



Data Management Plan

Project Manager																	
Project Number																	
Project Name																	
Author(s)																	
Origination Date:																	
Reviser(s)																	
Date of last revision																	
Project stages covered																	
Version																	
Status																	
Summary of Changes																	
File Name/Location																	
Related Policies	Please document any deviation from ADAPT. List any other relevant funder, institutional, departmental or group policies on data management, data sharing and data security. Some of the information you give in the remainder of the DMP will be determined by the content of other policies. If so, point/link to them here.																
Data Collection/Creation																	
Data to be Collected/Created	<p>Specify what data will you collect or create. Indicate what type of data, formats your data will likely be (e.g. Word Documents, Excel Spreadsheets, Intrasis) and volume. Outline and justify any deviation from ADAPT in choice of format and consider the implications of data format and data volumes in terms of cost, storage, backup and access.</p> <p><i>Standard text: Intrasis will be the recording system used on site. Images will be created according to standards set out in ADAPT and the Intrasis Guidance, currently outdating the Recording Manual. All file formats created will meet the standards set out in ADAPT. Drawings will be created by hand on polyester drawing film, using 4H Staedtler Mars Lumograph pencils and scanned in by the Archaeological Archives Team at standards set out in ADAPT and site sketches will be scanned to standards set out in the Intrasis Guidance.</i></p> <p><i>The documentary archive will consist of:</i> <i>Text: Various Word Documents; including Project Design, Assessment Reports, Site Archive Completion Report.</i> <i>Databases: Intrasis dataset, all data generated during site archive completion and assessment will be held in the Intrasis database.</i> <i>Images: Hard copy drawings, digital images, including x-rays, site photography, scanned drawings, c. 200.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Description of Data</i></th> <th style="text-align: left;"><i>Format</i></th> <th style="text-align: left;"><i>Quantity</i></th> <th style="text-align: left;"><i>Notes</i></th> </tr> </thead> <tbody> <tr> <td style="background-color: #cccccc;"> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="background-color: #cccccc;"> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="background-color: #cccccc;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<i>Description of Data</i>	<i>Format</i>	<i>Quantity</i>	<i>Notes</i>												
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How Data will be Collected/Created	<p>Document standards and methodologies used, quality assurance processes. Document any deviation from ADAPT on version control, file naming, folder structure and usage</p> <p><i>Standard text: The data will be created according Recording Manual, Intrasis Guidance, and ADAPT</i></p>																
Relations	<p>If the data collection was derived in whole or in part from published or unpublished sources, whether printed or machine-readable, please give references to the original material. Please give details of where the sources are held and how they are identified there (e.g. by accession number). If the collection is derived from other sources please indicate whether the data represent a complete or partial transcription/copy and the methodology used for its computerisation. Clearly state whether the data represents a clear enhancement of this previous dataset.</p>																

Data Management Plan

Documentation and Metadata	
Metadata	Document any deviation from ADAPT
	<i>Standard text: Metadata will be created to the standard set out in ADAPT</i>
Documentation	Describe the types of documentation that will accompany the data to help secondary users to understand and reuse it.
Ethical and Legal Compliance	
Data Security Issues	Document if there are any issues such as: Does the data need to be embargoed to protect the site(s)? Is some of the data protected under data protection legislation? Does the dataset contain commercially sensitive data? Detail how any issues are to be dealt with.
Intellectual Property Rights	Document if any data is not Historic England Copyright and how this will be managed, any restrictions on the use of the data. Example: OS data.
	<i>Standard text: The data and reports created by any external specialists will be Historic England Copyright; this will be managed through their contracts.</i>
Data Storage	
Storage and Backup	Document any deviation from the use of the FC network and Site Procedures for backing up data and transfer to network.
	<i>Standard Text: Data will be stored on the FC Network and during excavation will be managed in line with Project Procedures for backing up data and transfer to network.</i>
Access and Security	Document any deviation from the use of the FC network to provide access to data and any security measures required, including the use of Sharepoint.
	<i>Standard Text: Data will be made available to the project team through the FC Network. There are no security issues.</i>
Selection and Preservation	
Preservation Plan	Document what data will be preserved and the repositories for the archive.
	<i>Standard Text: The physical archive, documentary and material, will be transfer to the XXXXX. In addition any a copy of any digital files they wish to receive will also be transferred to them. The documentary archive will contain any hard copy data reports the repository wish to receive. The archive will be archived with the ADS.</i>
Data Sharing	
Data Sharing Plan	Document any addition to the dissemination of the data, other than deposition with the repository, HER and publication. Consider how this may be affected by file types, size complexity and sensitivity of the data. Consider how data will be shared with externals during the project (i.e. those who can not access the FC network).
	<i>Standard Text: The data generated from this project will be made publically available through the digital repositories. Awareness of the work will be raised through publication, and documentation with the HER and HEA Excavation Index.</i>
Data Sharing Restrictions	Document any restrictions on the use of the data after project completion.
	<i>Standard Text: There are no restrictions on the use of this data after project completion.</i>
Responsibilities and Resources	
Responsibilities	Document any deviation to the responsibilities set out in ADAPT
	<i>Standard Text: The Project Manager and Archaeological Archives Curator are responsible for ensuring the data management plan is followed.</i>
Resources	Consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.
	<i>Standard Text: Resources required to deliver this plan are covered by standard Historic England resources and the project design. The costs of deposition of the archive are covered by the Historic England storage and digital storage grants.</i>