## 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 for validation --Hire students to design questionnaire to all participants --Send out questionnaire via email and gather feedbacks -- Do simple interviews with some participants --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 --Contact various departments at the University of Maryland to seek one more 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 · create brief introduction document to describe contents of database and files 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) and export worthing files for analysis -- 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** --Prepare a hard drive and back up the final report and data generated -- 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 mprovement --Summarize problems met and come up with practical solutions. Also, make notes for problems and solutions --Review and update DMP