

LANGUAGE DOCUMENTATION

Data Management Plan Template



Preparing the Data Management Plan

A strong Data Management Plan (DMP) will address the following areas

Types of Data

Discussion of the kinds of materials your project will produce. Some possibilities are:

- Dictionary-type materials: words, phrases, sentences in written form; collected in spreadsheets, databases, etc.
- Text-type materials: stories, conversations, oral histories in written form; collected documents, databases, etc.
- Audio materials: recordings of one or more individuals, collected in digital form such as .wav or .mp3
- Video materials: recordings of one or more individuals, collected in digital form such as .mp4 or .mov
- Books, artwork, lesson plans, realia, maps
- Curriculum, student progress information, feedback from community members

Metadata Standards

Discussion of the information will you collect about each type of data (above). Examples: for text-type materials you might collect: language, dialect or variety; date of collection; location where the materials were collected; contributor's name, age, gender, or other relevant information; genre or topic of text; access restrictions; etc. For audio or video materials you might also include information about recording equipment used, alternative formats you are keeping, locations of original and copied files, etc. You might consult the [Local Contexts Project](#) for examples of metadata types and tags designed to support data sovereignty and Indigenous ways of knowing.

Access and Protections

What constitutes 'appropriate access' for each type of product in your project? Discuss whether any of your materials should be publicly available, which should be available only to some people or groups, or only during certain times. Discuss how you intend to store the materials you create so that they can be accessed appropriately, and protected appropriately.

Reuse, Distribution and Derivatives

Discussion of how the materials you create can be reused, shared, or revised and repurposed. You might want to look at the various forms of licensing developed under the [Creative Commons Project](#) and choose a licensing type for each of the materials that you intend to make available outside of your community.

Archiving

Discussion of how will you ensure the long-term storage, safety and discoverability of your work. This goes beyond simple safe storage (i.e. materials backed up locally, stored in several locations, etc.) by including plans that have a longer time horizon, and provide for appropriate access into the medium and for the long term. Some funders, such as the [National Science Foundation](#), require an archiving plan that includes evidence you have contacted "an official repository that meets ISO standards to arrange for long-term archiving". Archives that are members of [DELAMAN](#), and those that hold a [Core Trust Seal](#), meet these criteria.

