NOVEMBER 1, 2017

Centre for Clinical Care and Research Nigeria

DATA MANAGEMENT PLAN

SI LEAD
[Company Name]
[Company Address]

DATA MANAGEMENT PLAN

Initial date of ShieldPortal completion	*2/5/2017*
Version	*0.63*
Approval	*Director SI*
	PI /CoP

DATA MANAGEMENT PLAN

PROJECT PROFILE

Project Details	
Programme title	test project
Name of Implementing Partner	Centre for Clinical Care and Research Nigeria
Abbreviation of Implementing Partner	CCCRN
Mission Partner	MGIC
Lead Activity Manager	
Address Of Organization	Jahi District
Phone Number	0801111111111111
Project start date	
Project end date	
Grant reference number	

Ethical Approval	
Ethical approval for the project	Yes
Rational	Publish
Aprroving instititional review board	NHREC
Type of ethical approval	Non- human subject research

Project Objectives

Consider this a very long summary

MONITORING AND EVALUATION SYSTEMS

Data Flow Chart

Roles

Name	Site	Region/State	HQ
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

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

Trainings

Name of training	Site	Region/State	HQ
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

Process	
Implementing partner mEProcess	
Site visits	
Audits	
Data collation and analysis	

Equipment	
Project equipments	

Environment	
States covered by implementing partners	Adamawa,Akwa Ibom,Bauchi,Benue,
No of sites covered by iP	ART: 43 PMTCT: 12 HTC: 80 OVC: 3 Community: 6

Data Processes

Data	
Quantitative data collection processess	this is for quantitative Data
Quantitative data source collection and reporting tools	Community enrollment form
Qualitative data collection processess	this here is for Qualitative Data
Qualitative data source collection and reporting tools	Monthly Summary Forms

REPORTS

Reports type	Reported to	Program area	Timelines	Frequency	Duration (days)
PMTCT	PEPFAR	Prevention	22-Feb-2017 25-Feb-2017	Weekly	1

Quality Assurance

Data verification approach	Types of data verification	Timelines	Frequency	Duration (days)
Data Qualiity Assurance	some tool	24-Feb-2017	Daily	1

DATA MANAGEMENT PLAN

Data Storage, Access & Sharing

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

Data Storage - Non Digital Data	
Non digital data types	Files,Registers,
Storage location	Compact disk
Safeguards and requirements	

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

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

Intellectual Property, Copyright and Ownership

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

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	