Management Review

Introduction

This factsheet describes knowledge about Management Reviews in a nutshell. The Management Review is highlighted from different angles in a structured way.

Definition

Management review is a review with regards to the data quality management system by top management.

Notes

Management Review is not a topic in DAMA DMBOK, but it is related to data governance.

The term 'management review' refers to both the review process and the meeting in which the process takes place.

Purpose

Purposes of management reviews are:

- Determine and evaluate the effectiveness of the data quality management system (DQMS)
- Determine the need for change and improvement
- Determine the suitability of the data quality policy and the data quality objectives.

Life cycle

Inputs

Inputs to the management review are:

1. Minutes from previous management reviews
2. The data quality policy, data quality objectives and targets
3. Results of internal/external audits
4. The extent to which data quality objectives and the numeric targets were met
5. Assessment of risk management actions
6. New or proposed legislation or regulations (context analysis)
7. External providers and suppliers’ performance
8. Changing expectations/requirements of relevant stakeholders
9. Changes in strengths and weakenesses as well as threats and opportunies regarding data quality (context analysis)

Phase	Activity
Plan	* Prepare inputs.
	* Plan data.
Do	* Conduct meeting.
	* Approve proposals.
	* Agree on actions.
	* Create minutes.
	* Publish minutes
Check	* Monitor actions.
	* Audit the procedure
	* Evaluate the procedure
Act	* Change procedure

Outputs

Outputs of the management review are:

1. Process improvement actions (including preventive actions)
2. DQMS improvement actions
3. Data quality improvement actions
4. Resource provision actions
5. Revised business plans and budgets
6. Change data quality policy and data quality objectives
7. Management meeting minutes

Characteristics and requirements

Characteristics and requirement of a Management Review are:

Characteristic	Requirement
Periodicity	The management review is held periodically. At least annualy.
Completeness of the input	All inputs are adressed.
Completeness of the output	All outputs are adressed.

Relations

Relationships with other elements are: Management review is an element of the DQMS. Management review evaluates the effectiveness of all elements of the DQMS.

Questions

Question: Should a management review be held in a specific meeting? **Answer**: No, a management review can be part of a regular board meeting, but should be documented explicitly (separate minutes for example).

Question: Who should receive the minutes of the meeting? **Answer**: All action holders should be informed about the actions to be taken.

Question: Is a management review obligatory? **Answer**: It depends. A management review is obligatory if the organization wants to be certified for ISO 9001. Moreover, a management review makes management responsible for the DQMS, increases support within the organisation and legitimacy of the DQMS. It is a proper element of a management system. So, it is highly recommended.

References

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