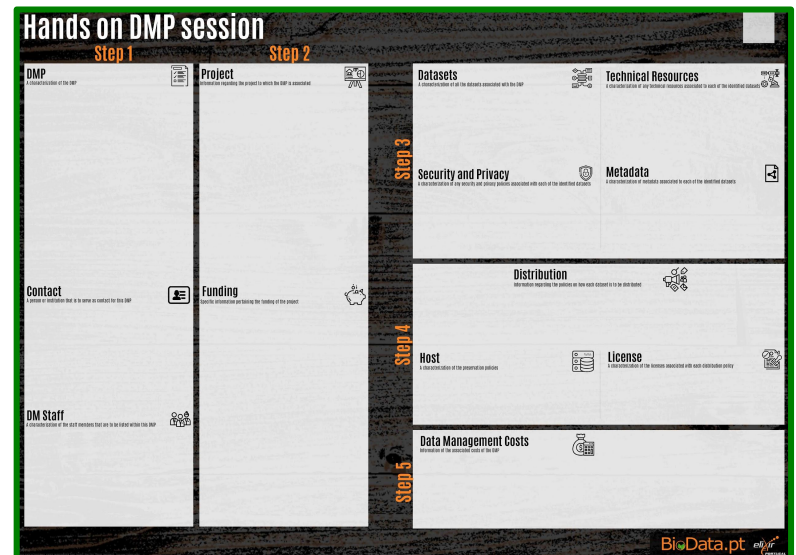# BioData.pt

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Hands-On DMP Exercise

João Cardoso, Daniel Faria

Hands-On DMP Exercise

- During the exercise participants are asked to **create their own DMP**.

- A **mock project** will be provided.

- Participants will follow a **DMP Creation Methodology**.

- Information is collected in **post-its** and then posted into the **correct section** of the **DMP Canvas.**
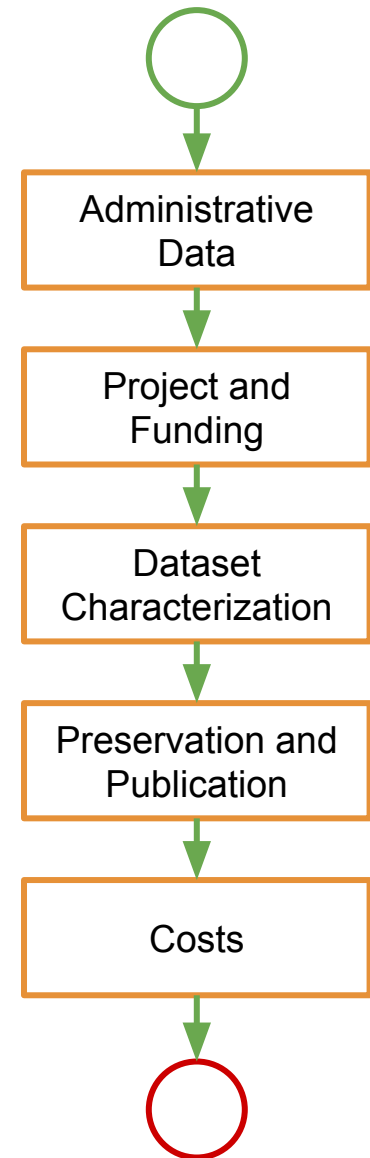
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Hands-On DMP Exercise

- **Monitors** will provide **help** throughout the exercise.

  - Exchange **"help tokens"** for **help from an expert.**

- As the **DMP are living documents**, information is always **subject to be changed** throughout the process.

  - Participants are **not trapped** by **previous decisions**.

- **Not all** information is **explicitly described**.

  - Participants might have to **deduce of make up information** as necessary.

