# Personal Action Planning: A 20 point checklist for the Newcastle University researcher

1. What type of data are you producing? Will the data be reproducible?
2. What would happen if the data got lost or became unusable later?
3. How much data will there be, and how quickly will the amount of it grow?
4. How often will the data change?
5. Who will be the audience for the data, now, and in the long run?
6. Who controls the data (principal investigator, student, funder, ISS)?
7. Who in your research group will be responsible for your data management plan and keeping it up to date throughout the project?
8. Who will check that you are following your data management plan?
9. How long should the data be retained? (5 years, up to 10 years, permanently)
10. What file formats will you use? Are they long-lived? What are the best formats for data creation and sharing?
11. Are tools or software needed to create, process, or visualise the data?
12. Are there any special privacy or security requirements? (personal data, high-security data); When should you not share your data or what data can’t you share?
13. Are there any sharing/ long term deposit requirements? (i.e. funder mandated repository)
14. Are there any other funder requirements you need to take account of? (i.e. data management plan in proposal)
15. Is there good project and data documentation, including adequate metadata?
16. What directory and file naming convention will you use?
17. What project and data identifiers will be assigned?
18. Is there a subject specific standard or other standard for data sharing/integration you should be using?
19. Do you have a storage and backup strategy?
20. When will you publish it and where?

## 3 actions