



All our consultants have delivered large, complex, and difficult projects. We are trusted advisors with the experience and track record to match. We are client focused and conscientious with deep integrity.

We setup transformation programmes to deliver successfully right from the start. We create the best solution for you, and we always deliver on our promises.

Similar projects can have different objectives. We find out what your success looks like, and we use our experience, pragmatism, and flexibility to tailor our approach and style to your specific needs.

# Data Management, Governance, and Quality

## Company Overview

At Encordia Consulting, we specialise in making complex transformations a reality. Through a clear approach, we simplify the delivery process and adapt to your particular needs. We understand that large transformation programmes are truly about business change backed by IT automation. We focus on clearly identifying the true business need and translate that into intelligently architected processes and systems that are deliverable, scale effectively, don't cost the earth and above all, meet your business objectives. We believe in right-first-time delivery and put significant energy into architecting the best solution across business process, infrastructure, data and software.

We have off-shore delivery teams that are able to quickly provide proof-of-concepts through to full-scale solutions across the breadth of the digital enterprise. Our teams are experts at smoothly delivering modern-day services using Cloud technology in complex environments.

Over our years of transformation delivery, we have created a series of methods and tools to accelerate and simplify digital front-office and back-office programmes. We have accelerators in the form of tried and tested delivery templates, proven methodologies and approaches which we adapt to your needs, structured health-check and assurance tools for business and technical assurance and migration tooling with templates to simplify and speed up the end-to-end delivery.

We are passionate about delivery and we deliver on our promises.

## Data Management, Governance, and Quality

Data is at the heart of everything you do. Encordia provides Data Management, Governance, and Data Quality services that address process and policies and the quality, mastery, lineage, metadata, security, and privacy of your data. We can help create strategies, artefacts, and support delivery of complex and critical projects.

### Features

- Define strategic objectives, context, business of the required change
- Define processes, frameworks, and policies for establishing data governance
- Assess the extent of existing capabilities and maturity
- Define policies, standards and frameworks based on best-practice guidance
- Policies: data retention, data masking and archiving, data-access, usage
- Support delivery of Data Management and Governance programmes
- "Data-driven decision making" through combining analytics & data management
- MDM for creating single source of truth
- Data quality review and assessment
- Data governance strengthening data consistency, integrity, modelling, design, security

### Benefits

- Understanding current baseline maturity and how to achieve objectives
- Ability to realise longer-term goals, such as advanced analytics
- Integration of analytics and data management into common lifecycle
- Agility to meet changing regulatory compliance requirements
- Protect the rights of citizens whose data you hold
- Better data understanding, data quality, and utility

- Make data widely available and discoverable
- Data-driven business decisions with accurate and timely reporting
- Respond to GDPR rights requests effectively and efficiently
- Data stewardship driving data quality at source

## Planning

Encordia works with clients to understand their specific requirements and the current state of their cloud capability, including the skills currently present within their business. Following an enterprise agile delivery approach aligned to the GDS framework, we work collaboratively with our clients to select a solution and provide guidance through the project lifecycle to deliver the solution.

## Training

At an early stage, Encordia will engage with the client project team in order to determine if any training will be required later in the project. The Training Strategy is used to gain agreement from the client over what training is required and how it will be delivered. It is used where these have not already been covered in sufficient detail in the requirements. The scope of training can cover training for users, system administrators and technical support staff (usually when client technical staff are unfamiliar with the Cloud technologies being provided). It can be provided directly by the Encordia team or on the basis of train-the-trainer (usual for user training with a large user population). On larger projects a formal Training Needs Analysis (TNA) stage can be conducted. This consists of:

- Issuing questionnaires to the future trainees to understand existing skills and needs
- Analysis of the results
- Leading to decisions on most appropriate training methods

Alternatively, a more concise TNA stage can be conducted by meeting with client representatives and using their understanding of the likely skills of trainees to propose the training methods.

## Setup and migration

Encordia can provide services to help you define a migration strategy. Each migration exercise for both software and data is different making it imperative that each project with migration requirements prepares a migration strategy and plan. Encordia will engage with the client to gain an understanding about the scope of what is to be migrated, relative importance and criticality of the functionality and data. Considerations to be taken into account during the process:

- The high-level phasing and sequence of, new software, data migration, and testing
- The timing of the above steps with the business cycles: e.g., closed periods and periods of high business activity
- The testing approach must involve client staff wherever possible as this can form part of the acceptance criteria and helps client staff training and buy-in
- The migration strategy must be formally agreed with the client

## Quality assurance and performance testing

Our assurance activities can be undertaken at any stage of the lifecycle of a programme to provide sponsors and stakeholders with independent, honest feedback, supplying pragmatic recommendations for improvement where necessary.

Encordia can assist with the development of testing strategies or test management:

- Test strategy and approach – development of an end-to-end testing strategy, including full requirement traceability, appropriate test framework, setup and use of test harnesses, test phasing, test data management, tooling and execution management
- Development of a test harness – determination and setup of tooling and processes required to drive repeatable, production-like, and efficient test execution
- High volume test management with execution performance, bottleneck management and performance tuning
- Test Execution and management – Encordia can lead or assist your team, contractors or other suppliers through the preparation and execution of all test phases, ultimately leading to a successful cutover and go live.

## Our commitment to you

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