Roles and Responsibilities Checklist

- What are the team roles in relation to data?
    - What roles were laid out in your data management plan (DMP)? What additional roles are needed?
    - Who will fill those roles?
- What are the responsibilities of each role?
    - What skills are needed for each role?
- What training is needed for these roles?
    - External (ex: software training)
    - Internal training (ex: CITI, staff training)
    - When will these trainings occur?
    - Who will implement the trainings?
- What costs will be associated with these roles?
- What is a transition plan if anyone should leave their role?
    - What transition documents do we have in place?
    - Who will assist with training that new person?