# Data Management Plan Checklist

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| **Dataset Overview** | |
| Process Flow Title |  |
| Dataset Description |  |
| Date of First Version |  |

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| **Data Collection** |
| What data will you collect or create? |
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| How will the data be collected or created? |
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| **Documentation and Metadata** |
| What documentation and metadata will accompany the data? |
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| **Ethics and Legal Compliance** |
| How will you manage any ethical issues? |
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| How will you manage copyright and Intellectual Property Rights (IPR) issues? |
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| **Storage and Backup** |
| How will the data be stored and backed up during the research? |
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| How will you manage access and security? |
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| **Selection and Preservation** |
| Which data are of long term value and should be retained, shared, and/or preserved? |
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| What is the long-term preservation plan for the dataset? |
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| **Data Sharing** |
| How will you share the data? |
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| Are any restrictions on data sharing required? |
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| **Responsibilities and Resources** |
| Who will be responsible for data management? |
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| What resources will you require to deliver your plan? |
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