

# HOW TO MAKE A DATA PLAN

Follow these steps and write your data management plan



## Basic information

Title, abstract, name, and contact details.

## What data

Define where and how is data created

## Documentation and metadata

Describe your data and use standards



## Selection and preservation

Think long term

## Storage and backup

Think also about access and security

## Ethics and legal compliance

Restrictions and licenses



## Data sharing

## Responsibilities and resources

Identify roles involved

Have questions? ask **UPC** Libraries

Your data plan is **done**

