Maryland global initiative cooperation

DATA MANAGEMENT PLAN

SI LEAD
[Company Name]
[Company Address]

DATA MANAGEMENT PLAN

Initial date of ShieldPortal completion	*2/3/2017*
Version	*0.100*
Approval	*Director SI*
	PI /CoP

DATA MANAGEMENT PLAN

PROJECT PROFILE

Project Details	
Programme title	The Shield new
Name of Implementing Partner	
Abbreviation of Implementing Partner	
Mission Partner	
Lead Activity Manager	John Doe
Address Of Organization	
Phone Number	
Project start date	10/02/2016
Project end date	01/31/2018
Grant reference number	8552

Ethical Approval	
Ethical approval for the project	Yes
Rational	Cant remember
Aprroving instititional review board	NHREC
Type of ethical approval	Experimental

Project Objectives

This is a long summary

MONITORING AND EVALUATION SYSTEMS

Data Flow Chart

People	
Staffing	
Role and responsibilities	1. Facility for data gathering
	2. IP for Data collation
	3. Mission partner for data consumption
Data handling and entry	No

Trainings

Name of training	Timelines (day-month-year)	Frequency	Duration (days)
bdb	23-02-2017	Weekly	3
DQA	04-03-2017	Bi - Annually	7
	08-12-2017		

DATA MANAGEMENT PLAN

Process	
Implementing partner mEProcess	M & E process
Site visits	Site visits in future
Audits	ok
Data collation and analysis	i have heard

Equipment	
Project equipments	Mobile computer Lab and medical equipment

Environment	
States covered by implementing partners	Adamawa,Benue,Kaduna,Nasarawa,
No of sites covered by iP	ART: 12 PMTCT: 4 HTC: 90 OVC: 12 Community: 15

DATA MANAGEMENT PLAN

Data Processes

Data	
Data collection processess	some process sha
Data format	Both
Data source collection and reporting tools	Registers,Monthly Summary Forms,Client intake forms,Community enrollment form,

REPORTS

Reports type	Reports collated	Name of report	Thematic area	Timelines (day-month-year)	Frequency	Duration (days)
PMTCT	PEPFAR	DQA	Prevention	03-03-2017 25-03-2017 14-04-2017	Monthly	1
Bi-Weekly for scale-up LGAs	GON	vcx	Prevention	25-02-2017 28-02-2017	Weekly	2

Quality Assurance

Data verification approach	Types of data verification	Timelines (day-month-year)	Frequency	Duration (days)
Auditing Approach	jl	21-04-2017 30-04-2017	Weekly	1

Data Storage, Access & Sharing

Data Storage - Digital Data	
Volume of digital data	2GB
Data storage format	Tab - delimited file(.tab),SPSS portable format (.por),Rich Text Format(.rtf),
Storage location	Yes
Backup	Yes
Data security	none
Patient confidentiality policies	some policy
Storage of pre existing data	

Data Storage - Non Digital Data	
Volume of digital data	2GB
Data storage format	Tab - delimited file(.tab),SPSS portable format (.por),Rich Text Format(.rtf),
Storage location	Yes
Backup	Yes
Data security	none
Patient confidentiality policies	some policy
Storage of pre existing data	

Data Access and Sharing	
Data access	any one with Credential
Data sharing policies	not yet artculated
Data transmission policies	secured means only
Sharing plat forms	Online

Data Documentation Management and Entry

Stored documentation and data descriptors	none
Naming structure and filing structures	none

Intellectual Property, Copyright and Ownership

Intellectual Property, Copyright and Ownership	
Contracts and agreements	no contract aggreement
Ownership	not applicable
Use of third party data sources	not applicable

Post Project Data Retention Sharing and Destruction

Post Project Data Retention Sharing and Destruction	
Data to retain	All data acquired
Pre existing data	none
Duration	not determine
Licensing	none

Digital Data Retention	
Data retention	none

Non Digital Data Rentention	
Data rention	none