Hands-on Activity 3: Data Management Planning

Associated DataONE Lecture: Lesson 3: *Data Management Planning*

Objectives: Students understand the importance of planning for data management, be able to identify the basic components of a data management plan (DMP) and draft a simple DMP using the DMPTool.

Outcomes: Students can use the DMPTool to create a thorough data management plan.

Time Needed: One hour out of class, 15 – 30 minutes in class discussion.

URLs: DMPTool: http://dmptool.org

Additional Files Needed: Information about a specific project for which the DMP can be written (such as a project workplan).

Key Readings:
- Data management guidance: http://dmptool.org/dm_guidance
- DCC How-To Guide on developing a data management and sharing plan: http://www.dcc.ac.uk/resources/how-guides/develop-data-plan.
- NSF requirements on data management plans: http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp - dmp
- DMPTool Quick Start Guide: http://dmptool.org/quickstartguide
- Example DMPs from DataONE: http://www.dataone.org/data-management-planning

Notes and Instructions for Instructors:

This exercise will have students walk through creating a basic data management plan using the DMPTool. The tool is fairly self-explanatory, but instructors should be ready to answer questions about terms used in the tool, as well as basic DMP components. Consider exploring the DMPTool FAQ site, http://ask.dmptool.org. Instructors may also want to generate a DMP using the tool to familiarize themselves with the basic workflow for creating a DMP. A few points:

- Decide on which DMP funder template you will have the students use before the exercise. "NSF-Generic" is a good example of a basic template.
- Allow students plenty of time to explore the DMPTool website, especially the resources on data management best practices: http://dmptool.org/dm_guidance
- Have students use the DMPTool to write up a DMP for a specific project that they know reasonably well.
- There is significant guidance within the DMPTool itself for each of the questions the students will answer. Encourage them to follow links provided and read more about good practices for data management planning.

Student Instructions:

You will have generated two DMPs by the end of this exercise: one is only owned by you, and one is co-owned by another student.

1. Launch the DMPTool website: http://dmptool.org. Familiarize yourself with its contents.
2. Explore the resources and materials on the site, especially:
   a. General data management guidance: http://dmptool.org/dm_guidance
   b. Quick start guide for creating a DMP: http://dmptool.org/quickstartguide
3. Log in to the DMPTool. You may need to create an account to do so.
4. Create a new data management plan, following the instructions on the *Quick Start Guide*. Fill out the various sections using the guidance and help text provided within the tool.
5. Once you have finished your DMP, export it as a PDF.
6. Create a second DMP with another student in the class. Steps:
   a. Create a new DMP
   b. Under DMP Details, add a co-owner.
   c. Have your co-owner make a comment on the DMP.
   d. Respond to the comment.
   e. Export the DMP as a PDF.