[Insert Project Title]

Data Management Plan Template

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Notice

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Form DOT F 1700.7 (8-72)   **Reproduction of completed page authorized**

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Contents

Instructions

Please see the Data Management Plan Instructions document for detailed instruction for how to fill out this template.

Provide a Project Title and date in the red fields on the title page of this document. Fill out all sections and elements in the Data Management Plan (DMP) Template below. Samples of elements may be provided in italics below. Please delete these examples before submitting your DMP.

1. Project Overview

Project Title	Project Goals and Objectives	Project Description	Project Lifecycle Phase
Tampa Connected Vehicle Pilot			*Post-Award*

1.1 Change Control

<Insert>

1.2 Relevant Documents

<Insert>

2. Data Overview

ID	Dataset Title	Description	Type / Scale	Collection Method	Data File Format(s)
ORCHID ID Number	*Tampa Connected Vehicle (CV) Pilot Basic Safety Message (BSM)*	*This data consists of Basic Safety Messages (BSMs) generated by participant and public transportation vehicles onboard units (OBU) and transmitted to road-side units (RSU) located throughout the Project Study area.*	*Numerical data, text sequences, positional data (e.g. latitude and longitude)*	*Experimental with sensors placed throughout the test area and on the car collecting daily information.*	*.csv files*

3. Data Stewardship

3.1 Data Owner and Steward

Dataset Title	Data Owner	Data Steward	Federal Sponsor
Tampa CV BSM	*U.S. DOT*	*City of Tampa DOT*	*Kate Hartman*

3.2 Access Level

3.2.1 Can all data from this project be shared with the public or is controlled-access required for at least some of the data?

☐ All Public Access   ☐ Some/All Controlled-Access

3.2.2 Datasets Requiring Controlled-Access

This section is required if "Controlled-Access" is selected above.

Dataset Title	Reason(s) for Controlled-Access	Safeguarding Methods and Processes
Tampa CV BSM	*License plate images from the data are considered personally identifiable information (PII), and access to license plate numbers must be restricted to protect the confidentiality of car drivers.*	*The license plate images will be blurred before making the data accessible. The full dataset will be held in an ITS JPO secure data system (e.g. the Secure Data Commons), and a redacted version of the data with the blurred license plate images removed will be made publicly available. Sharing data containing the license plate images poses privacy and confidentiality concerns, as this information can be used to identify individuals, which is not the purpose of this research project and violates the privacy of the car drivers.*

3.2.3 Informed Consent

<Insert>

3.2.4 Access Requests

<Insert>

3.2.5 Relevant Privacy and/or Security Agreements

<Insert>

3.3 Re-Use, Redistribution, and Derivative Products Policies

This section is required for all *anticipated datasets of the project.*

Dataset Title	License Used	Reason(s) for Non-Open License
Tampa CV BSM	*Creative Commons BY-SA 4.0*	

3.4 Data Storage and Retention

3.4.1 Storage Systems

Data Storage System Name	Data Storage System Type	Dataset Title(s)	Initial Storage Date	Frequency of Update	Archiving and Preservation Period
Data.transportation.gov	*U.S. DOT-managed – Public System*	*Tampa CV BSM* *Tampa CV SPaT*	*Six months after award* *Three months after award*	*Daily*	*Five years* *Five years*
Secure Data Commons	*U.S. DOT-managed - Controlled-Access System*	*Tampa CV BSM*	*Six months after award*		*Five years*

3.4.2 Data Storage System Description

<Insert>

3.4.3 Cybersecurity Policies

<Insert>

3.4.4 Data Security Policies and Procedures

<Insert>

3.4.5 Back-up and Recovery Policies and Procedures

<Insert>

4. Data Standards

4.1 Collection Format Standards

Dataset Title	Data Collection Format Standard(s)	Data Collection Format Standard Uniform	Open or Proprietary?	Collection Format Rationale	Access Tools

		Research Identifiers(s) (URIs)			

4.2   Versioning

<Insert>

4.3   Metadata and Data Dictionary

Dataset Title	Metadata Standards Used	Metadata Discoverable (Y/N)	Data Dictionary Discoverable (Y/N)	Metadata and Data Dictionary Access

4.3.1   Metadata Description

<Insert>

5.   Glossary of Terms

<Insert>

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