

NOVEMBER 1, 2017



UNIVERSITY *of* MARYLAND

**Maryland Global Initiative Cooperation**

**DATA MANAGEMENT PLAN**

SI LEAD

[Company Name]

[Company Address]

# DATA MANAGEMENT PLAN

<i>Initial date of ShieldPortal completion</i>	<i>2/7/2017</i>	
<i>Version</i>	<i>0.8</i>	
<i>Approval</i>	<i>Director SI</i>	
	<i>PI /CoP</i>	

# DATA MANAGEMENT PLAN

## PROJECT PROFILE

<i>Project Details</i>	
<i>Programme title</i>	Shield Project
<i>Name of Implementing Partner</i>	
<i>Abbreviation of Implementing Partner</i>	
<i>Mission Partner</i>	
<i>Lead Activity Manager</i>	Ramat Ibrahim
<i>Address Of Organization</i>	
<i>Phone Number</i>	
<i>Project start date</i>	02/01/2017
<i>Project end date</i>	05/26/2017
<i>Grant reference number</i>	gyy68

<i>Ethical Approval</i>	
<i>Ethical approval for the project</i>	Yes
<i>Rational</i>	Publish
<i>Aprroving institutional review board</i>	NHREC
<i>Type of ethical approval</i>	Human subject research

