

Valcon G-Cloud Lot 3 Service Definition

Data Catalogue Policy & Process Development

[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

We strengthen data catalogue governance by rigorously reviewing your policies and processes to uncover issues impeding your metadata management strategy. We provide clear, actionable recommendations and where necessary, redesign your policies and processes using our proven, technology-agnostic methodology. Comprehensive change management support ensures a smooth rollout and rapid, sustainable adoption

Features

- Widely-used method for identifying issues hindering your data cataloguing strategy
- Benchmark data catalogue policies and processes against best practice/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
- Business case development
- Rewrite of existing or drafting of new policies and processes
- Launch of existing/new policies and processes including change management

Benefits

- Improved data catalogue governance and accountability
- Clear ownership of metadata policies and processes
- Reduced risk from inconsistent and unmanaged metadata
- Clear processes supporting scalable metadata management
- Faster time to value from data catalogue investment
- Reduced reliance on individual knowledge holders
- Technology agnostic policies adaptable for future platforms
- Repeatable governance model reusable across domains
- Improve the delivery of high-quality data across your organisation
- Technology-agnostic advice and guidance from experienced data professionals

3. Approach

The precise scope of work will be determined with the client, the typical phases for this service are the following:

Phase 1: Discovery and Assessment

We begin by taking a complete inventory of the organisation's current Data Catalogue policies and processes, reviewing current policies and processes, speaking with your teams to understand how things work today and where the main challenges lie. This is typically achieved by workshops and interviews with people who create, maintain and consume the data catalogue, surfacing everyday realities and frustrations that hinder the data catalogue use.

We compare your current state against industry best practices and preferred standards such as the Data Standards Authority (DSA) to objectively identify the most critical gaps and the risks they present to your organisation. The result tells you which gaps are most urgent to close in order to keep your data catalogue strategy on track.

Phase 2: Recommendations and Development

In this phase, we translate insight in to action. Building on our assessment, we propose recommendations on how best to refresh existing or create entirely new data catalogue policies and processes. These are prioritised based on the high impact gaps they address, ensuring each recommendation is tackled in an order that delivers maximum value and aligns with the overarching data catalogue strategy.

Phase 3: Roll-out

We launch the data catalogue policy and processes, publishing standards and any supporting content including guidance to aid their effective adoption. We execute change management and communications plans to drive awareness and adoption and conduct training sessions for role specific user groups to ensure changes are embedded.

Deliverables and Outcomes

These are subject to an agreed scope, but the typical deliverables and outcomes include:

- Review of existing Data Catalogue policies and processes
- Finding and recommendations
- Prioritised roadmap
- Drafting of new or refresh of existing Data Catalogue policies and processes
- Change management plan
- Engagement plan and content
- Business case development
- Relaunch of existing or launch of new Data Catalogue policies and processes (including change management)

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).