

Data Governance Readiness Checklist

24 questions to assess where your organisation stands
before the migration, the AI project, or the audit.

How to use this checklist

For each of the 24 questions, mark one answer: Yes, Partial, or No. Score each answer using the table below, then add up your section totals. Your overall score places your organisation on the maturity scale at the back — and shows you exactly where governance gaps will surface first.

Scoring guide

Answer	What it means	Points
Yes	Fully in place and documented	2
Partial	In progress or inconsistently applied	1
No	Not yet addressed	0

This is a fillable PDF.

Click the checkbox squares in the Yes / Partial / No columns to record your answers. Works in Adobe Acrobat, Preview, and most modern PDF readers.

1

Governance Structure & Accountability

/ 8 pts

Do you have the people and processes in place to own your data?

	Yes (2)	Partial (1)	No (0)
01 Is there a named data owner (or steward) assigned for each critical data domain in your organisation?	☐	☐	☐
02 Do you have a documented data governance policy that is reviewed and approved at the leadership level?	☐	☐	☐
03 Is there a formal governance body (e.g. data governance council) that meets regularly?	☐	☐	☐
04 Are data governance roles and responsibilities defined, communicated, and understood across business and IT?	☐	☐	☐
Section 1 score: / 8 pts			

2

Data Quality

/ 10 pts

Can your organisation trust the data it uses every day?

	Yes (2)	Partial (1)	No (0)
05 Are data quality rules defined for your most critical data assets (customer, product, financial data)?	☐	☐	☐
06 Is data quality monitored continuously, with thresholds and automated alerts in place?	☐	☐	☐
07 Do you have a formal process for logging, investigating, and resolving data quality issues?	☐	☐	☐
08 Are data quality metrics reported to senior stakeholders on a regular basis?	☐	☐	☐
09 Is data quality ownership assigned at the attribute or field level — not just at the dataset level?	☐	☐	☐
Section 2 score: / 10 pts			

3

Metadata & Business Glossary

/ 6 pts

Does your organisation have a shared understanding of what its data means?

	Yes (2)	Partial (1)	No (0)
10 Do you maintain a business glossary with agreed, cross-functional definitions for key business terms and KPIs?	☐	☐	☐
11 Is metadata (data origin, meaning, format, lineage) documented and kept current?	☐	☐	☐
12 Do you have a data catalogue that lets teams discover and understand data assets without asking IT?	☐	☐	☐
Section 3 score: / 6 pts			

4

Data Policies & Standards

/ 8 pts

Are there rules in place for how data is created, stored, and changed?

	Yes (2)	Partial (1)	No (0)
13 Do you have a data classification framework defining sensitivity levels and the controls that apply to each?	☐	☐	☐

14 Are data retention, archiving, and deletion policies documented and enforced consistently across systems?	☐	☐	☐
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15 Are data naming conventions and modelling standards documented and actively followed by all teams?	☐	☐	☐
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16 Is there a change management process ensuring data structure changes are assessed before implementation?	☐	☐	☐
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Section 4 score: / 8 pts

5

Master Data Management

/ 4 pts

Does your organisation have a single, trusted version of its most important data?

	Yes (2)	Partial (1)	No (0)
17 Do you have a single authoritative source for core master data domains (customers, products, suppliers)?	☐	☐	☐

18 Is there a documented process for detecting and resolving duplicate or conflicting master data across systems?	☐	☐	☐
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Section 5 score: / 4 pts

6

Regulatory & Compliance Readiness

/ 8 pts

Is your data governance ready for the regulations that apply to your business?

	Yes (2)	Partial (1)	No (0)
19 Have you completed a gap analysis against applicable regulations (GDPR, DORA, Basel IV, Solvency II, NIS2, IFRS 9)?	☐	☐	☐

20 Can you trace data lineage — from source to final report — for all data used in regulatory submissions?	☐	☐	☐
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21 Do you have documented evidence of governance controls presentable to a regulator or auditor today?	☐	☐	☐
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22 Are roles and responsibilities for regulatory data quality clearly defined, assigned, and evidenced?	☐	☐	☐
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Section 6 score: / 8 pts

7

AI & Analytics Readiness

Is your data ready to power the AI and analytics initiatives your business is planning?

/ 4 pts

23 Is the data quality of your key datasets sufficient to train AI/ML models without significant pre-processing?

	Yes (2)	Partial (1)	No (0)
	☐	☐	☐

24 Do you have governance controls (lineage, versioning, quality docs) to satisfy an AI model validation audit?

	Yes (2)	Partial (1)	No (0)
	☐	☐	☐

Section 7 score: / 4 pts

Your total score

Section	Your score	Max pts
1 · Governance Structure & Accountability		8
2 · Data Quality		10
3 · Metadata & Business Glossary		6
4 · Data Policies & Standards		8
5 · Master Data Management		4
6 · Regulatory & Compliance Readiness		8
7 · AI & Analytics Readiness		4
Total		48

What your score means

40–48 points	Advanced Your governance foundation is strong. You have documented frameworks, active ownership, and evidence you can present to regulators. Focus on continuous improvement — tightening quality thresholds, expanding catalogue coverage, and
28–39 points	Developing Governance is in progress but has notable gaps. Policies, ownership, and quality monitoring exist but are inconsistently applied or not fully documented. A targeted programme will close these gaps before they surface in an audit or a migration.
16–27 points	Early Stage Significant investment is needed before your next major data initiative. Without foundational governance, migrations carry high rework risk, AI projects produce unreliable outputs, and regulatory audits become crises. Start with a current-state
0–15 points	At Risk Governance gaps are exposing your organisation to regulatory, operational, and reputational risk. Data quality issues will surface at the worst possible moment. Act now — before a project, not during one.

Ready to close the gaps?

Book a 30-minute governance assessment — we'll map your current state, identify regulatory gaps, and tell you exactly where to start.

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