Data Management Plan

Worksheet

Description

This document is a worksheet that should help data stewards and members of data archives to support researchers in writing a Data Management Plan. The worksheet uses the [CESSDA Data Management Expert Guide](https://dmeg.cessda.eu/Data-Management-Expert-Guide) structure.

Overview

| Title of the project/study |  |
| --- | --- |
| Date of this plan |  |
| Description of the project |  |
| Origin of Data |  |
| Principal researchers |  |
| Collaborating researchers |  |
| Funder |  |
| Data producer |  |
| Project data contact |  |
| Data owner(s) |  |
| Roles |  |
| Costs and Resources |  |

**Organising and documenting your data**

| Data collection |  |
| --- | --- |
| Data organisation |  |
| Data type and size |  |
| File format |  |
| Folder structure & names |  |
| File structure & names |  |
| Documentation |  |
| Metadata |  |
| Metadata standard |  |

**OCESS PLAN**



**Processing your data**



| Versioning |  |
| --- | --- |
| Interoperability |  |
| Data quality |  |

**Storing your data and metadata**

| Storage |  |
| --- | --- |
| Backup |  |
| Security |  |

**AN**

**MENT PLAN**

**Protecting your data**

| Ethical review |  |
| --- | --- |
| Informed consent |  |
| (sensitive) Personal data /confidential information |  |
| Intellectual property rights (IPR)/Copyrights |  |
| Agreements |  |
| Restrictions |  |

**Archiving and publishing your data**

| Archiving |  |
| --- | --- |
| Data formats |  |
| Access |  |

**Discovering data**

| Identification of needs |  |
| --- | --- |
| Search for data |  |
| Evaluation of data quality |  |
| Gaining access to data |  |