

## 1 Deliverable Description

**ID and Title:** D-20 Data Management Plan

**Description:** A data management plan is a formal document that outlines how the data will be handled during the project and after the project is completed. The goal of a data management plan is to consider the aspects of data management, such as data governance, data security, data quality, meta data and contact data to ensure that the data is well-managed in the present, and prepared for preservation in the future.

## 2 Content

Content Item	Description
1. Introduction on data management	An overview of the data, how, when, and where it will be acquired, how the data will be processed, identify the quality assurance and quality control measures and how the data will be managed through version control, backing up the data, security and protection of the data, and who will be responsible for management.
2. Data governance	A set of processes that ensures that the data is formally managed throughout the organization that will ensure that the data can be trusted and that people are made accountable for issues because of low data quality.
3. Data Architecture, Analysis, and Design	Models, policies, rules or standards that govern which data is collected, and how it is stored, arranged, integrated, and put to use.
4. Database Management	Define the database administration, maintenance, and the database management system.
5. Data Security Management	Define the data access, data erasure, data privacy, data security and the policies for accessing, sharing, and re-using the data.
6. Data Quality Management	Define the data cleansing, data integrity, data enrichment, data quality, and data quality assurance.
7. Data Integration	Define how to combine data residing in different sources and provide users with a unified view of the data.
8. Data Warehousing	Define the data marts, data mining and data movement (ETL).
9. Content Management	Define the document management system and the records management.
10. Meta Data Management	Describe what metadata is needed and how it will be created and/or captured.

## 3 Development and Review Plan

Approver: Lindsey Tucker

Reviewer(s): Justin Tease, Michael Morey, Gartner

Work plan tasks:

Task	Start	End	Notes
Deliverable: (D-20) Data Management Plan	3/22/13	4/17/13	
Create Deliverable	3/22/13	3/27/13	
Draft Data Management Plan	3/22/13	3/27/13	

Task	Start	End	Notes
Review and Approve Deliverable	3/28/13	4/17/13	
Intl Rev & U/D – Data Management Plan	3/28/13	4/3/13	
Milestone: Data Management Plan Submitted	4/3/13	4/3/13	
Rev, Rvs & Appr – Data Management Plan	4/4/13	4/17/13	
Milestone: Final Data Management Plan Approved	4/17/13	4/17/13	

#### 4 Acceptance Criteria

- The strategy for managing the data during and after the project execution is defined and delivered
- The data archiving/data retention plans are identified and delivered
- The metadata generation, data preservation, and analysis to ensure that the data is well-managed in the present, and prepared for preservation in the future are identified and delivered
- The database schemas support accurate data usage and are delivered