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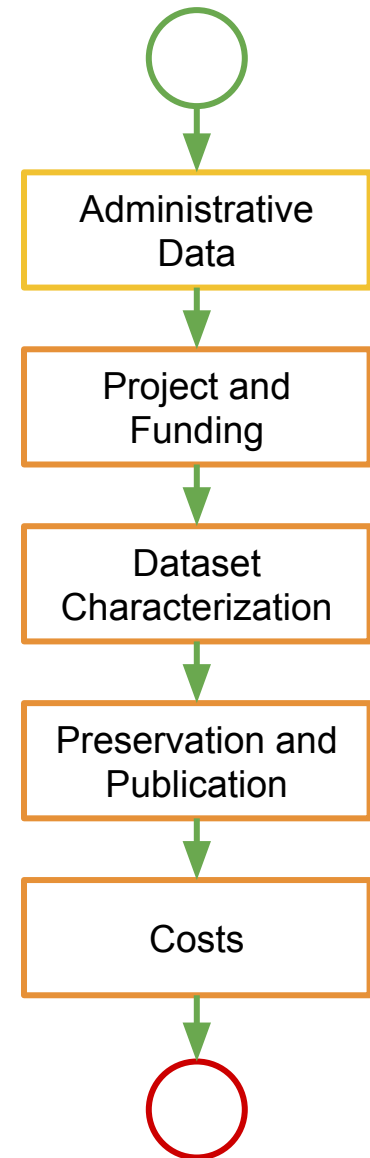BioData.pt

Hands-On DMP Exercise

- The **DMP Creation Methodology** comprises 5 steps.

- Each step focuses on a **specific aspect** of the DMP.

- Participants will have a **fixed time slot** to gather information **for each step**.

Administrative Data

Project and Funding

Dataset Characterization

Preservation and Publication

Costs

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Hands-On DMP Exercise
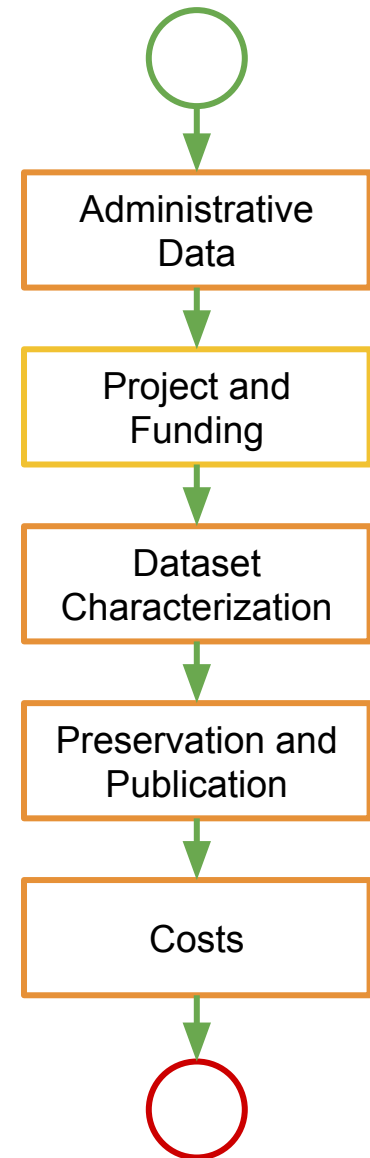
- **Step 1 - Administrative Data**

  - **Characterization** of the **DMP document**, and the **responsibilities** of all the **people** mentioned.

  - The information is classified in three sections:

    - **General information** characterizing the **DMP document**.

    - **Contact** (person of institution) for the DMP.

    - A listing of all **collaborators** and their **roles** in the DMP.

```
Administrative
Data
    ↓
Project and
Funding
    ↓
Dataset
Characterization
    ↓
Preservation and
Publication
    ↓
Costs
```

