## Data Management Plan Timeline for Environmental Finance Center in UMD

## **Data Preparation** · Keep collecting data from project implementers(data will keep increasing during this period) Collect feedback data from people who had taken part in Chesapeake Bay projects --Hire students to design questionnaire to all participants --Send out questionnaire via email and gather feedbacks --Set target group from people participated answering questionnaire and do simple interview --Get interview data and sort data Talk in groups about the standard to review reports--how to define if a project is good or not · Hire a student to help review reports from implementers, and generate simple results from data reviewing 0-5 --Look for easy-to-use text analysis tools to help extract data from documents months Build a database --Choose a software to build database --Contact various departments at the University of Maryland to seek one or two graduate student volunteers or interns --Build the database -- Database testing --Inputting data from project implementers and data generated by EFC Start to back up data in UMD box in every data phase Discuss where to archive data in the future Data Analysis · Keep adding data into database if there is still data coming up · Find a student analyst to help analyze data -- Contact ischool of the University of Maryland to find a student intern --Participate in the capstone course with ischool to have a student volunteer Start to analyze data 6-9 --With the help of database, filtering data into different groups(infrastructure projects, months education projects, policy paper projects, etc) --Data cleaning -- Analyze data in terms of groups -- Creating data visualization and diagrams to support reports --Generate reports and give final analysis results · Keep back up data in UMD box Reports 10-11 · Review final reports before sending to CBPO months Give final reports to CBPO Archive Archive --Prepare a hard drive and back up the final report and data generated into the hard --Keep a copy of data in UMD box 1 year -- Print out the final report to store in EFC office physically · Learn lessons --Recognize shortcomings in metadata standard this time and write documents of --Summarize problems met and come up with practical solutions. Also, make notes for problems and solutions

Overview: This timeline listed four stages of data management process. The first one is data preparation which needs 5 months, including collecting data from two parts, set reviewing standards, finding easy-to-use way to extract text data, building database and discussing archive. The second part is data analysis, briefly introducing the whole analysis process which lasts for 3 months. Then it goes to reports phase, reviewing final reports before sending is necessary. The final stage is how to archive data and lesson learning. The last two parts need 1 month for each.