

# Data Management Plan Form

This is a form for developing data management plans. For guidance on developing data management plans, please refer to:

<https://sites.google.com/a/fws.gov/rims3/datamanagementplans/regionaldmpguidance>.

## Project Name

- Existing Project
- New Project

Name of the primary project, application or system the data will use

## USFWS Region

Which region is the this data set for? Use HQ if national.

## USFWS Program

Which program is this data set for?

## Project Description

Provide some brief information about the overall project goals and objectives that the data will help address

## Dataset Name

Name of the data collection

## Contact

Contact information of Data steward responsible for data management oversight

## Data Source Type

Describe the data sources that will be used for this project. For example, if input data is used for an assessment.

## Data Processing & Scientific Workflows

Describe data processing steps or provide a scientific workflow you plan to use to manipulate the data, as appropriate.

## Quality Checks

Specify the procedures for ensuring data quality during the project.

## Data Formats

- Access database
- ArcGIS (geodatabase, shapefile, etc)
- Excel spreadsheets
- Other structured data (.csv, .netcdf, etc)
- Photos
- Source code
- Unstructured data (reports, narratives, presentations)

**Data History, or Lineage**

Describe any lineage associated with this data effort. For example, if this is an ongoing multiple year/annual field survey.

**Metadata**

Identify the metadata standard that will be used to describe the data and products (FGDC, ISO, EMO, Unknown).

**Backup & Storage**

Describe the approach for backup and storage of the information associated with the research project.

**Data Management Resources**

Describe the proposal resources allocated for data management activities for the data products as a level of effort, total dollars allocated, or as a percentage of the total project's cost. Resources could include people's time or proposal funding.

### **Access & Sharing**

Prior to the completion of the project, specify who should have access to project information/products and what type of access (Public, Read, Write, No Access).

### **Exclusive Use**

If a request to limit access for a period of time after project completion is needed, please identify the length of time and the reason for the extension. (Request cannot be more than two years.)

### **How will the data be used?**

Describe how the data will be analyzed. What methods will be employed?

### **Repository for Final Data Products**

Where will the final repository be for public access to final products?

- Servcat
- ScienceBase
- Directly to Data.gov
- Avian Knowledge Network
- ArcGIS Online
- ECOS
- Other

### **Lifespan of Data**

At some point, datasets may be archived. Choose one of the following options to indicate how long you anticipate this data will be of value to other researchers.

- Less than 5 years
- 5-10 years
- 10-20 years
- 20-50 years
- 50+ years

### **Records Management Requirements**

Please identify any records management requirements for these data.