

Valcon G-Cloud Lot 3 Service Definition

Data Governance

[Set Up and Migration | Data auditing and organising, Data/Information structure design]

Version 1.0

1. About Us

Valcon is a leading European consultancy specialising in AI and data-driven business transformation, with a growing and established presence in the UK. A trusted partner to major organisations including multiple UK Government departments and public sector agencies. Valcon connects strategy and operations, helping organisations create value in their transformation programmes.

With over 1,750 consultants across Europe, Valcon brings deep expertise across data, AI, technology and consulting. In the UK, Valcon works with clients across financial services, public sector, retail, industrials and infrastructure. Valcon is backed by private equity firm Rivean Capital.

2. Service Description

Our Data Governance service provides practical solutions to realise your data-driven ambitions with AI-ready data. We do this by understanding your current working practices, benchmarking against best practice, and producing a tailored recommendations roadmap. We partner with you to deliver the people, processes and technology changes to evolve the capability.

Features

- Establish Data Governance policy, roles, responsibilities, and decision rights.
- Establishing Governance principles towards AI readiness
- In-depth qualitative and quantitative analysis of your data handling approach
- Targeted interviewing approach to minimise impact on stakeholders
- Technology-agnostic advice underpinned by sound principles and industry best-practice
- Prioritised roadmap
- Coach/Train stakeholders on governance processes, risks, and accountability.
- Business case development to achieve sustainable data governance
- Define and agree any Operating Model change, if required
- Launch/Re-launch data governance capability, including change management

Benefits

- Quickly identify, understand, and prioritise governance efforts
- Uncomplicated technology-agnostic advice and guidance from experienced data professionals
- Straightforward, practical steps to help reinvigorate your data governance strategy
- Progress beyond internal stalemates through thoughtfully delivered impartial expert advice
- Identify people, process and technology changes necessary to deliver change
- Improve the delivery of high quality data across your organisation
- Improved data quality and integrity
- Enhanced data protection, privacy and security
- Compliance with regulations and industry standards
- Increased trust and confidence in data driven decision-making

3. Approach

Our Data Governance service follows a practical, agile delivery-focused approach designed to translate Data and AI strategy into sustainable day-to-day governance outcomes. We recognise that Data Governance is not a one-off design exercise, but an operating model that must be embedded, adopted,

and continuously improved. We structure our approach across four clear phases, underpinned by agile delivery principles, strong stakeholder engagement, and change management.

Initiation & Mobilisation

We begin by establishing a strong foundation for delivery, ensuring clarity of purpose, ownership, and ways of working. This phase focuses on:

- Onboarding key project stakeholders and participants
- Confirming scope, objectives, and success criteria
- Agreeing delivery cadence, governance forums, decision-rights and escalation routes
- Defining initial governance use cases and priority problem statements
- Establishing the initial governance backlog

Key activities include:

- Stakeholder mapping and mobilisation
- Review of existing governance artefacts, initiatives, and pain points
- High-level maturity and capability scan
- Definition of priority data domains, risks, and regulatory drivers
- Backlog formation with clearly articulated user stories (e.g. data owners, stewards, consumers)
- Agreement of agile delivery approach and sprint structure

Outcome:

A shared understanding of priorities, an agreed delivery model, and a prioritised governance backlog ready for iterative delivery.

Iterative Design & Delivery (Agile)

We deliver Data Governance capabilities incrementally using an agile, sprint-based approach, allowing value to be realised early while refining the framework through real-world application. Each sprint typically includes:

- Design and refinement of governance components
- Configuration or alignment with supporting technology (where applicable)
- Validation with business and technical stakeholders
- Demonstration and feedback on work done to inform subsequent iterations

Capabilities we deliver iteratively may include:

- Data governance principles, policies, and standards
- Data ownership, stewardship, and accountability models
- Governance processes (e.g. data issue management, change control, access governance)
- Data quality management approaches and metrics
- Metadata, business glossary, data lineage and data sharing patterns and processes
- KPI, OKR, and assurance metric definition

Delivery is intentionally use-case driven, prioritising high-risk, high-impact data domains first to maximise value and impact and demonstrate tangible progress.

Outcome:

A working, evolving Data Governance framework that is grounded in operational reality rather than theoretical design.

Rollout, Adoption & Change Management

Recognising that governance only succeeds if it is adopted, this phase focuses on embedding new ways of working across the organisation.

We support rollout through:

- Targeted communications and stakeholder engagement
- Role-based training for data owners, stewards, and practitioners
- Playbooks, guidance, and “how-to” materials
- Alignment with existing forums, processes, and operating rhythms
- Pilot deployments within selected domains before wider rollout

Change management is integrated throughout delivery, ensuring governance is positioned as an enabler of value and trust, not a compliance burden.

Outcome:

Increased adoption, clarity of roles, and consistent application of governance practices across teams.

Knowledge Transfer, Handover & Hypercare

In the final phase, we ensure a smooth transition and long-term sustainability.

This includes:

- Structured knowledge transfer to internal teams
- Documentation of governance processes, artefacts, and decision logs
- Support during an initial hypercare period to stabilise operations
- Coaching of governance leads and practitioners
- Agreement of ongoing improvement and refresh cycles

Where required, we also support:

- (Re)launch of the Data Governance capability
- Transition to the new operating model (TOM)
- Establishment of continuous improvement mechanisms

Outcome:

An embedded, self-sustaining Data Governance capability with clear ownership and confidence to operate independently.

Deliverables

Subject to budget and agreed scope, typical deliverables include:

- Initial findings & recommendations
- Full findings & recommendations including current state assessment and desired future state
- Prioritised implementation roadmap
- Backlog setup
- Data governance policies
- Governance structure including Board, committee establishment, decision rights charter
- Roles and responsibilities definition including RACI matrices
- Control library and standards
- Monitoring and assurance dashboards including OKRs/KPIs
- Operating procedures
- Procurement and vendor governance requirements
- Structured multi-channel comms plan and content
- Training materials and guidance

4. Effort and Cost

Effort will be determined collaboratively between the Valcon and the client based on the skills mix and scope required.

Please refer to the Pricing Document for current rates.

- Rate card prices are exclusive of VAT.
- Expenses are recharged at cost and supported by receipts.
- Expenses may include reasonable travel, accommodation, and subsistence costs.
- The payment schedule will follow milestone completions as agreed in the Statement of Work.

5. Assumptions

The successful delivery of the engagement depends on assumptions and dependencies jointly agreed between the Valcon and the client.

- These may include (but are not limited to):
- Access to required stakeholders, systems, or information
- Timely decisions and approvals
- Availability of resources and infrastructure
- Defined governance and communication processes

All assumptions and dependencies will be recorded and validated as part of the Statement of Work (SoW).