

NOVEMBER 1, 2017



Centre for Clinical Care and Research Nigeria

DATA MANAGEMENT PLAN

SI LEAD

[Company Name]

[Company Address]

DATA MANAGEMENT PLAN

<i>Initial date of ShieldPortal completion</i>	<i>2/3/2017</i>	
<i>Version</i>	<i>0.9</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>	test project
<i>Name of Implementing Partner</i>	Centre for Clinical Care and Research Nigeria
<i>Abbreviation of Implementing Partner</i>	CCCRN
<i>Mission Partner</i>	MGIC
<i>Lead Activity Manager</i>	
<i>Address Of Organization</i>	Jahi District
<i>Phone Number</i>	0801111111111111
<i>Project start date</i>	
<i>Project end date</i>	
<i>Grant reference number</i>	

<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>	Non- human subject research

DATA MANAGEMENT PLAN

Project Objectives

fnfn

DATA MANAGEMENT PLAN

MONITORING AND EVALUATION SYSTEMS

Data Flow Chart



<i>People</i>	
<i>Staffing</i>	
<i>Role and responsibilities</i>	
<i>Data handling and entry</i>	

Trainings

<i>Name of training</i>	<i>Timelines (day-month-year)</i>	<i>Frequency</i>	<i>Duration (days)</i>
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DATA MANAGEMENT PLAN

Process

Implementing partner mEProcess

Site visits

Audits

Data collation and analysis

Equipment

Project equipments

Environment

States covered by implementing partners

Adamawa,Bauchi,Benue,

No of sites covered by iP

ART: 0
PMTCT: 0
HTC: 0
OVC: 0
Community: 0

DATA MANAGEMENT PLAN

Data Processes

<i>Data</i>	
<i>Data collection processess</i>	
<i>Data format</i>	Both
<i>Data source collection and reporting tools</i>	Registers,Monthly Summary Forms,Client intake forms,

REPORTS

<i>Reports type</i>	<i>Reports collated</i>	<i>Name of report</i>	<i>Thematic area</i>	<i>Timelines (day-month-year)</i>	<i>Frequency</i>	<i>Duration (days)</i>
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DATA MANAGEMENT PLAN

Quality Assurance

<i>Data verification approach</i>	<i>Types of data verification</i>	<i>Timelines (day-month-year)</i>	<i>Frequency</i>	<i>Duration (days)</i>
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DATA MANAGEMENT PLAN

Data Storage, Access & Sharing

<i>Data Storage - Digital Data</i>	
<i>Volume of digital data</i>	
<i>Data storage format</i>	SQL data definition,SPSS portable format (.por),
<i>Storage location</i>	Yes
<i>Backup</i>	Yes
<i>Data security</i>	
<i>Patient confidentiality policies</i>	
<i>Storage of pre existing data</i>	

<i>Data Storage - Non Digital Data</i>	
<i>Volume of digital data</i>	
<i>Data storage format</i>	SQL data definition,SPSS portable format (.por),
<i>Storage location</i>	Yes
<i>Backup</i>	Yes
<i>Data security</i>	
<i>Patient confidentiality policies</i>	
<i>Storage of pre existing data</i>	

<i>Data Access and Sharing</i>	
<i>Data access</i>	
<i>Data sharing policies</i>	
<i>Data transmission policies</i>	
<i>Sharing plat forms</i>	

<i>Data Documentation Management and Entry</i>	
<i>Stored documentation and data descriptors</i>	
<i>Naming structure and filing structures</i>	

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	
Licensing	

Digital Data Retention	
Data retention	

Non Digital Data Rentention	
Data rention	