1. Briefly describe a project you are currently working on. It is helpful to think about the different formats of data you will generate. Is it all numerical? Will you have images?
2. What metadata is important to have about your data i.e. “what information would someone need to find/re-use your data?” Such as location, title, creator name, description, date collected, software needed for analysis, etc.
3. Who owns the data?
4. Who can publish the data?
5. How many versions of do data and documents do you need to keep and how will you keep them? (Version control tables, github, etc.)
6. Where is your data and documents stored? (Locally, on the cloud, etc.)
7. Who can access the stored data?
8. Can the data be shared easily with collaborators? Is there a particular format they want the data in?
9. Is your data being backed up? How?
10. How long does the data need to be accessible?
11. Are you using file formats that can be used in 10 years?