

# Data management planning

Data Management and Sharing Workshop  
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# Good management of data

- good research
- high quality data
- data can be understood and used now and in future
- data can be shared and re-used
- needs to be planned
- needs to be specific for purpose

# Plan your data management

- plan data management early
- assign roles and responsibilities
- design data management according to needs and purpose of research
- Implement and review data management throughout research

# Checklist for planning

- Will your data contain personal data, confidential or sensitive information?
- Are you discussing data archiving with informants from whom you collect the data?
- Are you gaining (written) consent from informants to share data beyond your research?
- Do you need to anonymise data, e.g. to remove identifying information or personal data? During research and after research? How?
- Do you need to securely store personal or sensitive data? All data or part of data.
- Have you established who owns the copyright of data? Might there be joint copyright?
- Who has access to which data during and after research? Are various access regulations needed?
- Do you have plans for long-term preservation of data?

# Checklist for planning

- Will you use standardised and consistent procedures to collect, process, check, validate and verify data? Which?
- Are your data self-explanatory in terms of variable names, codes and abbreviations used?
- Which descriptions or documentation explain what your data mean?
- How will you label and organise data, records and files?
- Will you apply consistency in how data are catalogued, transcribed and organised, e.g. standard templates?
- Which data formats will you use? Do formats and software enable sharing and long-term validity of data, such as non-proprietary software and software based on open standards?

# Checklist for planning

- Are your data, and any copies, held in a safe and secure location?
- If data are collected with mobile devices, how will you transfer and store them?
- If data are held in various places, how will you keep track of versions?
- Are your files backed up regularly and are back-ups stored safely?
- Will you know what the master version of your data files is?
- Who is responsible for which aspects of data management?
- Do you need extra resources to manage data?
- Do you need to use existing data? Do you have access to the data?

# Resources

- Relu data management plan: [www.data-archive.ac.uk/relu/plan.asp](http://www.data-archive.ac.uk/relu/plan.asp)
- DCC data management template: [www.dcc.ac.uk/sites/default/files/documents/templates/DMP\\_checklist.pdf](http://www.dcc.ac.uk/sites/default/files/documents/templates/DMP_checklist.pdf)
- Australian National Data Service (ANDS) data management planning: <http://ands.org.au/resource/data-management-planning.html>
- MIT data planning checklist: [www.dcc.ac.uk/sites/default/files/documents/templates/DMP\\_checklist.pdf](http://www.dcc.ac.uk/sites/default/files/documents/templates/DMP_checklist.pdf)