Data Management 101
Rob Olendorf
Joddy Marchesoni

Handout 1 – Defining personnel, responsibilities, and abilities for your project

1. What are the roles you need for your project? (Owner, Manager, Editor, User …)

2. What abilities do you need for each role? (Create, Delete, View, Edit …)

3. How will you allocate the project responsibilities across the roles you've defined? (Policy, Daily management, Validation/Review, Data collection …)

Data Management 101
Rob Olendorf
Joddy Marchesoni

Handout 2 – Describe your data

1. What data types will you generate for your project? (Observational, Experimental, Simulation …)

2. What are the file types for your data? List any that you anticipate using. (.csv, .xlsx, .png …)

3. What is the size of the data you will be generating? Roughly estimate the size of individual files, and how much space you will need over time.

4. How fast will you be generating the data? Will you have a steady trickle of data, large volumes less frequently, or something in between?

5. How complex will your data be?

Data Management 101
Rob Olendorf
Joddy Marchesoni

Handout 3 – Style guide

1. How will you name your files, functions, and variables? Please give a few examples.

2. It is important to be consistent with case. What case will you use for each style type? (snake_case, CamelCase, reverseCamelCase, hyphen-case) You may use different case for different types of variables – please give a few examples.

3. How will your styles ensure that your files, functions, and variables are readable?

4. Now share your style guide with a partner. What are some of the pros and cons of your style guides?

Data Management 101
Rob Olendorf
Joddy Marchesoni

Handout 4 – Communication plan

1. Who is communicating? (Project Members, Stakeholders, Readers …)

2. When are you communicating? Take the audience you listed above into consideration, and think about how you may be communicating in the future.

3. Which communication method(s) will you use? Some possibilities are Email, Chat, and issue trackers, or you need to use other methods as well.

4. Who will have access to each of the communication methods you listed above?

5. When and how will you and your team communicate on each of the methods?

Data Management 101
Rob Olendorf
Joddy Marchesoni

Handout 5 – Metadata

1. What metadata will be collected automatically? Please give a few examples with your description.

2. How will you maintain your metadata over time?

3. Is there a metadata standard you need to follow?

4. Where will you be recording your documentation? (README, Data Dictionary, Embedded in file)

Data Management 101
Rob Olendorf
Joddy Marchesoni

Handout 6 – Sharing and archiving plan

1. Find one or more potential data repositories for your data. Take a few minutes to learn about their policies and record the details.

2. Are there size limitations?

3. Are there file type limitations?

4. What features does it have?