

DMP Discussion Guide: After data analysis

Project Title

Date of Review

Student

Supervisor

Use this guide to review and discuss a postgraduate student's Data Management Plan (DMP) **after data analysis is complete or well underway**. The focus is on documenting how data were processed and analysed, and confirming that storage, access, ethics and privacy practices remain appropriate.

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

1. Document or refine metadata to include data analysis

Yes N/A Guidance

☐ ☐

Describe how raw data were cleaned, transformed, coded or aggregated prior to analysis, including how missing data, outliers or normalization were handled.

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

☐ ☐

Confirm how version control is managed to support data provenance.

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

☐ ☐

Review and update the software, tools or equipment used to process and analyse the data.

[Data / Software and Equipment / ...used to manipulate/analyse the data](#)

Discussion prompts

- **Confirm** that links between raw data, processed data, and analysis outputs are clear and well documented. The tidy data principles may help. [↗](#)
- **Discuss** whether any new privacy or confidentiality risks emerged during analysis, and how these are being managed.

2. Check implementation of storage ethics, privacy and security

Yes N/A Guidance

☐ ☐

Specify where analysis outputs (e.g., tables, models, visualisations) are stored, and how they will be linked to raw and processed data.

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

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

☐ ☐

Confirm that analysis practices uphold participant consent and confidentiality, particularly for sensitive or qualitative data. Document any privacy-protection measures used (e.g., de-identification, aggregation, restricted access).

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

☐ ☐

Review and confirm current data access conditions, including secure transfer methods if data are shared within or beyond the research team.

[Sharing and Access / During the project / Data access and sharing during the project](#)

Date of Next Review

For more information and resources visit...

ResearchHub Research data management planning

or scan

