|  |  |
| --- | --- |
|  Digital health check questionnaire and action plan | Actions |
| areasHealth check question | Yes / No | What? | Who? | When? |
| [Standards](https://www.archaeologists.net/digdigital/standards)  | Are you familiar with FAIR Principles and CIfA Standards, in relation to data in archaeology projects?  |  |  |  |  |
| Do you frequently review relevant data standards and update methodology? |  |  |  |  |
| [Planning](https://www.archaeologists.net/digdigital/planning) | Do you use a data management plan for all projects? If yes, is your standard DMP consistent with the Dig Digital DMP template? |  |  |  |  |
| Do you normally contact the intended trusted digital repository during planning stages to review guidelines, discuss requirements and estimate costs? |  |  |  |  |
| Do you have an archive review process at key stages of project delivery, which includes updating the DMP and [selection toolkit](https://www.archaeologists.net/selection-toolkit)?  |  |  |  |  |
| [Document](https://www.archaeologists.net/digdigital/document) | Do you set up and update an OASIS record (or equivalent) for each project?  |  |  |  |  |
| Do you have a process and templates for collection of metadata which aligns with the digital repository? |  |  |  |  |
| Do you have a GDPR compliant Privacy Policy which considers management of digital personal data?  |  |  |  |  |
| Do you have appropriate data-sharing agreements in place with third parties, and processes which record data sharing restrictions for archive access? |  |  |  |  |
| [Structure](https://www.archaeologists.net/digdigital/structure) | Do you use a consistent folder structure for the storage of digital project files?  |  |  |  |  |
| Do you manage and monitor naming and version control of files and documents? |  |  |  |  |
| Do you ensure that data is stored in an accessible place as part of the working project archive and includes external specialist data?  |  |  |  |  |
| Do you maintain a security copy and backup of your digital data? |  |  |  |  |
| [Process](https://www.archaeologists.net/digdigital/process)  | Do you have clear roles and responsibilities for project staff (including subcontractors) with regards to digital data and metadata (including ethical/legal compliance)? |  |  |  |  |
| Are digital processes and conventions documented included in organisational documents, such as manuals or a Data Management Policy? |  |  |  |  |
| Do you have a selection strategy in place for long-term preservation in each project?  |  |  |  |  |
| Do you have quality assurance processes in place for data collection and management? |  |  |  |  |
| [Deposition](https://www.archaeologists.net/digdigital/deposition)  | Do you identify the trusted digital repository at the start of the project and include details in the DMP? |  |  |  |  |
| Do you review, update and ring-fence budget and resource needs for archive preparation and deposition? |  |  |  |  |
| Do you check data format and metadata requirements of the digital repository at project planning stage? |  |  |  |  |
| Do you review the deposition process with the trusted digital repository? |  |  |  |  |