



*Training Course:  
Establishing a Data Management Office*

*23 - 27 February 2025  
Cairo (Egypt)  
Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Training Course: Establishing a Data Management Office

Training Course code: SC4017 From: 23 - 27 February 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3875 € Euro

### Introduction

Data is the lifeblood of modern organizations, and managing it effectively is critical for achieving strategic goals. A **Data Management Office DMO** serves as the backbone for overseeing data governance, quality, and utilization. This 5-day training program is designed to guide participants through the process of establishing and operating a DMO, equipping them with the tools, frameworks, and best practices necessary for success.

### Target Audience

- Data governance and management professionals.
- IT managers and business analysts.
- Project managers responsible for data initiatives.
- Decision-makers planning to implement a DMO.
- Professionals in charge of organizational data strategies.

### Objectives

By the end of this program, participants will:

1. Understand the strategic importance of a Data Management Office.
2. Learn how to define and structure a DMO for organizational needs.
3. Develop a data governance framework and policies.
4. Implement processes for data quality management and security.
5. Align DMO operations with organizational goals and compliance requirements.

### Outlines

Day 1:

Foundations of Data Management and the Role of a DMO

- Key Topics:

- The Importance of Data as an Organizational Asset.
  - Overview of Data Management Principles.
  - Understanding the Role and Objectives of a DMO.
  - Key Success Factors for Establishing a DMO.
  - Case Studies: Successful DMOs Across Industries.
- **Outcome:** Participants gain a foundational understanding of why and how to establish a DMO.

#### Day 2:

##### Structuring and Designing the Data Management Office

- **Key Topics:**
  - Organizational Models for a DMO: Centralized, Decentralized, or Hybrid.
  - Roles and Responsibilities within a DMO.
  - Tools and Technologies to Support DMO Functions.
  - Defining Metrics and KPIs for DMO Performance.
  - Workshop: Designing a DMO Structure for Your Organization.
- **Outcome:** Participants create a tailored DMO framework for their organization.

#### Day 3:

##### Data Governance Framework and Policies

- **Key Topics:**
  - Developing a Data Governance Strategy.
  - Policies for Data Privacy, Security, and Compliance.
  - Data Ownership and Stewardship Models.
  - Managing Regulatory and Legal Requirements.
  - Hands-on Session: Drafting Governance Policies.
- **Outcome:** Participants establish a governance framework to ensure data integrity and compliance.

#### Day 4:

## Data Quality Management and Operations

- Key Topics:
  - Ensuring Data Accuracy, Consistency, and Completeness.
  - Implementing Data Quality Tools and Processes.
  - Managing Data Lifecycle and Metadata.
  - Integrating Data Management with Business Processes.
  - Case Study: Data Quality Improvements and Their Business Impact.
- Outcome: Participants acquire tools to enhance and maintain data quality across the organization.

## Day 5:

### Sustaining and Scaling the Data Management Office

- Key Topics:
  - Aligning DMO with Business Objectives and Strategy.
  - Driving Cultural Change for Data-Driven Decision Making.
  - Continuous Improvement in DMO Processes.
  - Leveraging Advanced Technologies: AI, Machine Learning, and Analytics.
  - Workshop: Creating a Strategic Roadmap for the DMO.
- Outcome: Participants develop a long-term strategy for sustaining and growing their DMO.

## Registration form on the Training Course: Establishing a Data Management Office

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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### Person Responsible for Training and Development

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- Please find enclosed a cheque made payable to Global Horizon
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