BTCertiCentre
Business Transformation Certification Centre

Preparation Guide

DIGITAL GOVERNANCE 4.0 FOUNDATION — DG4F

1. Introduction

a) Purpose of this Certification

This exam aims to demonstrate the professional's knowledge of the fundamentals of digital governance.

With this certification, the professional demonstrates that he/she can get involved in the main aspects of the elaboration of a digital governance framework, having a practical methodology for establishing and managing roles and responsibilities of digital development.

The exam covers the following topics:

· Digital Governance Concepts
· Roles & Responsibilities
· Digital Strategy
· Digital Policy
· Digital Standards
· Design Factors for Digital Governance
· Implementing Digital Governance

This Exam is part of the Business Transformation through Digital Transformation context that is the focus of the Business Transformation Certification Center.

b) Who is this Certification for

For professionals who wish to demonstrate fundamental knowledge and take part in the establishment of a digital governance framework in their organizations, even acting in directing, managerial or technical roles in the teams involved with digital development.

Based on this Certification, professionals will be able to understand the importance of a practical and structured way of establishing roles and responsibilities for defining strategy, policies and standards applicable to digital development.

c) What you need to be certified

You need to pass the Certification Exam. The details of which are described below:

It is an exam with questions of multiple-choice and True or False formats.
Has 40 questions.
It should be done in a maximum of 60 minutes.
To pass you must get 25 of the 40 questions right or 65%.

You will not be able to consult during the exam.

We use an Automated Proctor, that give greater credibility to your achievement and you can stand out to other companies that do not use this approach.

The exam level is considered easy to medium. The exam was developed considering Bloom Taxonomy levels 1 and 2.

At level 1 you are required to remember concepts, classifications, while at level 2 there is a need for an understanding of the concepts and approaches presented.

d) How you should prepare

You can prepare as follows:

Obtain knowledge through the suggested source:

Amazon Kindle Shop:
WELCHMAN, Lisa. Managing Chaos: Digital Governance by Design. Rosenfeld Media, New York, 2015.

Conducting a Sample Exam provided free of charge.

At least 20 hours of study, depending on your level of knowledge.

Training: (not yet available) BTCertiCentre is implementing partnerships with Accredited Training Organizations worldwide to provide classroom training or through learning management systems (synchronously or asynchronously).

2. Exam Content

a) Exam Organization:

See the Table below to learn what will be required in the Exam.

DG4F – Exam Organization
Digital Governance Concepts
The purpose of this unit is to help the candidate to define the concept of Digital Governance, and to comprehend and explain it as a practice.
The recommended study period for this unit is 2 hours
Describe the concept of digital governance and the main areas that supports it.
Understand the importance of adopting a digital governance framework.
Roles & Responsibilities
The purpose of this unit ís to help the candidate to understand the roles and responsibilities within a digital team and what is its contribution to the Digital Governance.
The recommended study period for this unit is 2 hours
Identify and define the components of a digital team.
Understand and define the roles and responsibilities of the core digital team in the implementation and maintenance of a digital governance framework.
Understand and define the roles and responsibilities of the other components of the digital team (besides the core team) that collaborate in the implementation and maintenance of a digital governance framework.
Digital Strategy
The purpose of this unit ís to help the candidate to comprehend the importance of a digital strategy and its relation to the context of Digital Governance
The recommended study period for this unit is 2 hours.
Understand the main concepts and inputs related to the digital strategy.
Define the roles and responsibilities involved with digital strategy definition.

DG4F – Exam Organization
Digital Policy Understand the main concepts and inputs related to the digital strategy.
The purpose of this unit ís to help the candidate to explain the main attributes of a digital policy adequate for the purposes of Digital Governance.
The recommended study period for this unit is 2 hours.
Understand the reasons to adopt a digital policy and explain the main attibutes of a digital policy.
Define the responsibilities for stewardship and authoring related to a digital policy.
Describe the good practices that must be used to write digital policies.
Digital Standards
The purpose of this unit ís to help the candidate to understand how a proper approach of digital standards is a fundamental pillar for the success of a Digital Governance program.
The recommended study period for this unit is 4 hours.
Define digital standards and understand the reasons to adopt them in a digital governance context.
Define the responsibilities for stewardship and authoring related to digital standards.
Describe the practices that must be used to define, document and disseminate digital standards.
Design Factors for Digital Governance
The purpose of this unit ís to help the candidate to comprehend the main design factors that infuence or are influenced by the Digital Governance framework design process in an organization.
The recommended study period for this unit is 4 hours
Identify the design factors that influence or are influenced by digital governance.
Explain how the corporate governance dynamics affects the digital governance framework.
Understand the influence of the external demands over the digital governance framework.
Describe which are the impacts of the Internet ecosystem for the digital governance.
Explain how the digital governance is influenced by the organizational culture.

DG4F – Exam Organization	
Explain how the nature of the digital presence drives the design of a a digital governance framework.	
Implementing Digital Governance	
The purpose of this unit ís to help the candidate to understand the most important aspects that must be considered for implementing Digital Governance in an organization.	
The recommended study period for this unit is 4 hours.	
Identify the crucial aspects to consider when creating a digital governance framework in an organization.	
Describe the roles and responsibilities involved with the implementation of the digital governance framework.	
Explain the main aspects involved in the design phase of implementation of the digital governance framework.	
Explain the reasons why an organization must choose to govern well its digital presence.	
Understand some tactics that can help to break through the resistance in organizations that do not see value in a formal digital governance framework.	

b) Topics Distribution

See the Table below for you to know what will be required in the Exam.

Topics	Number of questions Exam	%
1. Digital Governance Concepts	5	12.50%
2. Roles & Responsibilities	4	10.00%
3. Digital Strategy	4	10.00%
4. Digital Policy	6	15.00%
5. Digital Standards	5	12.50%
6. Design Factors for Digital Governance	9	22.50%
7. Implementing Digital Governance	7	17.50
	40	**100%**

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