**Data Management Plan**

*Relates to projects as defined by developing PMO office policy (would exclude research projects). All questions apply to Wright State University data.*

**1. Data Types**

* What types of data are crucial for this project (e.g., student records, financial data)?
* Will any new data be generated?
  + What type of data will be produced?
* Does existing data need to be fed into the system?
  + How will data be collected/fed? In what formats (e.g., SFTP)?
* Are there specifications and/or data dictionaries available?
* Is there a limited time frame associated with the project data?

**2. Data Access**

* What are the privacy and security requirements for handling sensitive data in this project?
* Are there any compliance standards (e.g., FERPA, HIPAA) that need to be adhered to?
* What steps will be taken to protect privacy, security, confidentiality, and to adhere to other pertinent regulatory requirements (e.g., FERPA)?
* How will access to the data be managed? And by whom?
* Who will be your functional area system administrator(s)?

**3. Data Warehousing (**Banner ODS)

* If new data pertinent to the enterprise is being created, are there APIs to extract data?
  + If not, how will access to the raw data be provided?

**4. Data Assessment/Evaluation**

* Are there any data that needs to be analyzed for this project?
  + If no, please proceed to section 5. Reporting
* What are the specific research questions which need to be addressed or specific KPIs?
* Please provide the protocol/methodology for any data analysis or specific assessment/evaluation plan.
* Are there specific milestones or deadlines that need to be met?

**5. Reporting**

* What specific reports or dashboards are needed?
  + Are there any existing report specifications that can be shared?
* Are there specific reporting deadlines that need to be met?