Plan Overview

A Data Management Plan created using dmptool

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Template: Digital Curation Centre

Project abstract:

The State and Local Population Projections Database brings together population projection information and materials from different sources through survey response and resource sharing. The database can be used by population projection developers and researchers for the study and analysis of population projection methods, and associated uncertainty. Historical as well as current population projections are included in the database, it includes a mix of sources and methods, and it can be added to over time. The design of the database is United States-focused, but projections from other countries can be added too. The database is for independent analysis of population projections, and is not authoritative for any of the included works. Database items are hosted primarily on Google Drive, and backed up periodically, and the webpage and supporting content for the database are hosted on GitHub.

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State and Local Population Projections Database

Data Collection

What data will you collect or create?

Population projection reports and materials (together described as materials) with associated information, provided by respondents through a survey form.

How will the data be collected or created?

Through an associated Google Forms interface that includes file upload, or through an alternative PDF-based survey form to be emailed with the associated files, for the database administrator to submit through Google Forms.

Documentation and Metadata

What documentation and metadata will accompany the data?

Respondent email (can be administrator as proxy)
Respondent name and affiliation (optional)
Title of the projections report or materials
Brief description of the projections report or materials
Date or year the projections were first released or shared
Format(s) of the report and/or materials that are included with the submission
List of files (by file name) that are included with the submission
Office or agency responsible for making the projections report or materials
Office or agency responsible for publishing or sharing the projections report or materials
Existing (if any) web address for the report or materials
Levels of geography that are included.
Projection launch date or year
Projection start date or year
Projection end date or year
Projection method characteristics or features
Projection INPUT data
If age is included as an INPUT, age grouping INPUT
Projection OUTPUT data
If age is included as an OUTPUT, age grouping OUTPUT
Known uses of the projections report or materials
ListingID (administrator added)
Archived url(s) (administrator added)
Month and year added to database webpage (administrator added)

Ethics and Legal Compliance

How will you manage any ethical issues?

Respondents are informed that, while the administrator will try to meet special requests, any information provided may be shared publicly. Also, that they can contact the administrator (administrator's email address provided) at any time to remove a listing they've provided, and the administrator will do so as soon as possible. The database is described as being for independent analysis of population projections, and is not authoritative for any of the included works. Weblinks to official webpages for respective projection materials are provided when available, including archived webpages.

How will you manage copyright and Intellectual Property Rights (IP/IPR) issues?

Data by item (called a listing) belongs to the data's original owner or source, and respondents are informed that sharing of the data to the database should meet the data sharing restrictions specified by the original owner.

Storage and Backup

How will the data be stored and backed up during the research?

Database responses and materials are saved initially and primarily on the Google Drive platform.

How will you manage access and security?

Access is provided by permission from the database administrator. Content and related information is generally not confidential, but the administrator will work to meet agreeable special requests.

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

All provided materials and associated survey responses and administrator-added responses.

What is the long-term preservation plan for the dataset?

Database responses and materials are saved on the Google Drive platform, and will be downloaded for backup every three months or as warranted. Depending on file size constraints, backups will be preserved on the database's associated GitHub page as well.

Data Sharing

How will you share the data?

Content is shared through the database's associated webpage (URL: https://applieddemogtoolbox.github.io/projectionsdatabase/), which includes partial metadata for each item (called a listing), and web links to full metadata and associated materials. A web link to a table of data points from the database is also provided.

Are any restrictions on data sharing required?

Provided materials and information should meet the original owner's or source's restrictions on data sharing. There are no restrictions on data sharing from the database itself.

Responsibilities and Resources

Who will be responsible for data management?

The database's administrator (Eddie Hunsinger) is responsible for data management.

What resources will you require to deliver your plan?

Database administration requires access to and ability to work with platforms and software that support that database, as well as knowledge of state and local population projection methods, resources, and terminology.