Centre for Clinical Care and Research Nigeria

DATA MANAGEMENT PLAN

SI LEAD

[Company Name]

[Company Address]

Initial date of DMP completion		
Version		
Approval	*Director SI*	
	PI /CoP	

Review date of DMP completion	*19-Jan-2017*	
Version	*1*	
Approval	*Director SI*	
	PI /CoP	

DATA MANAGEMENT PLAN

PROJECT PROFILE

Programme title	Just created
Name of Implementing Partner	
Abbreviation of Implementing Partner	
Mission Partner	
Lead Activity Manager	
Address Of Organization	
Phone Number	
Project start date	
Project end date	
Grant reference number	
Ethics Approval	Temporary

PLANNING

Project Objectives	
Project objectives	

DATA COLLECTION PROCESS

Data Collection Processes	
Data collection processess	

DATA COLLECTION

MONITORING AND EVALUATION SYSTEMS

Data Flow Chart

Role and responsibilities	
Health facility level	
Aggregation level	
Central national level	

Trainings

Quality Assurance

REPORTS

Data Storage

Data Storage - Digital Data	
Volume ofdigital data	
Storagetype	Database
Storagelocation	On premise
Backup	on
Datasecurity	
Patientconfidentialitypolicies	
Storage of pre existing data	

Data Storage - Non Digital Data	
Volume ofdigital data	
Storagetype	Database
Storagelocation	On premise
Backup	on
Datasecurity	
Patientconfidentialitypolicies	
Storage of pre existing data	

Intellectual Property, Copyright and Ownership

Intellectual Property, Copyright and Ownership	
Contracts and agreements	
Ownership	
Use of third party data sources	

Data Access and Sharing

Data Access and Sharing	
Data access	
Data sharing policies	
Data transmission policies	
Sharing plat forms	

Data Documentation Management and Entry

Data Documentation Management and Entry	
Stored documentation and data descriptors	
Naming structure and filing structures	

Post Project Data Retention Sharing and Destruction

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

Digital Data Retention	
Data retention	

Non Digital Data Rentention	
Data rention	