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Hands-On DMP Exercise
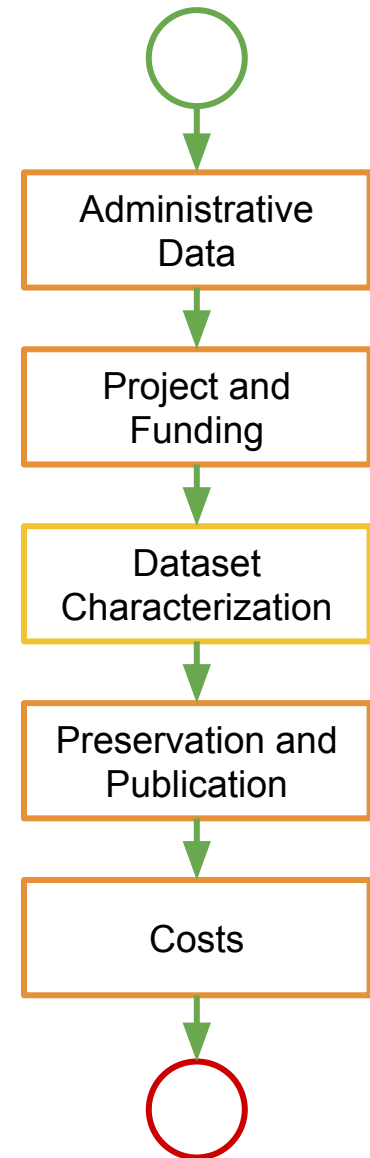
- **Step 2 - Project and Funding**

  - **Characterization** of the **project(s)** and their sources of **funding**.

  - The information is classified in two sections:

    - Information regarding the **project(s)** to which the **DMP is associated**.

    - Information pertaining the **funding** of a **particular project**.

Administrative Data

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Hands-On DMP Exercise
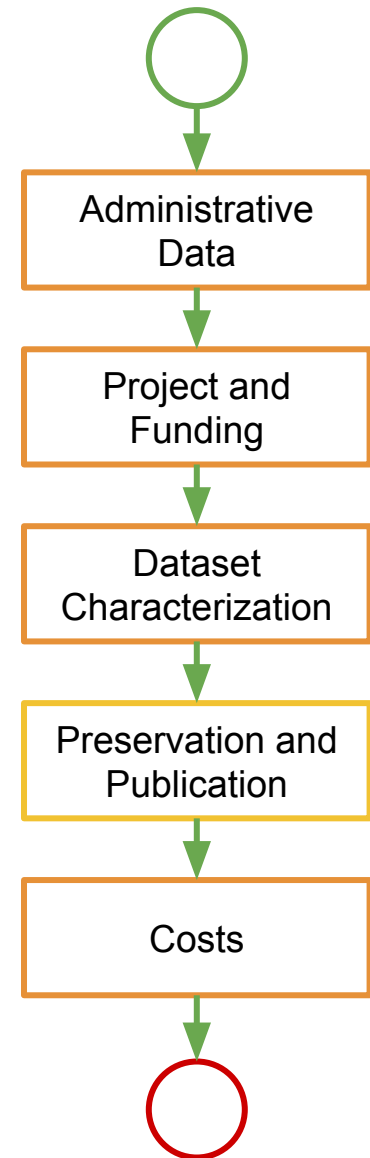
- **Step 3 - Dataset Characterization**

  - **Characterization** of the **dataset(s)** that are encompassed by the DMP. Apart from **generic information** on the dataset, **additional** descriptions of **security and privacy** policies, **technical resources** and **metadata** standards can also be given.

  - The information is classified in four sections:

    - **General information** about all **datasets**.

    - Any **security and privacy** policies associated with the datasets.

    - **Technical resources** associated with the datasets.

    - **Metadata** associated with the datasets.

Administrative Data

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Hands-On DMP Exercise

- **Step 4 - Preservation and Publication**

  - **Characterization** of the **preservation** and **publication** policies **for each** of the identified **datasets.**

  - The information is classified in three sections:

    - Information regarding the **policies** on how each dataset is **distributed**.

    - Information on the data **host for each** of the identified **distributions**.

    - Characterization of the **licenses** associated with each **distribution policies**.

Administrative Data

Project and Funding

Dataset Characterization

Preservation and Publication

Costs

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Hands-On DMP Exercise

- **Step 5 - Costs**

  ○ **Characterization** of the **costs** associated with this DMP.

    ■ The numeric value associated with each cost can be a rough estimate.

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