



NTL DATA MANAGEMENT PLANNING “GREENOUT” BINGO SELF ASSESSMENT TOOL

This tool is designed to help assess your current data management practices. Pick a dataset or research project, sit down with your data collection team, and discuss each prompt below. This tool can guide DMP improvement by revealing best practices that you are not using or information that you may not have gathered.

Using colored pencils, highlighters, or the highlighter tool in your document reader, shade your answer in each prompt-box as indicated. The greener the card, the better. But don't force it: Good data management is a process. NTL can help. Write your questions on the back, and contact us for help.

Dataset Name: _____

Evaluators: _____

Date: _____



Red: Not current practice, Unknown, or No.

Yellow: We are planning on this or are working on it.

Green: Practice enacted, or Yes.

Blue: Not Applicable.

Data Description	Standards Employed	Access Policies	Re-use & Derivative Policies	Archiving & Preservation Plans
Dataset is named, well described, and linked to a research project or data program.	If data is created in proprietary formats, copies in open formats are also provided.	Data is publically accessible.	The intellectual property rights to this dataset have been established.	A data repository dedicated to long-term preservation has been chosen for this data.
The types of data generated by the research or program are known.	Data formats are standard for our field.	What data will be shared, and how, is known and recorded.	Data is licensed under the most open license possible, such as Public Domain or Creative Commons 0.	A minimum data retention period has been agreed upon with chosen archive.
The size of data is known and organization has capacity for files.	Directory and file naming conventions are documented & used at time of data collection.	Researchers have received training to protect PII and other rights.	If there is a data embargo period, it is as short as possible.	Persistent identifiers (such as DOIs) are used to link to the data.
Long-term value of the data to organization and public has been discussed.	Metadata is used to contextualize the data, making it comprehensible to us and others.	Personally Identifiable Information (PII) is protected or anonymized.	Possible reuse audiences for this data, now and later, have been considered.	Back-up and disaster recovery plans are in place.
Parties responsible for managing data are known and listed.	Published metadata schemas are employed, & are standard to the field.	Embargo periods to protect PII and business sensitive information have been established.	Special tools needed to work with the data are documented in metadata.	Staff has been assigned to migrate data files as data formats change over time.