Handout "The Data Management Plan"

What is it about?

The data management plan, a living document that describes the structured handling of research data within a project over the entire project period and beyond.

Why is this important?

In a data management plan, you set the cornerstones for your data management by addressing individual aspects of research data management at each stage of the research data lifecycle and making project-specific decisions. A well-maintained and always up-to-date data management plan can improve research data management and also facilitate the onboarding of new project staff.

How do I implement this?

You can easily create the data management plan in a separate document that contains information on the following aspects:

1. Project details and responsibilities (e.g., project title, project leader, RDM representative)
2. Information on policies
3. Information on the data (e.g., data types, data formats, amount of data, software required)
4. Information on data organisation (e.g., definition of folder structures, file naming and versioning concept)
5. Information on the standardisation of the data (e.g., use of metadata schemas or controlled vocabularies)
6. Information on the backup of data during the project (e.g., backup strategy and storage locations)
7. Information on archiving and/or publication of the data after project completion (e.g., naming of the repository, licensing of the data)
8. Cost estimation for the RDM
9. Possible legal features in dealing with the research data (e.g., personal data)

In addition, you can also use one of the tools that are usually available online via a web application, such as RDMO or ARGOS.