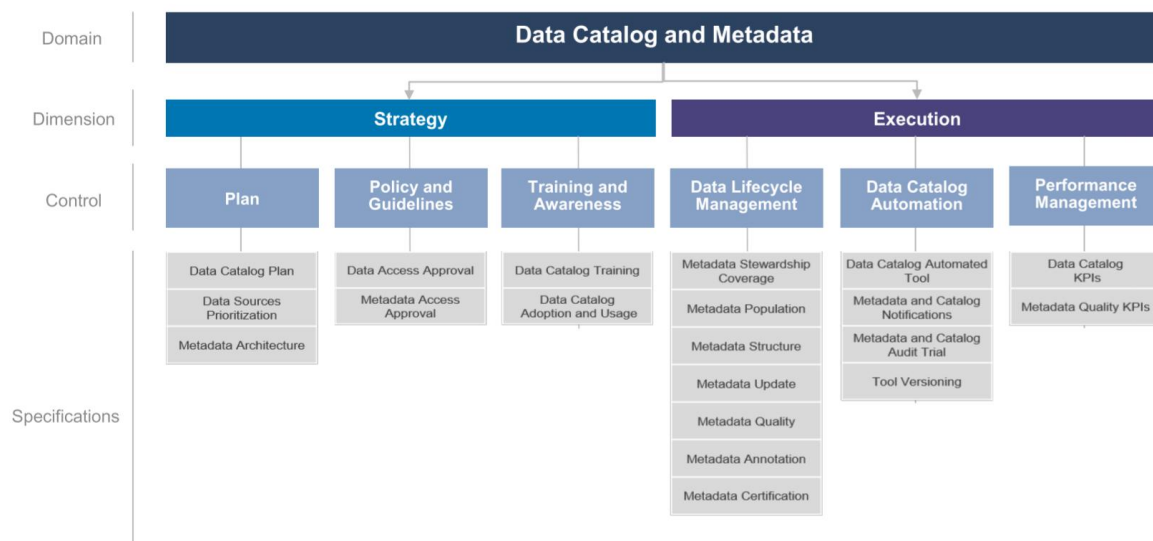


Data Catalog Plan

NDMO Reference	
Control Name	Data Catalog Plan
Control ID	MCM.1.1

Scope

Data Catalog and Metadata domain comprises of 6 controls and 20 specifications. This domain focuses on enabling an effective access to high quality integrated metadata. The access to metadata is supported by use of the Data Catalog automated tool acting as the single point of reference to the organizations' metadata.



Schedule and Assignment

Dimension	Control ID	Control	Specification ID	Specification	Task	Accountability	Start Date	Finish Date	
Strategy	MCM.1	Plan	MCM.1.1	Data Catalog Plan	Create a Data Catalog Plan to manage the implementation of the Entity's Data Catalog.	Mohammed Alqahtani	1/01/2022	31/03/2022	
			MCM.1.2	Data Sources Prioritization	Identify data sources/information systems to be included in the Data Catalog	Mohammed Alqahtani	1/01/2022	31/03/2022	
			MCM.1.2	Data Sources Prioritization	Prioritize data sources to be included in:	Mohammed Alqahtani			
			MCM.1.3	Metadata Architecture	Develop and document a target metadata architecture.	Mohammed Alqahtani	1/01/2025	31/06/2025	
	MCM.2	Policy and Guidelines	MCM.2.1	Data Access Approval	Establish and follow a clear process for the approval of connecting the Data Catalog tool to SCFHS Data Sources.	Mohammed Alqahtani	1/07/2025	31/08/2025	
			MCM.2.2	Metadata Access Approval	Establish and follow a clear process for providing the SCFHS employees an access to the Data Catalog automated tool.	Mohammed Alqahtani	1/07/2025	31/08/2025	
	MCM.3	Training and Awareness	MCM.3.1	Data Catalog Training	Conduct the Data Catalog training for every employee having direct need to discover, analyze or administer Metadata	Mohammed Alqahtani	1/04/2025		
			MCM.3.2	Data Catalog Adoption and Usage	Push for an adoption and increase usage of the Data Catalog	Mohammed Alqahtani	1/05/2026	31/05/2026	
	Execution	MCM.4	Data Lifecycle Management	MCM.4.1	Metadata Stewardship Coverage	Assign Business and IT Data Stewards to all the Metadata registered within the Data Catalog.	Mohammed Alqahtani	1/04/2025	30/06/2025
				MCM.4.2	Metadata Population	Establish and follow a clear process for registering and populating the Metadata within the Data Catalog.	Mohammed Alqahtani	1/09/2025	30/11/2025
MCM.4.3				Metadata Structure	Develop the Metadata structure according to the NDMO's Data Catalog Guidelines.	Mohammed Alqahtani	1/04/2025	30/06/2025	
MCM.4.4				Metadata Update	Establish and follow a clear process for updating Metadata within its Data Catalog.	Mohammed Alqahtani	1/09/2025	30/11/2025	
MCM.4.5				Metadata Quality	Establish and follow a clear process for identifying and addressing quality issues with the Metadata.	Mohammed Alqahtani	1/04/2025	30/06/2025	
MCM.4.6				Metadata Annotation	Establish a clear process for reviewing on regular basis Metadata annotations (tags, comments) added by users to the Metadata within the Data Catalog.	Mohammed Alqahtani	1/07/2025	31/08/2025	
MCM.4.7				Metadata Certification	Establish a clear process for reviewing on regular basis trust certificates assigned by users to the Metadata within the Data Catalog. The process shall be implemented as a workflow in the Data Catalog automated tool and by following the NDMO's Data Catalog Guidelines.	Mohammed Alqahtani	1/09/2025	30/11/2025	
MCM.5		Data Catalog Automation	MCM.5.1	Data Catalog Automation Tool	Implement the Data Catalog automated tool acting as an inventory of	Mohammed Alqahtani	1/12/2025	28/02/2026	

				the Entity's data assets and supporting automation of Entity's Metadata management.			
		MCM.5.2	Metadata and Catalog Notification	Monitor changes to the Metadata by setting up automated notifications functionality within the Data Catalog automated tool, to keep data catalog users aware of any metadata updates.	Mohammed Alqahtani	1/12/2025	28/02/2026
		MCM.5.3	Metadata and Catalog Audit Trial	Monitor activity of users within the Data Catalog automated tool by setting-up a tracking functionality provided by the tool.	Mohammed Alqahtani	1/12/2025	28/02/2026
		MCM.5.3	Metadata and Catalog Audit Trial	Store as artifacts the Data Catalog's activity and tracking logs.	Mohammed Alqahtani	1/12/2025	28/02/2026
		MCM.5.4	Tool Versioning	Update the Data Catalog automated tool to the latest published Vendor release (OR) have a plan to update it to the latest release reflected in the Data Catalog Development Plan.	Mohammed Alqahtani	1/12/2025	28/02/2026
MCM.6	Performance Management	MCM.6.1	Data Catalog KPIs	Establish key performance indicators (KPIs) to gather statistics on the usage and the adoption of the Data Catalog by users.	Mohammed Alqahtani	1/03/2026	30/04/2026
		MCM.6.2	Metadata Quality KPIs	Establish key performance indicators (KPIs) to measure quality of its Metadata.	Mohammed Alqahtani	1/03/2026	30/04/2026

Budget

The budget allocated for this domain is: approximately 960,000 Saudi Riyal.