[Insert Project Title]

Data Management Plan Template

**Draft Report — XX 2019  
Publication Number: FHWA-JPO-XX-XXX**

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

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# 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.

# Project Overview

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

## Change Control

*<Insert>*

## Relevant Documents

*<Insert>*

# 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* |
|  |  |  |  |  |  |
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# Data Stewardship

## Data Owner and Steward

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

## Access Level

### 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

### 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. |
|  |  |  |
|  |  |  |
|  |  |  |

### Informed Consent

<Insert>

### Access Requests

<Insert>

### Relevant Privacy and/or Security Agreements

<Insert>

## 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*](https://creativecommons.org/licenses/by-sa/4.0/) |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Data Storage and Retention

### 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*](https://data.transportation.gov/Automobiles/Tampa-CV-Pilot-Basic-Safety-Message-BSM-Sample/nm7w-nvbm/data) | *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*](https://its.dot.gov/data/secure/) | *U.S. DOT-managed -Controlled-Access System* | *Tampa CV BSM* | *Six months after award* |  | *Five years* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Data Storage System Description

<Insert>

### Cybersecurity Policies

<Insert>

### Data Security Policies and Procedures

<Insert>

### Back-up and Recovery Policies and Procedures

<Insert>

# Data Standards

## Collection Format Standards

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dataset Title | Data Collection Format Standard(s) | Data Collection Format Standard Uniform Research Identifiers(s) (URIs) | Open or Proprietary? | Collection Format Rationale | Access Tools |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Versioning

<Insert>

## Metadata and Data Dictionary

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

### Metadata Description

<Insert>

# Glossary of Terms

<Insert>

U.S. Department of Transportation  
ITS Joint Program Office-HOIT  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
  
Toll-Free “Help Line” 866-367-7487  
[www.its.dot.gov](http://www.its.dot.gov)  
  
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