# [Insert Project Title]

# Data Management Plan Template

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

# Notice

## Technical Report Documentation Page

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|---|---|---|
| **1. Report No.**<br>**FHWA-JPO-XX-XXX** | **2. Government Accession No.** | **3. Recipient's Catalog No.** |
| **4. Title and Subtitle** | | **5. Report Date**<br>XX 2020<br>**6. Performing Organization Code** |
| **7. Author(s)** | | **8. Performing Organization Report No.** |
| **9. Performing Organization Name and Address** | | **10. Work Unit No. (TRAIS)**<br>**11. Contract or Grant No.** |
| **12. Sponsoring Agency Name and Address**<br>ITS-Joint Program Office<br>1200 New Jersey Avenue, S.E.,<br>Washington, DC 20590 | | **13. Type of Report and Period Covered**<br>Draft Report<br>**14. Sponsoring Agency Code**<br>**HOIT-1** |
| **15. Supplementary Notes**<br>Work performed for:<br>Insert name of Program Manager, ITS JPO | | |
| **16. Abstract**<br>Please add abstract here | | |

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|---|---|---|---|
| **17. Key Words** | **18. Distribution Statement** | | |
| **19. Security Classif. (of this report)**<br>Unclassified | **20. Security Classif. (of this page)**<br>Unclassified | **21. No. of Pages**<br>XX | **22. Price** |

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

# Contents

## Instructions

Please see the 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 DMP.

## 1. Project Overview

| Project Title | Project Goals and Objectives | Project Description | Project Lifecycle Phase | Project Performance Measurements |
|---|---|---|---|---|
| *Tampa Connected Vehicle Pilot* | *The objective of this research project is to determine what transportation safety, efficiency, 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.[1]"* | *The Tampa Hillsborough Expressway Authority (THEA) and its partners are debuting innovative connected vehicle technology in Tampa's Downtown, and the benefits will change how we view roadway travel.*<br><br>*A car or truck equipped with connected vehicle technology "talks" wirelessly to other vehicles, traffic signals, crosswalks and more. This wireless communication can help prevent crashes, keep traffic moving and even improve fuel efficiency.* | *Post-Award* | *Mobility improvements observed from mobility performance measures such as Percentage of arrival on green, queue length, and average delay for auto mode. See the Performance Measurement and Evaluation Support Plan for more details.* |
| | | | | |
| | | | | |

### 1.1 Change Control

<*Insert*>

### 1.2 Relevant Documents

<*Insert*>

[1] https://www.its.dot.gov/about.htm

## 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 Related Tools, Software and/or Code

<*Insert*>

### 3.2.6 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* | *N/A* |
| | | |
| | | |

## 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*<br><br>*Tampa CV SPaT* | *Six months after award*<br><br>*Three months after award* | *Daily* | *Five years*<br><br>*Five years* |
| *Secure Data Commons* | *U.S. DOT-managed - Controlled-Access System* | *Tampa CV BSM* | *Six months after award* | *Daily* | *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 Data Standards

| Dataset Title | Data Standard(s) | Data Standard(s) Digital Object Identifier(s) (DOI[s]) | Open or Proprietary? | Data Standard(s) Rationale |
|---|---|---|---|---|
| *Tampa CV BSM* | *SAE J2735 and J2945/1* | *https://doi.org/10.4271/J2735_200911*<br>*https://doi.org/10.4271/J2945/1_201603* | *Proprietary* | *J2745 specifies a message set designed for use by applications using the 5.9 GHz Dedicated Short Range Communications for Wireless Access in Vehicular Environments (DSRC/WAVE), which will likely apply to these data.*<br><br>*J2945/1 is an industry standard for on-board vehicle-to-vehicle safety communications system for light vehicles, which applies to this project.* |
| | | | | |
| | | | | |

### 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 |
|---|---|---|---|---|
| *Tampa CV BSM* | *Project Open Data* | *Y* | *Y* | *https://data.transportation.gov/Automobiles/Tampa-CV-Pilot-Basic-Safety-Message-BSM-Sample/nm7w-nvbm* |
| | | | | |
| | | | | |

#### 4.3.1 Metadata Description

*<Insert>*

## 5. Glossary of Terms

*<Insert>*

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