarking exercise to the client organisation over a five-week timeline as outlined in the Figure 1 High-Level Schedule below.



Valcon will provide a team of 3-5 resources to undertake the initial benchmarking activity typically structured as follows:

- 1x Principal Data Consultant / Engagement Lead: Part-time
- 1-2x Senior Data Consultant: Full-time
- 1-2x Analyst: Full-time

Team structure may vary depending on services required.

The service can be provided on a fixed price basis or as T&M with effort for both to be scoped between Valcon and the client based on the skills mix required. See the Pricing Document for the current rates.

All totals exclude VAT and expenses, which will be re-charged at cost. Expenses will be evidenced by receipts and will include reasonable travel, accommodation, and subsistence costs. The payment schedule will follow completion of the milestones described in the table above.

5. Assumptions

The successful delivery of and engagement is dependent on the key assumptions identified through collaboration between the client and Valcon. These will be documented and agreed as a part of the Statement of Work.