



ONE WASHINGTON

Chart of Accounts Project Data Governance Overview

01/26/17

Data Governance - Roles

ROLES & RESPONSIBILITIES

Business Owner

This is someone in a role who needs information and believes an SSO is necessary to track it.

Responsible for reaching out to the agency lead to articulate and document the SSO request.

Agency COA Lead

This is a CFO delegate with authority to communicate SSO requests on behalf of an agency.

Responsible for ensuring a complete, accurate, and relevant SSO form. Submits SSO form to SWA consultant.

Statewide Accounting (SWA) Consultant

This is the statewide consultant assigned to a given agency.

Responsible for reviewing SSO form submitted by an Agency Lead for completeness and accuracy. Ensures all relevant information is documented and ready for board decision.

DG Advisory Board

Led by the OFM Assistant Director of Accounting (aka 'COA Czar'), this is a group of accounting and business leaders from several agencies.

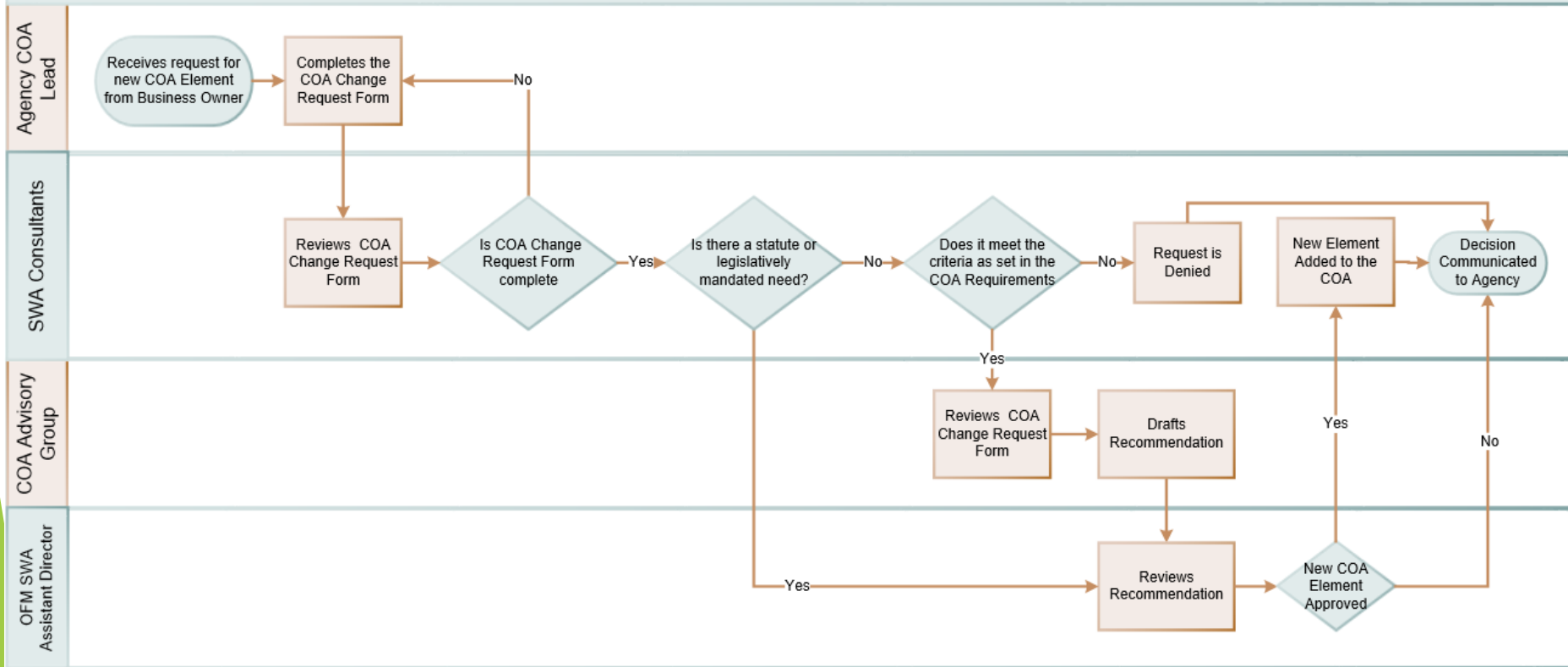
The board is responsible for reviewing and making recommendations on SSO requests.

The OFM Assistant Director of Accounting is responsible for deciding each request.

That Agency COA Lead role is critical to ensuring requests are consistent and CFO approved

Data Governance Process

COA Data Governance Process



Data Governance - Form

OFM SSO Change Request Form

- Agencies will need to document their SSO requirements via a form
- The Agency COA Lead will serve as the requestor on behalf of the agency's CFO
- Need to detail the business justification, relevant stakeholders, and any potential systems impacts



Office of Financial Management
One Washington & Statewide Accounting

SUB-SUB-OBJECT CODE STANDARDIZATION Change Request Form

1. Agency Name															
2. Contact Name	3. Contact E-mail														
4. Contact Title	5. Contact Phone Number														
6. Impact to agency if request is not approved: <input type="checkbox"/> Expenditure Reporting <input type="checkbox"/> Business System Impact - Names of System(s): <input type="checkbox"/> Other - Please explain:															
7. Impact Statement (Please provide a brief summary description and relevant content per matrix below)															
<table border="1"> <thead> <tr> <th>SPECIFIC AREAS OF DETAILED IMPACT</th> <th>STATEMENT</th> </tr> </thead> <tbody> <tr> <td>Internal Stakeholders impacted</td> <td></td> </tr> <tr> <td>External Stakeholders impacted</td> <td></td> </tr> <tr> <td>Business Management functional impact</td> <td></td> </tr> <tr> <td>System Remediation Effort (man-hours)</td> <td></td> </tr> <tr> <td>Timeline concerns</td> <td></td> </tr> <tr> <td>Internal Project Impacts</td> <td></td> </tr> </tbody> </table>		SPECIFIC AREAS OF DETAILED IMPACT	STATEMENT	Internal Stakeholders impacted		External Stakeholders impacted		Business Management functional impact		System Remediation Effort (man-hours)		Timeline concerns		Internal Project Impacts	
SPECIFIC AREAS OF DETAILED IMPACT	STATEMENT														
Internal Stakeholders impacted															
External Stakeholders impacted															
Business Management functional impact															
System Remediation Effort (man-hours)															
Timeline concerns															
Internal Project Impacts															

Agencies need to formally document SSO related impacts and requests in a consistent manner so OFM can properly manage the data governance process