Overview

Title of the project/study	
Date of this plan	
Description of the project	
Origin of Data	
Principal researchers	
Collaborating researchers	
Funder	
Data producer	
Project data contact	
Data owner(s)	
Roles	
Costs and Resources	

Organising and documenting your data

Data collection	
Data organisation	
Data type and size	
File format	
Folder structure & names	
File structure & names	
Documentation	
Metadata	
Metadata standard	

Processing your data

	,	
Versioning		
- 1111		
Interoperability		
Data avality		
Data quality		
	. .	
;	Storing your data	
Storage		
Backup		
C II		
Security		
Protecting your data		
Ethical review		
Informed consent		
(sensitive) Personal data		
/confidential information		
/confidential information		

Intellectual property rights (IPR)/Copyrights Agreements Restrictions Archiving your data Archiving Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality Gaining access to data			
Agreements Restrictions Archiving your data Archiving Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality	Intellectual property rights		
Archiving your data Archiving Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality	(IPR)/Copyrights		
Archiving your data Archiving Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality			
Archiving your data Archiving Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality	Agreements		
Archiving your data Archiving Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality			
Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality	Restrictions		
Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality			
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Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality			
Data formats Access Discovering data Identification of needs Search for data Evaluation of data quality	Archiving your data		
Access Discovering data Identification of needs Search for data Evaluation of data quality	Archiving		
Access Discovering data Identification of needs Search for data Evaluation of data quality			
Discovering data Identification of needs Search for data Evaluation of data quality	Data formats		
Discovering data Identification of needs Search for data Evaluation of data quality			
Identification of needs Search for data Evaluation of data quality	Access		
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Identification of needs Search for data Evaluation of data quality			
Search for data Evaluation of data quality	Discovering data		
Evaluation of data quality	Identification of needs		
Evaluation of data quality			
	Search for data		
Gaining access to data	Evaluation of data quality		
Gaining access to data			
	Gaining access to data		

^{*} This document is a slightly edited version of the editable DMP created by CESSDA Training Resources (2019). It can be accessed and downloaded in its original form as an MS Word file (.docx) on https://www.cessda.eu/Training/Training-Resources/Library/Data-Management-Expert-Guide/1.-Plan/Adapt-your-DMP-Part-1