Project:							
Completed by:							
Initiation date:							
Completion date:							

No.	Check	Y	N	N/A	Unknown	Details
1	Who is the project manager?					
2	Who is the primary data manager?					
3	Has the data management budget been set? Please indicate the amount in details.					
4	What is the spatial extent of interest?					
5	Is all of the source data and documentation available at project startup?					
6	Has a contact or mechanism for obtaining data been identified?					
7	Has a contact for resolving data questions been identified?					
8	Has the format of laboratory EDDs been established by contract?					
9	Has the format of other data sources been established?					
10	Does a data inventory need to be developed?					
11	Will this project use an existing database?					
12	Will this project use existing project-specific GIS data?					
13	Can IDB be used, as is?					
14	If not, are customizations needed?					
15	if not, is an entirely new database needed?					
16	What database interfaces will project (non-DMA) staff need?					
17	Execute SQL scripts					
18	pgAdmin					
19	QGIS					
20	ArcGIS					
21	R					
22	Custom Shiny application					
23	Direct Excel import					
24	Commercial client progam (e.g., Flyspeed SQL Query)					
25	Custom modeling or other code.					
26	Which project staff need database credentials?					
27	Is an IWeb interface required?					
28	For internal users					
29	For clients					
30	Is document management using DocMgr required?					
31	Do project (non-DMA) staff need training to access and use data?					
32	Will there be additional data management software used/requred (ex MatLab, MVS, Leapfrog)? If yes, please specify.					
33	Will there be a regular inflow of data (e.g., quarterly or annual updates)?					
34	Will Integral standard data handling and summarization rules be used? If not, where are custom rules documented?					
35	Who are the primary technical contacts for the specific types of data and data uses?					
36	What are the data management deliverables (data summaries, maps, applications)?					
37	For internal users					
38	For clients					
39	Is this project for litigation or have other confidentiality/conflict of interest issues as it relates to data management?					
40	Is there a controlling data management plan (DMP) or similar set of specifications/requirements for this project?					
41	Does a DMP need to be developed?					
42	Path to project data management directory					