Data Management Plans & The DMPTool Exercise

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Data Management Planning Tool

Create, review, and share data management plans that meet institutional and funder requirements.

Get Started
If your institution is a partner, you will be redirected to their login page.
The web site described to the right has asked you to log in and you have chosen George Mason University as your home institution.

Username: 
Password: 

DMP Tool
DMP Tool
Create, share, review, and publish Data Management Plans conforming to Institution and Funder requirements
Your institution not listed? Select “Not in List”

Then create an account
Set up your profile & notification preferences.
<table>
<thead>
<tr>
<th>My DMPs</th>
<th>My DMPs under Review (where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 plans I own</td>
<td>No DMPs are under review.</td>
</tr>
<tr>
<td>0 plans I co-own</td>
<td></td>
</tr>
</tbody>
</table>

Create new DMP

Overview of your DMPs
Select Funder: Institute of Museum and Library Services
Fill out basic information about the plan

Title of the Data
Grant Due Date
Co-owner
Visibility Setting
Assignment

You have been assigned to the *Library Reference Statistics Data Working Group*. Your charge is to collect all available reference statistics from 1990 to the present, whether in paper or digital form. Collect and collate the data into a single, comparable format. The data will be used to identify appropriate staffing levels.

Using the Components of a DMP as a guide, create a Data Management Plan.
Assignment Instructions

• Each person will select a group based on the Components outlined for a basic DMP
• Each group will attempt to answer the questions for their Component in the DMPTool
• MAKE IT UP – You are not graded
• Select a recorder to login to the DMPTool
• Use the Template Outline in the DMPTool for additional assistance
• Each group will report out the highlights of their Component
Components of a Basic DMP

1. Types of Data
2. Data & Metadata Standards
3. Policies
4. Plans for Preservation
5. Budget

Source: Getting Started with Data Management & DMPTool, https://dmptool.org/promote
Group 1 Types of Data

- What existing data do you have
- What types of data will be produces
- Estimate the volume of data
- How/When/Where will the data be captured/created
- How will the data be processed
- Quality control/Version control
- Security/Back-Ups
- Who will be responsible for the data
Group 2 Data & Meta Data Standards

• What metadata are needed to make the data meaningful
• How will you capture/create the metadata
• Why have you chosen that standard or approach
Group 3 Policies – 1

• Does your institution have a data management policy?
• Are you under any obligation to share data?
• How, when, & where will you make the data available?
• What is the process for gaining access to the data?
• Who owns the copyright and/or intellectual property?
Group 4 Policies – 2

• Will the software/programs enable sharing and long-term access
• Will you retain rights before opening data to wider use? How long?
• Are permission restrictions necessary?
• Privacy issues, i.e. embargo periods for political/commercial/patent reasons?
• How should your data be cited?
Group 5 Preservation

• What data will be preserved for the long term? For how long?
• Where will data be preserved?
• What data transformations need to occur before preservation?
• What metadata will be submitted alongside the datasets?
• Who will be responsible for preparing data for preservation?
• Who will be the main contact person for the archived data?
Group 6 Budget

- Group 6 Budget
- Costs of data preparation & documentation
- Hardware, software
- Personnel
- Archive fees
- How costs will be paid