HOW TO MAKE A DATA PLAN

Follow these steps and write your data management plan:

1. Basic information
   - Title, abstract, name, and contact details.

2. What data
   - Define where and how data is created.

3. Documentation and metadata
   - Describe your data and use standards.

4. Selection and preservation
   - Think long term.

5. Storage and backup
   - Think also about access and security.

6. Ethics and legal compliance
   - Restrictions and licenses.

7. Data sharing

8. Responsibilities and resources
   - Identify roles involved.

9. Have questions?
   - Ask UPC Libraries.

Your data plan is done.