# TEAMCENTRAL

## Connect | Automate | Grow

### 1. Data Collection
- ☐ Identify critical data sources (e.g., internal systems, third-party APIs, sensors).
- ☐ Ensure data is being collected consistently and reliably.
- ☐ Identify consistent mechanisms to capture both structured (e.g., databases) and unstructured data (e.g., text, images).

### 2. Data Quality
- ☐ Ensure data accuracy (free from errors or inconsistencies).
- ☐ Validate data completeness (no critical gaps).
- ☐ Check data timeliness (data is up to date).
- ☐ Address duplicate, outdated, or irrelevant data.

### 3. Data Integration
- ☐ Connect data from disparate sources into a unified format or system.
- ☐ Use standardized formats, schemas, and protocols for interoperability.

### 4. Data Accessibility
- ☐ Ensure secure access for authorized users and systems.
- ☐ Provide APIs or tools like iPaaS for seamless data querying and retrieval.
- ☐ Implement robust metadata tagging for easy discovery.

### 5. Data Governance
- ☐ Define ownership and accountability for data management.
- ☐ Ensure compliance with data privacy laws (e.g., GDPR, CCPA).
- ☐ Monitor data usage policies to prevent misuse.

### 6. Data Transformation
- ☐ Normalize and standardize data for consistency.
- ☐ Perform feature engineering to extract useful insights.
- ☐ Manage missing values through imputation or exclusion techniques.

### 7. Data Scalability
- ☐ Assess data storage and processing infrastructure for scalability.
- ☐ Use cloud or hybrid solutions for handling large datasets.

### 8. Data Security
- ☐ Encrypt sensitive data at rest and in transit.
- ☐ Implement robust authentication and access control mechanisms.
- ☐ Regularly audit and monitor for breaches or vulnerabilities.

### 9. Data Monitoring
- ☐ Establish KPIs to measure data performance and usage.
- ☐ Implement processes for continuous data updates and improvements.
- ☐ Monitor for data drift and ensure ongoing relevance.

### Final Steps
- ☐ Conduct a readiness assessment to identify gaps.
- ☐ Test a pilot AI project to validate data and infrastructure readiness.
- ☐ Regularly revisit and refine data processes as business needs evolve.