

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	
Interoperability	
Data quality	

Storing your data

Storage	
Backup	
Security	

Protecting your data

Ethical review	
Informed consent	
(sensitive) Personal data /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	

** 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>*