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?