

Data Governance Framework Template

For teams defining governance for a product or pilot

In plain words

Provide a fill-in framework for ownership, access, quality, retention, and review.

This document is for teams defining governance for a product or pilot. It is designed to help someone make a clear decision, not to create unnecessary process.

What you need

- Systems and data classes
- Business and technical owners
- Legal or policy requirements

What to do

- Assign ownership.
- Define access and lifecycle rules.
- Set review evidence and cadence.

What good looks like

- The intended outcome is written in plain language.
- One person owns the decision and the next action.
- Inputs, exclusions, and data boundaries are explicit.
- Evidence is reviewed before the work expands.

What this does not promise

This document does not guarantee a business result, replace legal or regulatory advice, or approve production use. Final scope, controls, and acceptance criteria must reflect the actual organization and workflow.

Working notes

Decision: _____

Owner: _____

Evidence: _____

Next action: _____