



# Digital health check questionnaire and action plan

## Actions

Health check question		Yes / No	What?	Who?	When?
<a href="#">Standards</a>	Are you familiar with FAIR Principles and ClfA Standards, in relation to data in archaeology projects?				
	Do you frequently review relevant data standards and update methodology?				
<a href="#">Planning</a>	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 <a href="#">selection toolkit</a> ?				
<a href="#">Document</a>	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?				
<a href="#">Structure</a>	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?				
<a href="#">Process</a>	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?				
<a href="#">Deposition</a>	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?				