**Data Mobilization Project from Literature**

Use Case 3 - exercise sheet

# Contact information

|  |  |
| --- | --- |
| **Full Name** |  |
| **Email** |  |

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# Exercise 1: Planning

Use the tables below to identify the stakeholders involved in the project, their affiliation, the group of stakeholders they belong to, their roles, and tasks. For each task, identify the stages in which that person is responsible for. We provide two examples for your reference. Duplicate the empty stakeholder table (on the next page) for all stakeholders you have identified.

**EXAMPLE**

|  |  |
| --- | --- |
| **Stakeholder:** Natural History Museum of Denmark (NHM-DK) | **Stakeholder:** Museum Deputy Director |
| **Affiliation:** Institutional | **Affiliation:** Institutional |
| **Stakeholder group(s):** Institution, Personnel (HR) | **Stakeholder group(s):** Project management |
| **Role(s):**   * Finance * Human resources | **Role(s):**   * Principal investigator * Project manager |
| **Tasks(s) and stages(s):**   * Hiring (Before) * Financial management and reporting, accounting (Before, During and After) | **Tasks(s) and stages(s):**   * Project design (Before, During) * Reporting (After) * (Re)publishing (During, After) |

|  |  |
| --- | --- |
| **Stakeholder:** | **Stakeholder:** |
| **Affiliation:** | **Affiliation:** |
| **Stakeholder group(s):** | **Stakeholder group(s):** |
| **Role(s):** | **Role(s):** |
| **Tasks(s) and stages(s):** | **Tasks(s) and stages(s):** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rationale for your assignment and additions** | | | |
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# Exercise 2: Data capture

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| **Description of the suggested data structure** |
|  |
| **Name of the result spreadsheet** (please upload/attach with your submission) |
|  |

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# Exercise 3: Data management

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| --- | --- | --- | --- |
| **Description of the suggested data cleaning procedures** | | | |
| **Column** | **Error, solution and lessons learned** | **Type** | **Tools used** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Name of the cleaned/standardized dataset** (please upload/attach with your submission) | | | |
|  | | | |

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# Exercise 4: Data publishing

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| **Where on the GBIF website would you find the required and recommended data and metadata requirements for publishing a dataset? (link)** |
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| **Describe the required metadata fields you completed on your resource in the IPT. Describe also any additional metadata fields that you completed to provide high quality metadata. Why should data publishers strive to provide high quality metadata?** |
|  |
| **List the “Core” and any extensions you used to publish the data? Why did you choose them?** |
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| **Describe the procedure you used to publish and subsequently register the dataset. Indicate whether the dataset was successfully registered on the GBIF UAT website (**[**https://www.gbif-uat.org/**](https://www.gbif-uat.org/)**). Did you encounter any errors in the publishing process and how did you resolve them?** |
|  |
| **Link to the public view of the published dataset on the IPT** |
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