



[Insert Project Title]

# Preliminary Data Management Plan

**XX 2020**



## Preliminary Data Management Plan Template

Produced by  
U.S. Department of Transportation  
Intelligent Transportation Systems (ITS) Joint Program Office

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## Instructions

Please see the Preliminary Data Management Plan Instructions document for detailed instructions on 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 Preliminary DMP as part of your application.

These instructions inform applicants of elements the U.S. DOT would like to see in the preliminary DMP but do not serve as an approved government form or template. Applicants should use their best judgement in determining what information to include and whether or not additional information should be incorporated into the preliminary DMP.

*\*The "Urban Connected Vehicle (CV) Demo" project and "Urban Institute of Transportation Planning (UITP)" are fictional and were created as an example for how to complete this document. Some of the information found in this template is adapted from Tampa CV Pilot's DMP.*

## 1. Project Overview

Project Title	Project Goals and Objectives	Project Description	Performance Measurements
<i>Urban Connected Vehicle (CV) Demo*</i>	<i>This research project is designed to determine what transportation safety, efficiency, cost reduction and other benefits can result from CV technology. This objective aligns with the U.S. DOT's Intelligent Transportation Systems (ITS) Joint Program Office (JPO) mission to "[c]onduct research, development, and education activities to facilitate the adoption of information and communication technology to enable society to move more safely and efficiently."<sup>1</sup></i>	<i>The Urban Institute of Transportation Planning (UITP) and its partners are featuring innovative connected vehicle technology in several urban areas across the country.</i>  <i>A vehicle equipped with connected vehicle technology communicates wirelessly to other vehicles, traffic signals, crosswalks and other smart city technology. This wireless communication can prevent crashes, improve traffic flows and reduce travel times.</i>	<i>Planned performance measurements include improvements observed from mobility performance measures such as time at red lights, queue length, and average delay for auto mode. See the Performance Measurement and Evaluation Support Plan document for more details.</i>

## 2. Data Overview

Dataset Title	Description	Type / Scale	Collection Method	Data File Format(s)	Metadata
<i>Urban Connected Vehicle (CV) Demo Basic Safety Message (BSM)</i>	<i>This data consists of Basic Safety Messages (BSMs) generated by</i>	<i>Numerical data, text sequences, positional data</i>	<i>Observed, experimental data automatically</i>	<i>Newline json</i>	<i>Metadata will be provided at the field and asset level, using the</i>

<sup>1</sup> <https://www.its.dot.gov/about.htm>

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	participant vehicles onboard units (OBU) and transmitted to road-side units (RSU) located throughout the Project Study areas.	(e.g. latitude and longitude)	collected through OBUs and RSUs		<a href="#">Project Open Data Metadata Schema</a> and <a href="#">schema.org</a> as metadata standards.

### 3. Data Stewardship

#### 3.1 Data Owner and Steward

Dataset Title	Data Owner	Data Steward
Urban Connected Vehicle (CV) Demo BSM	U.S. DOT	Urban Institute of Transportation Planning (UITP)

#### 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 "Some/All Controlled-Access" is selected above.*

Dataset Title	Reason(s) for Controlled-Access	Safeguarding Methods and Processes
Urban Connected Vehicle (CV) Demo 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.

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## 3.2.3 Informed Consent

<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
Urban Connected Vehicle (CV) Demo BSM	<a href="#">Creative Commons Zero (CC0) 1.0 Universal</a>	N/A

## 3.4 Data Storage and Retention

Data Storage System Name	Data Storage System Type	Dataset Title(s)	Initial Storage Date	Frequency of Update	Archiving and Preservation Period
<a href="#">Data.transportation.gov</a>	U.S. DOT-managed – Public System	Urban Connected Vehicle (CV) Demo BSM	Four months after award	Daily	Five years
<a href="#">Secure Data Commons</a>	U.S. DOT-managed -Controlled-Access System	Urban Connected Vehicle (CV) Demo BSM	Four months after award	Daily	Five years

### 3.4.1 Data Storage System Description(s)

<Insert>

### 3.4.2 Cybersecurity Policies

<Insert>



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