



DMP template

- 1. Background:** *Mention what this document is for the project >xxx<, describe the scope of this document, specify for whom this is intended to, and who is responsible for maintaining it.*

2. Project description relevant to data management

Theme	Details
Project title	
Work package	
<i>Study objectives</i>	
<i>Study design per objectives</i>	
<i>Country(ies) where study is conducted</i>	
<i>Study settings</i>	
<i>Research methods per objective</i>	
<i>Data collection methods per objective</i>	
<i>Study duration (start to finish)</i>	

>you may want to add a diagram/flow chart and data collection matrix to describe the project data collection activities<

3. Project timelines relevant to data management

	Tentative date
Ethics approval	
Funding available	
Work package 1	
Data collection tools finalised	
Database designed and moved to production	
Training of staff	
Data collection start date	
Data collection end date	
Data processing completed	
Database locked	
Data analysis initiated	
Database archived	
Work package 2	
Interview/discussion guides	
Interviews initiated	



Interviews completed	
Transcribed, translated and coded	
XXXXXXXXXX	
Study closure date	
Final report submission	

4. Roles and responsibilities for the project (data management related)

Person	Role	Responsibility



5. Data mapping (primary data)

Data collection activity	Tool name, language Copyright /permissions to use	Duration of data collection	Source of data	Method of collection, method of administration	Consent includes	Type of data	PII and Method for de-identification	Location of data during collection	Other comments
A.									
B.									
C.									



6. List of hardware and software required for collection, collation, curation, and analysis (Primary and secondary data)

Data collection activity	Data collection/collation software	Anonymization	Curation /processing software	Location of data during cleaning	Analysis software	Location of data during analysis
A.						
B.						
C.						



7. Naming of files and filing conventions

- IDs- Cluster IDs and Participant IDs
- Data files (raw, processed, analysis)
- Folders (raw, processed and analysis)
- Tools and document version control
(Specify the conventions that you would like the team to follow consistently)

8. Data quality control methods

- Summary of how you will ensure data quality at the time of data collection, data entry and post data entry before analysis.
- Where (EDC, excel, word or other software environments), when and who will be responsible *(refer to detailed data review plan document)*

9. Measures to ensure data safety and security

- Sensitive data
- PII- anonymization/de-identification- when and how
- Password protection of database and datasets
- Multifactor Authentication
- Encryption
- Physical security
- Back-ups - how and frequency
- Cloud servers- location
- Devices -security

10. Data storage and transfer agreement

- Location of data after study completion
- Data custodian
- Data sharing with whom (What, how, when, other conditions)

11. Archiving

- What will be stored along with data – details of metadata
- How long/duration of archiving
- Data destruction if applicable