



LDaCA Onboarding Process

Initial Contact Checklist

- ☐ Introduce LDaCA - who we are and what we do
 - ☐ Explain goals and purposes of LDaCA
 - ☐ Explain benefits of collaboration
 - ☐ Explain LDaCA portal / interface functionality
- ☐ Identify Data Steward
- ☐ Explore the current situation of this data - are you ready for onboarding?
 - ☐ Is there sensitive data involved?
 - ☐ Is there sensitive metadata involved?
 - ☐ Is there a current license which applies to the data?
 - ☐ Is the data published (available) currently?
 - ☐ Is the data sustainably hosted?
(If not, discuss collaborative development of hosting strategy)
- ☐ Discuss needs/goals in relation to this data
 - ☐ Review use cases for the data
 - ☐ Review needs for data discovery and access
- ☐ Schedule the next meeting to work on the Work Plan