UofT - Simplified Data Management Plan Worksheet

Data management planning can save you time and effort in your research process, help you to anticipate challenges or issues that may arise with your data, and enable your data to be ready for sharing or preservation. This simplified worksheet can be used as a template for creating a DMP. Thinking about one of your current or former research projects, we will work through the sections over the course of this workshop.

Activity #1 – Project title and brief description:

Activity #2 – Describing your research data
   a) What types of data will you be collecting or creating?
   b) How will you capture, create, and/or process the data? (instruments, software, imaging, etc. used)
   c) Who will be creating the data and who will be able to access the data?
   d) Who is responsible for the data?

Activity #3 – Metadata
   a) What information would you need to make sense of your data?
   b) How will you create or capture these metadata?
Activity #4 – Storage and Confidentiality
   a) Where and on what media will you store the data?
   b) What is your backup plan for the data?
   c) How will you restrict or manage access to this confidential or sensitive data?

Activity #5 – Retaining and preserving your data
   a) What data will you be keeping? (What are your criteria?)
   b) How long do you expect to need your data?
   c) Who is responsible?

Activity #6 – Sharing and re-use
   a) Are there any reasons not to share your data? (e.g. ethical, legal, IP)
   b) Who might be interested in the data? What are the possible future uses of the data?