**Draft Summary Data Management Plan**

**To be reworked to map to DAMA Dimensions of Data Quality (see end)**

|  |
| --- |
| **Title and Details**  **Title:**  **Applicable Standards:**   * **ISO19115** via **UK Gemini** * **GEMET** General Multilingual Environmental Thesaurus * **INSPIRE**   **Metadata resource:** (link to SSDI record)  **Abstract:** (summary description of dataset)  **Additional information:** (URL references to policy) |
| **Data Management**   * **Responsible organisation – ownership:** (eg. local authorities, British Geological Survey) * **Responsible organisation – processing:** (eg. SEPA via SEWeb, Improvement Service via Spatial Hub) * **Lineage:** (how the dataset was created) * **Maintenance information:** (update frequency and scope of update ie. collection or review frequency) |
| **Categorisation**   * **Theme:** (INSPIRE limited list) * **Topic Category:** (GEMET wider list) * **Concept:** (GEMET exhaustive list) * **Keyword:** (needs some thinking) |

|  |
| --- |
| **Data Quality**  **Quality scope** (custom definition)   * Standardised (identified standard is required) * Findable (discrete resource and metadata) * Accessible (functional URL for API or download) * Complete (across the extent) * Comprehensive (spatial and attribute in accordance with schema if supplied) * Current (within a defined period according to the maintenance info) * Managed (is there a full data management plan) * Referenced (Does this need to be referenced to policy etc) * Conforms with policy reference   **Conformity** (derived from above) - Yes or no (ie fit for purpose or not)  **Data quality** (custom definition)   * To required (or bespoke) standard/not to standard * Metadata/no metadata * Functional URL/no functional URL * Complete/not complete (across Scotland) * Comprehensive/not comprehensive * Current/not current * Managed/not managed * Referenced/not referenced * Conforms/does not conform (in part/in whole) |
| **Resource Details**   * **Resource locator (technical URL)** * **Resource identifier (technical layer name)** * **Data format** (web service, shapefile etc) * **Extent** (Scotland, Scottish local authorities, region) * **Equivalent scale** (national, regional, local) * **Temporal extent** (from/to) * **Spatial reference system** * **Spatial resolution** (scale) * **Spatial representation type** (vector, raster, point, polygon, polyline, multi, none) |
| **Constraints**   * **Limitations on public access** (none, open, licencing, IPR, confidentiality) * **Use constraints** (open, legal constraints, operational constraints) |

* Ability
* Access security
* Accessibility
* Accuracy
* Appropriateness
* Availability
* Believability
* Clarity
* Coherence
* Comparability
* Completeness
* Compliance
* Conciseness
* Concurrency
* Confidence
* Confidentiality
* Cost effectiveness
* Consistency
* Coverage
* Credibility
* Currency
* Data lineage
* Ease of understanding
* Ease of operation
* Efficiency
* Equivalence
* Flexibility
* Granularity
* Homogeneity
* Identifiability
* Integrity
* Interpretability
* Latency
* Level of detail
* Linkability
* Metadata compliance
* Naturalness
* Objectivity
* Obtainability
* Plausibility
* Portability
* Precision
* Punctuality
* Reasonability
* Recoverability
* Redundancy
* Relevance
* Reliability
* Representation
* Representational consistency
* Reproducability
* Reputation
* Robustness
* Retention period
* Scope
* Stability
* Timeliness
* Traceabilty
* Understandability
* Uniqueness
* Usability
* Validity
* Value
* Variety
* Volatility