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A guide to managing digital data generated from archaeological investigations

Quick guide #1 – Data management plans

What is a data management plan?

A DMP is structured document that outlines how data are handled during a research project, and after completion.

Creating a DMP during planning stages of the project will help you plan, structure and document the development and management of your project data.

The DMP can be updated during key stages during project delivery and should be shared with project stakeholders.

- ✓ Include as an appendix to the WSI or project design.
- ✓ Update during assessment stages and analysis
- ✓ Deposit a copy with the digital archive.

Your DMP should include

- key details - identifiers, name, type and purpose
- people involved in creation and management
- details of the types of data created and collected
- which data standards or methods will be used
- how data will be managed and documented
- consideration of ethical and legal issues
- how the data will be stored, secured, accessed and backed up
- the process for data selection as part of the archive process
- the intended repository, cost of deposition and deposition process
- data sharing information, including any restrictions
- who is responsible for data management

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<https://www.archaeologists.net/digdigital>

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Planning your data management plan

- ✓ Make creation of a data management plan part of the initial project planning process.
- ✓ Implement and use the data management plan.
- ✓ Use the DMP to help structure and support organisational as well as project level processes.
- ✓ Create organisation-level conventions for file-naming, version control and project file structure.
- ✓ Adapt the DMP template provided as part of this resource to your organisation, then tailor for each project.
- ✓ Use key stages in delivery to revisit and update your DMP, such as assessment, analysis, and archive deposition.
- ✓ The DMP is a key project document which supports the data and should be deposited with the archive.

Find out more about DMPs

- Dig Digital / [Planning](#)
- Digital Curation Centre / [Data Management Plans](#)
- ADS / [Data management and sharing plans](#)

Links to Dig Digital resources

- Editable template / [Data management plan](#).
- Checklist with example text / [Data management plan checklist](#).