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## Using DMPTool

DMPTool helped me to structure my data management plan and made sure that I checked off all the boxes when it came to addressing each aspect of the plan. This included an introduction, types of data produced, data and metadata standards, policies for access and sharing, and archiving and preservation.

The first step in building my data management plan was to take a look at the dataset. I was given the task of managing the Archival Dataset which consisted of photographs of Margaret Morrison Carnegie College in the early to mid 1900s. After analyzing the data by hand, I recorded my observations and findings in DMPTool.

The next step was to research data and metadata standards that I could use to format my dataset. The main purpose of this was to find a repository that the dataset would fit in. With the correct data and metadata standards, the dataset is better protected from corruption and can be preserved for a longer period of time. After recording my findings in DMPTool, I started researching potential repositories that met these metadata standards and would not only help preserve the data but also make it more easily discoverable and accessible to the public. That way, the dataset could be used for educational and research purposes by anyone who needs it, yet the integrity of the data will remain secure.

Once my DMP was complete with all the basic information, I went back and addressed the comments my professors left on DMPTool to ensure that all the necessary details were present. This included specific info on file types and the origin of the archival dataset.