**Data Management Planning Worksheet**

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Use this worksheet to help plan how to use data to answer questions.

What is your goal?

What questions for your program/project would you like to explore with data? Be specific and avoid vague open-ended questions.

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Choose one question to complete the rest of the worksheet. Repeat with a new worksheet if you have more than one question you want to create a management plan for.

What type / source of data do you need? Circle all that apply and write a description

Qualitative Quantitative D&L External Data D&L Internal Data New Existing

Describe the data:

How can you access/collect this data? List any tools, programs, or equipment needed.

From what locations do you need the data?

How long of a time period do you need data for?

Where will you store the raw data and in what format?

How will you use this information? Who will you share it with?

How will you turn this data into information? On the back sketch expected final products like charts, maps, talking points, or info-graphics.