

NOAA's National Marine Fisheries Service



Data Management Plan for <division or other unit name> <year>

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Presented by: The Fisheries Information Management Advisory Committee (FIMAC)

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< Note: Define all acronyms at first use or define them in an appendix. Acronyms that the author may consider to be common knowledge are often not familiar to the reader. Do not over use acronyms. Write in plain language and define technical terminology. Be concise but provide all information needed by the reader.>

I. Purpose and Context

This document is a National Marine Fisheries Service (NMFS) data management plan (DMP). It is to be used in conjunction with a National Oceanic and Atmospheric Administration (NOAA) data management plan. Each plan has its own content and purpose. The NOAA DMP is a checklist of essential data management information associated with the data in question. The NMFS DMP is a plan for improving the effectiveness of an organization by improving the way it manages data. The NOAA DMP is organized around the idea of the *data life cycle*, whereas the NMFS DMP is organized around *effectiveness goals* and corresponding *best practices*. See

https://www.nosc.noaa.gov/EDMC/documents/NOAA_EDM_Framework_v1.0.pdf and

<https://www.nosc.noaa.gov/EDMC/documents/EDMC-PD-DMP.pdf>

for definition and application of the data life cycle. Information on NMFS’s effectiveness goals can be found at

<https://www.st.nmfs.noaa.gov/confluence/display/edm/Effectiveness+Goals>

Information on NMFS best practices can be found at

<https://www.st.nmfs.noaa.gov/confluence/display/edm/NMFS+EDM+Best+Practices>.

NOAA DMPs are associated with data sets, whereas NMFS data management plans are used by divisions or other organizations. The NOAA DMP does not have a particular update schedule, whereas the NMFS DMP is updated annually.

The NOAA DMP for <organization name> data sets can be found at <Specify location. Use “TBD” if appropriate.>.

II. Data Sets

This organization’s data sets are listed in Table 1.

Table 1

Name	Data Type	Steward / Contact
<name of data set>	<relational database, documents, images, etc.>	<Person in charge of maintaining the data.>
<name of data set>	<relational database, documents, images, etc.>	<Person in charge of maintaining the data.>
<name of data set>	<relational database, documents, images, etc.>	<Person in charge of maintaining the data.>
<name of data set>	<relational database, documents, images, etc.>	<Person in charge of maintaining the data.>
<name of data set>	<relational database, documents, images, etc.>	<Person in charge of maintaining the data.>

<Provide further description of each data set.>

III. Data Providers

This organization's data is provided by other organizations or is collected by this organization as shown in Table 2.

Table 2

Name	Data Providers	Some Data Collected by <your organization>
<name of data set>	<list data provider organizations>	<Yes or No>
<name of data set>	<list data provider organizations>	<Yes or No>
<name of data set>	<list data provider organizations>	<Yes or No>
<name of data set>	<list data provider organizations>	<Yes or No>
<name of data set>	<list data provider organizations>	<Yes or No>

<Provide further description if necessary.>

IV. Data Consumers

This organization's data provides data to other organizations as shown in Table 3.

Table 3

Name	Data Consumer	<your organization> Consumes its Own Data
<name of data set>	<list data consumer organizations>	<Yes or No>
<name of data set>	<list data consumer organizations>	<Yes or No>
<name of data set>	<list data consumer organizations>	<Yes or No>
<name of data set>	<list data consumer organizations>	<Yes or No>
<name of data set>	<list data consumer organizations>	<Yes or No>

<Provide further description if necessary.>

V. Best Practices Currently in Use

<Describe the best practices currently used in managing your organization's data, if any.>

VI. Existing Dataflow and Processing

The dataflow, which is the subject of this DMP is shown in Figure 1. <Each box represents a storage and/or processing node. Arrows represent data transfer. Number arrows if steps occur in a defined sequence. Minimum scope of the dataflow is that portion of the organization's data flow which will be impacted by planned best practices. See section below regarding planned best practices. Over time, the data flow diagram should cover all operations in the organization. >

<Link to [dataflow diagram](#) example, courtesy of Steve Lewis, Alaska Regional Office. <mailto:steve.lewis@noaa.gov>>

Figure 1. <Enter caption here.>

<Describe processing and storage within each box of the dataflow diagram. Descriptions should be detailed enough that a person skilled in the art could reproduce the calculations. Storage description should describe tables and columns if data is in a relational database. Describe file formats, if data is in the form of documents, etc. To facilitate the task of writing this section, the writer may make liberal reference to available documentation as stored in InPort or elsewhere. >

VII. Effectiveness Goals

<List effectiveness goals to be achieved through the use of best practices and describe motivation. Collaborate with your data consumers in setting these goals. Collaboration with data consumers is a vital aspect of data management planning.>

VIII. Short Term Best Practices to Attain Effectiveness Goals and Target State

<List those best practices to obtain effectiveness goals within one year. Include description of target state with any new data sets and updated dataflow diagrams.>

IX. Long Term Best Practices to Attain Effectiveness Goals and Target State

<List those best practices to obtain effectiveness goals, which require more than one year to complete. Include description of target state with any new data sets and updated dataflow diagrams. >

X. Implementation Schedule

<Specify steps in implementing best practices and anticipated completion dates. >

XI. Metrics Description

<Describe metrics to be used in evaluating the attainment of effectiveness goals. Direct numeric measures are preferred. If this is not possible, proxy measures may be used. If neither direct nor proxy measures are feasible, apply arguments that demonstrate that the best practices must improve effectiveness. >

XII. Metrics Prior to Planned Best Practices Implementation

<Provide metric values as described in previous section.>

XIII. Plan Review and Approval

This plan was reviewed and recommendations provided by:

Information Management Coordinator: _____ Date: _____

FIMAC Member: _____ Date: _____

FIMAC Member: _____ Date: _____

< A copy of review recommendations and plan draft should be provided to the NMFS Information Architect.>

< If reviewers recommend changes in the plan, these recommendations should be addressed prior to passing the document to the Division Director for approval and signing. >

This plan was approved by:

Division <or other organization> Director: _____ Date: _____

< Plan can only be approved after completion of review process. >

XIV. Metrics Following Planned Best Practices Implementation

<Provide metrics associated with improved data management. >

XV. Analysis

<Compare expectation to results, note lessons learned, and provide possible explanations where appropriate, for use in subsequent data management planning. >