

DMP Discussion Guide: After data collection

Project Title

Date of Review

Student

Supervisor

Use this checklist to review and discuss a postgraduate student's Data Management Plan (DMP) **after data collection is complete**. The guide supports discussion of changes made during data collection and ensures the DMP accurately reflects current practices.

The guide is organised into **four focus areas**. Relevant sections of the DMP are listed for reference.

1. Update methods, processes & systems to collect or create data

Yes N/A Guidance

☐ ☐ Review and update the data source(s), data description, and data formats used. Note any changes from the initial plan.

✓ [Data / Creation and collection](#) / Data creation/collection

☐ ☐ Describe how data quality control was managed during data collection and/or how data provenance (how data were generated, changed, and used over time) is documented.

✓ [Data / Creation and collection](#) / Data creation/collection

☐ ☐ Review and update the software and equipment used to create or collect data.

✓ [Data / Software and Equipment](#) / ...used to collect/create the data

Discussion prompts

- **Confirm** any non-standard software and equipment used for data collection, including versions/licenses. Record if required approvals were obtained. [↗](#)

2. Note any changes to metadata and documentation

Yes N/A Guidance

☐ ☐ Describe how data provenance (how data were generated, changed, and used over time) will be documented throughout the project.

✓ [Data / Creation and collection](#) / Metadata and documentation

☐ ☐ Check that metadata supports data reuse by including data sources and collection methods, dates and locations of collection, responsible researchers, and any cleaning, processing, or transformations applied.

✓ [Data / Creation and collection](#) / Metadata and documentation

☐ ☐ Review how the data are organised, including file naming conventions and folder structures.

✓ [Data / Creation and collection](#) / Metadata and documentation

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3. Review security and access conditions

Yes N/A Guidance

☐ ☐

Check that all raw data are stored in secure, University-managed storage locations.

✓ [Data / Storage](#) / [Data storage location\(s\)](#)

☐ ☐

Review how data access conditions are being implemented, including secure data transfer where required.

✓ [Sharing and Access / During the project](#) / [Data access ...](#)

☐ ☐

Confirm that copies of any signed agreements with external collaborators or data providers are uploaded, if applicable.

✓ [Requirements...](#) / [Contracts and copyright](#) / [Licenses/Agreements/...](#)

4. Clarify and update data considerations

Yes N/A Guidance

☐ ☐

Record the ethics approval number, if ethical review was required.

✓ [Requirements and Considerations](#) / [Ethics](#) / [Ethics approval number](#)

☐ ☐

Review how compliance with ethical requirements and privacy legislation (including the Privacy Act 2020) is being ensured if personal information about participants is involved.

✓ [Requirements...](#) / [Ethics](#) / [Ethical considerations and management of data](#)

☐ ☐

Review how the rights of indigenous peoples and other communities involved in the research are being respected, including considerations for storage and access.

✓ [Requirements...](#) / [Rights holders](#) / [Data sovereignty](#)

Discussion prompts

- **Confirm** that current data practices (storage, access, sharing) match the approved ethics conditions and any commitments made to participants or communities.
- **Confirm** whether any changes to data governance, storage, or access conditions need to be documented or approved before the next project stage.

Next Steps • Reminders

Date of Next Review

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