Common challenges

Assumption that the data is of a high standard and completeness

Trust that the 'someone' has managed the data

Conviction that the processes are effective and are followed

No-one 'owning' the data

Lack of budget and time to plan and risk assess the transition

Wrong people accountable for the data transfer – IT task...

Absence of complete departmental representation early in the process

Negative impact to the business if data transition is not a smooth one

Understanding of the importance of the data in the business

Departments not aware of the critical data they depend on

Viewing data quality as 'not their job'

Data quality absent from business KPI's

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Understand your current position

> "There is surely nothing quite so useless as doing with great efficiency what should not be done at all." - *Peter Drucker*

- What are your **business aspirations**? Monitoring, predictions, deliverables, incentivised targets, emissions, target zero?

- Do you have data standards? If so, are they correct?

- What would you aim to **gain** from the new position?

- Change **driver** (why is the change needed)?
  - ✓ New asset
  - ✓ Transfer of an asset
  - ✓ Update to existing systems
  - ✓ Merger
  - ✓ Recommissioning

- Do you need **all** the old information?

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Compile your data standards

- Be **honest** about if you have a current complete data standard

- Example Master Data Scope Contents:
  - ✓ Locations
  - ✓ Equipment
  - ✓ Work Centre
  - ✓ Bill of Materials
  - ✓ Maintenance Items/Plans

- Write down **how** you are going to use your data
  - ✓ Include department interactions

- Plan and map **all** fields
  - ✓ Differences in how the systems use data field

- New system requirements

- **Who** is using which data?

- New data standard creation, review and issue

- When is the **training** happening – changes explained

- Who is going to **support** users post-transition

- Identification and allocation of **super-users**

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How can you manage this change?

Find a tool (vehicle) to help manage the data change;
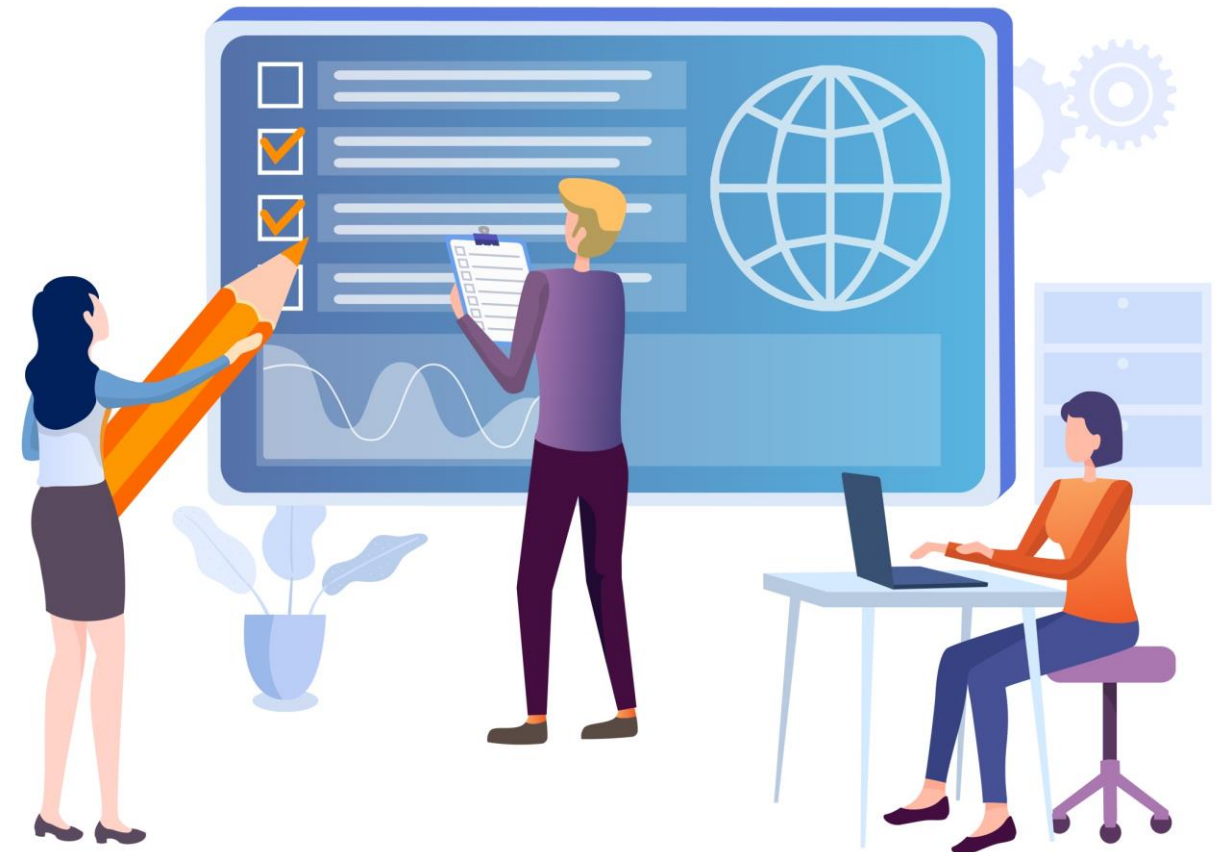
This tool must deliver:

- ✓ **Storage** of the data standard / rules
- ✓ **Linking** of data across departments
- ✓ Understanding of data **quality and gaps**
- ✓ Means to **close** gaps and monitor **progress**
- ✓ **Visibility** of data to users and transition team
- ✓ Log of changes, ensuring **auditable** trail is in place
- ✓ **Process** management and recorded sign-off
- ✓ **Accessibility** for all stakeholders
- ✓ **Secure** and managed access

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Validation

- Is the new system working as it should?
  - ✓ Key Performance Indicators of **success**
  - ✓ **Measuring** improvements and return on investment
  - ✓ **Approval** from stakeholders
- Testing the hand over points and data interactions
- Did all the agreed data rules translate to the **'LIVE'** system?
- Users **looking** at the data in the new system and approving it
- How are people **coping** with the change?
- Modifications to the **support plan** based on feedback

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Get in touch

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