



Special Attention of:

Transmittal for Handbook No: 3300.1

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1. This Transmits: Total Information Quality Management Handbook 3300.1
2. Summary: This Handbook is a central part of the Department's strategy to guide its efforts for continuous process improvement in the acquisition, creation, maintenance, storage, and application of information. It complements HUD's Enterprise Data Management (EDM) Policy 3260.1. This policy institutes the Enterprise Data Management Practice (EDMP) that seeks to align data management priorities with HUD's mission and Program Area objectives and to streamline data management functions across the enterprise. The OCIO is implementing its enterprise data management program concurrent with and in alignment with the development of its Enterprise Architecture (EA).

Total Information Quality Management is a four-stage process: assessment, process improvement, correction, and certification. OCIO is responsible for independent assessment and certification of mission-critical information, particularly information used to support Annual Performance Plans. Program Area Managers and systems sponsors are responsible for both process improvement and data correction, and may perform their own assessment and certification activities. This Handbook provides the reader with the concepts, step-by-step processes, illustration of and references to worksheets that will guide and assist with data quality improvement and correction processes.

3. Filing Instructions:

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None

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