This is the general version of the DMP questionnaire. It is intended to help new projects that do not have much experience with data/project management practices. These questions are posed to open the door for further conversations as the project develops in scope and complexity. We can help you address these questions during your upcoming meeting with the DSG, should you have any doubts or concerns.

Please consult the DSG glossary at <http://dsg.neu.edu/resources/dsg-glossary> for definitions of the terminology used in this form. If you have any questions regarding the form and its purposes, or need assistance providing answers to its questions, please contact the the DSG at [dsg@northeastern.edu](mailto:dsg@northeastern.edu).

1. Please describe your data, the file-formats that you will be using, and how you expect your data to grow over time.
2. What metadata does your project record (or plan to record) about the objects and files described above?
3. How are you collecting or creating your data? Which staff is responsible for each step in the data collection/creation workflow?
4. Do any intellectual property or copyright restrictions apply to your data or metadata? In addition, will you be collecting data that is sensitive, or could be considered sensitive? For example, are you collecting personally identifying information, like names and social security numbers?
5. How do you plan to backup the data during the project’s lifetime, and how regularly will backups be made?
6. How are your data collection and curation processes documented? Documentation will help your project staff keep consistent over time and staff turnover; in addition to helping other researchers who want to re-use your data. Who has responsibility for this?
7. Is there a process in place for migrating your data to future formats when the need arises?
8. Do different users of your data, or different members of your project's staff have different levels of access to view/edit your data? If yes, then please state what these permissions are.