

RD4C DECISION PROVENANCE MAPPING

*A tool to support
more responsible,
professionally
accountable
handling of data for
and about children*

INTRODUCTION

The Decision Provenance Mapping methodology provides a way for actors designing or assessing data investments for children to identify key decision points and determine which internal and external parties influence those decision points. This distillation can help users to pinpoint any gaps and develop strategies for improving decision-making processes and advancing more **professionally accountable** data practices.

This tool exists because the success or failure of complex, data-driven systems, projects, and evaluation efforts aimed at improving children's lives often depend on how effectively various stakeholders respond to myriad decision points. Across the data lifecycle, individuals and make choices that impact what types of data are collected or transferred; how that data is processed and stored; for what purposes it is analyzed and through which methods; and whether and how it is used.

The individuals and teams responsible for making these decisions and the inputs to their decision-making are rarely understood by all those interacting with these data systems, including beneficiaries. The lack of visibility into decision provenance across the children's data ecosystem can limit the ability of actors to identify the optimal intervention points for mitigating data risks and to avoid missed use of potentially impactful data.

The RD4C Decision Provenance Mapping tool was designed to be implemented by designated data stewards tasked with coordinating the responsible use of data for children across organizational priorities and departments. These data stewards can engage relevant internal and external staff to participate in the mapping toward identifying and making visible important actors and associated decision points impacting the safe and effective handling of data for and about children.

Users of the tool are asked to identify specific data activities undertaken across the data lifecycle, note any policies or laws impacting those activities, and record the individuals or teams responsible, accountable, consulted, or informed for each of these activities.

RD4C - RACI MATRIX

The Decision Provenance Mapping tool asks users to identify parties supporting data activities and making important decisions across the data lifecycle. These parties serve one of four



RESPONSIBLE

Parties tasked with carrying out a given activity. These individuals or teams have a mandate to execute specific tasks (regardless of their role in the decision to prioritize those tasks).



ACCOUNTABLE

Parties liable for the success, failure, or unintended consequences of a given activity. These individuals or teams might not play a direct role in task execution, but they decide on the strategy undertaken.



CONSULTED

Parties that should be engaged to provide input on and/or approval of a given activity. These individuals or teams may have little direct involvement in the execution of an activity, but must be afforded the opportunity to provide advisement.



INFORMED

Parties that are not directly involved in a given activity but should be made aware of any developments or changes in course throughout the design and execution of the activity.

QUESTIONS FOR REFLECTION


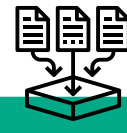



Upon completion of the decision provenance mapping tool on the following page, users can reflect on the following questions to advance more **professionally accountable** decision-making:

- Are roles and mandates clearly defined and well understood by relevant individuals and teams?
- Is the decision flow sufficiently transparent between these stakeholders?
- Is there clear communication between these decision-makers and across the data lifecycle, or are there bottlenecks or information silos that need to be addressed?
- Are decision-making processes captured by knowledge management systems?
- Have regular reviews of the decision-making process and policy landscape been established?

In the following page, we provide a template to help crystallize the specific activities undertaken at each stage of the data lifecycle and which parties (internal or external) are responsible, accountable, consulted, and Informed for each activity.

This template is designed to be printed on a 17 x 22 inch paper.

RD4C DECISION PROVENANCE MAPPING WORKSHEET

 INITIATION <i>How was the data investment designed and instigated?</i>	 COLLECTION/ TRANSFER <i>How is the data generated and captured? How is existing data made accessible to relevant parties?</i>	 PROCESSING & STORAGE <i>How and where is the data be processed and stored?</i>	 ANALYSIS <i>How is the data analyzed?</i>	 USE <i>How is the data ultimately put to use?</i>
Who is responsible for activities in this stage?	Who is responsible for activities in this stage?	Who is responsible for activities in this stage?	Who is responsible for activities in this stage?	Who is responsible for activities in this stage?
Who is accountable for activities in this stage?	Who is accountable for activities in this stage?	Who is accountable for activities in this stage?	Who is accountable for activities in this stage?	Who is accountable for activities in this stage?
Who needs to be consulted and/or approve activities undertaken in this stage?	Who needs to be consulted and/or approve activities undertaken in this stage?	Who needs to be consulted and/or approve activities undertaken in this stage?	Who needs to be consulted and/or approve activities undertaken in this stage?	Who needs to be consulted and/or approve activities undertaken in this stage?
Who needs to be informed and/or approve activities undertaken in this stage?	Who needs to be informed and/or approve activities undertaken in this stage?	Who needs to be informed and/or approve activities undertaken in this stage?	Who needs to be informed and/or approve activities undertaken in this stage?	Who needs to be informed and/or approve activities undertaken in this stage?

POLICY (List any institutional policies and/or applicable laws and regulations impacting the described activities)