Data Steward Quick Start Checklist

Entity: _____

Reviewed records: ☐ Yes ☐ No

Flagged issues:

☐ Duplicates

☐ Missing values

☐ Incorrect mappings

Decisions made:

☐ Approvals

☐ Comments provided

☐ Requested clarification

Outcome visible in reports: ☐ Yes ☐ No

Still unclear about: _____

_____

Next task or follow-up needed? ☐ Yes ☐ No

If yes, describe: _____

_____

Notes:

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