DMP Planning Checklist

Recommended Components	Questions
Section I Introduction	
Project name	What is the title of your project?
Project Information	What is the project about and how does it affect the data that you will be collecting and/or creating?
	Why will this data be created and how will it be used?
Funding Body	Are there any funding organizations attached to this project?
	Is this plan in accordance with any guidelines to receive funding?
Roles & Responsibilities	Who are the data owners? List all possible owners of the data including federal and funding agencies.
	Who will manage the data in the project?
	Who is responsible for keeping the data management plan up to date?
Other possible information	Why was this plan created?
	Who is the target audience for this plan?
	How long is the project expected to last?
	Are there any related policies tied to the creation of this plan?
	What data did you use but was not created in this project?
	What is the budget for data related activities in your project?
Section II Data Products	
Data description	What type of data will be produced?
	Will you use pre-existing data in this project? From what source?
	What other information is required with the data to make it usable?
Collection Process	What equipment will you use to collect data?
	What file format will the data be collected in?
	Will it be reproducible? What would happen if it got lost or became unusable later?
	Are there tools or software needed to create/process/visualize the data?

Volume	What is the expected volume of data that will be produced?
	How much data will you produce and at what growth rate?
	How much space is required to store the data, including backups?
Section III Data Organization & Documentation	
Organization (e.g. file naming, version control)	What **data formats** will you use?
	What convention will you use to **name** the data files?
	What standards will you use to **version** data files and organize folders?
Documentation & Metadata	What supporting **documentation** will you provide to make the data understood by others?
	What **metadata** standard will you use to make the data searchable?
Other possible information	What relationship does this data have to other data available?
	What gaps exist between available data and that required for the research?
	What value will the new data would provide in relation to existing data?
Section IV Data Sharing, Rights, and Access	
Access & Sharing	Will you **share** the data you collect or create?
	Where will you make the data available?
	How will other researchers be able to access the data?
	Will a data sharing agreement be required?
	What is the timescale for public release of the data?
	Are there any reasons to not share or use the data?
	Which bodies/groups will be interested in the data?
	What are the possible use cases for the data?
Ethics	What **ethical** issues will you encounter with the data?
	If there are issues, how will they be resolved?
Privacy & Confidentiality	How will **private or confidential** information be protected?
	What steps will you take to anonymise sensitive information?
Section V Policies for data re-use, re -distribution, reproduction	

Intellectual Property & Copyright	Who owns the copyright or other **intellectual property** for the data?
	How will the data be licensed if rights exist?
	How will you address the **copyright** and other rights management issues that apply to the data?
	Are there contracts, agreements, or other obligations that will prevent or delay the sharing of data?
General Permissions	How do you expect others will use the data?
	Will you use a **license to allow permission** such as attribution to use the data?
	How will permission be requested to use the data?
	Will acknowledgement be required to use the data?
	What terms of use disclaimers will you include in order to re-use data?
	How will they need to **cite** the data?

Section VI Data Preservation, Archiving	
Storage & Backup (Short-term)	How will you **store and back** up the data?
	How regularly will backups be made?
	Specify which data will have backups. (A backup of changed data is known as an "incremental backup", while a backup of all data is known as a "full backup").
	What quality assurance measures will you take to backup the data?
Archiving (Long-term)	Where do you intend to **archive or deposit the data** after the project is complete?
	What are the responsibilities for data management and curation where you plan to deposit to the data?
Preservation (Long-term)	Which of the data sets produced are considered to be of long-term value?
	Which data will be **preserved** and which will be removed and why?
	How will you prepare the data for preservation and sharing?
	What documentation will you include with the preserved data?
Security	If the data is sensitive, how will they be **secured** and (if applicable) destroyed?
Retention	What is the **retention** schedule for the data?
	How long will you keep preserved and non-preserved data?
Disposal	How will you ensure that data is securely **disposed/destroyed**?
	Will you actively remove data once the retention period is over?