# DATA MANAGEMENT PLAN

## Project Objectives

this is a project summary

# DATA MANAGEMENT PLAN

## MONITORING AND EVALUATION SYSTEMS

### Data Flow Chart

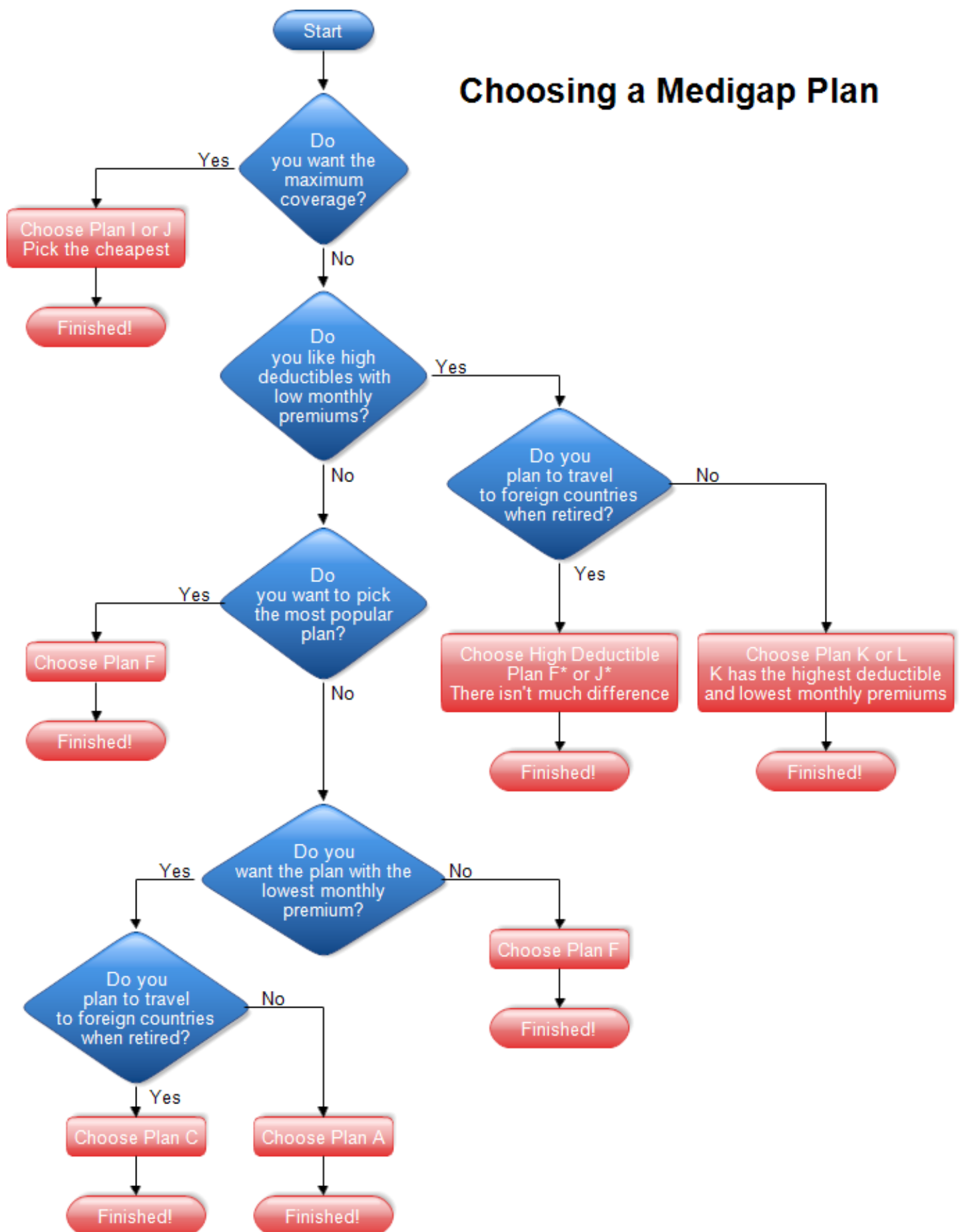
#### Roles

<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
Senior M&EO	0	0	206
M&EO	0	7	0
M&E Associate	0	10	0
Senior db Manager	0	0	1
db Manager	0	3	0
data management assistant	9	1	0
SI Advisor	0	0	1

#### Responsibilities

<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
Supervisory	0	0	207
PMM, PME, CQI	0	17	0
EMR db Management	0	3	1
Data Entry DHIS + EMR	9	1	0

## Choosing a Medigap Plan



# DATA MANAGEMENT PLAN

## Trainings

<i>Name of training</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
DHIS Management training		30-Mar-2017 30-Apr-2017	01-Aug-2017 12-Aug-2017
Statistics Training		05-Mar-2017 13-Apr-2017	
EMR Database Management training		10-Feb-2017 28-Feb-2017	10-Feb-2017 28-Feb-2017
Monitoring and Evaluation Training	16-May-2017 25-Aug-2017	02-Jun-2017 30-Jun-2017	
CQI Training			02-Jun-2017 30-Jun-2017
OVC NOMIS Training			01-Jul-2017 29-Jul-2017
OVC M&E training			15-Jun-2017 25-Jun-2017
Health Sector PMM/PME Training			15-Jun-2017 25-Jun-2017
DHIS Data Entry training			01-Aug-2017 12-Aug-2017

# DATA MANAGEMENT PLAN

<i>Process</i>	
<i>Implementing partner M&amp;E process</i>	This is the summary of the process description
<i>Site support</i>	Daily
<i>Data garnering</i>	some description here
<i>Data use</i>	
<i>Data improvement approach</i>	

## Data collation

<i>Data type</i>	<i>Reporting level</i>	<i>Frequency</i>
Some type		Weekly

<i>Equipment</i>	
<i>Project equipments</i>	IT solutions

<i>Environment</i>	
<i>States covered by implementing partners</i>	Enugu,Katsina,Oyo,
<i>No of sites covered by iP</i>	ART: 34 PMTCT: 21 HTC: 10 OVC: 5 Community: 20



# DATA MANAGEMENT PLAN

## Data Processes

## Reporting levels

## Data

<i>Reporting level</i>	<i>Data type</i>	<i>Data collection and reporting tools</i>	<i>Data collection process</i>
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## REPORTS

<i>i. - PMTCT</i>	
<i>Reported to</i>	PEPFAR
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Weekly
<i>Duration (days)</i>	1
<i>Timelines for reporting</i>	04-Feb-2017 25-Feb-2017 25-Mar-2017 31-Mar-2017

# DATA MANAGEMENT PLAN

## Quality Assurance

<i>i. -</i>	
<i>Data verification approach</i>	Data Quality Assessments
<i>Types of data verification</i>	DQA
<i>Timelines for data verification</i>	22-Feb-2017
	28-Apr-2017
<i>Frequency of data verification</i>	Weekly
<i>Duration (days)</i>	7

# DATA MANAGEMENT PLAN

## Data Storage, Access & Sharing

Digital Data Storage

Non Digital Data Storage

Data Access and Sharing

Data Documentation Management and Entry

Intellectual Property, Copyright and Ownership

<i>Intellectual Property, Copyright and Ownership</i>	
<i>Contracts and agreements</i>	
<i>Ownership</i>	
<i>Use of third party data sources</i>	

# DATA MANAGEMENT PLAN

## Post Project Data Retention Sharing and Destruction

Post Project Data Retention Sharing and Destruction	
Data to retain	
Pre existing data	
Duration (days)	
Licensing	

Digital Data Retention	
Data retention	

Non Digital Data Rentention	
Data rention	