



# DOPI'S

## CAPABILITY STATEMENT

-REDEFINING PROCESSES. EMPOWERING CHANGE-

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### Core Competencies:



#### Governance & Compliance Integration

Embedding classification standards into MS Purview, policies, security, and retention procedures.



#### Data Catalog Development & Customization

Creation of a comprehensive, enterprise-wide data catalog capturing data fields and locations.



#### Data Classification Framework

Contextual, data-element-based classification ensuring compliance with HIPAA, CJIS, FERPA, COPPA, and state mandates.



#### Change Management & Training

Engaging rollout and adoption strategy with ongoing governance support.



#### Regulatory Mapping

Aligning handling practices with applicable laws to minimize legal and operational risk.

### Company Overview:

Digital Optimization and Process Improvement, LLC (DOPI) is committed to empowering government agencies and organizations to confidently manage and protect their most critical data. We help clients safeguard sensitive information, streamline workflows, and fully leverage technology investments to achieve operational excellence.

Our proprietary DOPI Data Classification Framework provides a structured, context-aware method for organizing, securing, and governing data — ensuring compliance, reducing risk, and improving efficiency. By integrating seamlessly with tools such as Microsoft Purview, we enable organizations to unlock the full potential of their existing technology while establishing sustainable governance practices that deliver lasting value.

### Differentiators:

- Proprietary Data Classification Framework with granular, context-aware rules.
- Seamless integration with Microsoft 365 ecosystems — maximizing existing investments.
- End-to-end methodology: **discovery** → **configuration** → **simulation** → **go-live** → **continuous improvement**.
- Experience in public sector governance, risk, and compliance programs.
- Woman-owned, SBR certified in Maryland, and agile to serve counties nationwide.

### Past Performance:

- Led initiatives for **Fortune 500** companies, **government** agencies, and **healthcare** organizations to strengthen risk management, enhance data privacy, and implement **enterprise data governance** programs.
- Designed and implemented **risk-based data governance** models, improving data protection and streamlining workflows.
- Developed a **data classification and privacy framework**, aligning with best industry practices and regulatory requirements.
- Directed **Microsoft Purview** classification and labeling initiatives for large government organizations, ensuring accurate tagging and retention compliance.
- Created comprehensive **policy programs** integrating federal, state, and district mandates to support long-term compliance and organizational alignment.

### Customer

### Testimonials:

- “Exudes confidence and commitment to aligned policies with federal and district guidelines, earning respect from peers and management.”
- “Proactive, innovative, and solution-focused, a significant resource to the C-suite team.”
- “Strategic plans addressed process deficiencies with precision and yielded desired results.”
- “Organized, communicative, and reliable an asset to any team.”
- “Wow, this is a great perspective. I heard about your work — you do an amazing job, and you’re quick too.”

### Professional

### Expertise:

- **Certified Six Sigma Black Belt** — driving process optimization with proven methodology, with more than a decade of experience.
- Master of Arts in Public Management, **Johns Hopkins University**
- Bachelor of Arts in **Government & Public Policy**, University of Baltimore
- Associate of Applied Science in **Business & Commerce** - Public Relations, Cecil College

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