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A guide to managing digital data generated from archaeological investigations

Quick guide #7 – Implementing the DMP

Implementing data management processes

To facilitate implementation of data management planning across the organisation, it is useful to create a digital data policy to support a consistent approach.

A Digital Data Policy could outline

- Standardised approach to Project identifiers, folders, filenames, and version control
- Workflow process for creation of DMPs, data, metadata and documentation
- Data standards used or signposted
- Quality assurance processes
- Data security, storage and backup
- Data privacy and copyright

Implementing Data Management Plans in projects

The project Data Management Plan provides an iterative document about the working project archive and the preserved archive. It forms part of the project Archive Strategy, together with the Selection Strategy.

A general DMP template which references organisation level processes and policy can easily tailored to each specific project to be included as part of the project documentation. To implement the DMP

- ✓ include the dmp in the project design / wsi
- ✓ circulate to team members and experts
- ✓ update and recirculate at key project stages

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Key stages and the DMP

To fully implement and benefit from the use of a DMP, update the DMP at the following key stages of project delivery. For example, this might include

- **Planning** – outline project expectations and consider requirements of repository; circulate / agree via Project Design / WSI
- **Data gathering** – update following project fieldwork / execution stages; consult repository and circulate / agree via Assessment Report
- **Analysis and report writing** – update following analysis and outline final selection strategy; consult repository and circulate / agree via Technical Report
- **Archive compilation** – finalise DMP following selection; consider access and reuse; deposit archive

Benefits of implementing a DMP

- ✓ maintains clear expectations and collaboration with project team and stakeholders
- ✓ improves management and access to project data during delivery
- ✓ supports adequate allocation of funds and staff
- ✓ facilitates better knowledge of the archive contents
- ✓ supports creation of archive data ready to deposit
- ✓ improves re-use of data and maximises legacy

Links to Dig Digital resources

- Dig Digital / [Planning](#)
- Dig Digital template / [Data management plan](#).
- Dig Digital DMP checklist / [Data management plan checklist](#)

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