The original survey documents are provided for context and have not been modified.

Data Management Planning Questionnaire for Data Managers & Information Technologists

The USGS Science Data Management Branch and the Community for Data Integration are seeking to better understand current practices and needs related to project planning and data management. We'd appreciate feedback based on your experiences as a data manager or information technologist. Please complete the following survey. We estimate that the survey will take 10 to 20 minutes to complete. If you have any trouble with the form, please contact the survey administrators.

Section 1

Thinking about YOUR CENTER'S PROJECT PLANNING PROCESS...

For the purposes of this survey, 'center' is defined as the organizational unit responsible for your work.

1. Do projects at your center have a proposal?

*Proposal definition from Survey Manual 502.2: * "Proposal. A proposal contains a detailed description of the problem, what issues will be addressed, interested parties or stakeholders, and objectives of the study and includes the relevance and benefit of the work to the mission of the USGS. Approval is handled through the Bureau science planning process."*

- Yes, all of them
- Most of them
- A few of them
- None of them
- I don't know

2. Who approves the project proposals?

Select all that apply.

☐ Program Council
☐ Program Coordinator
☐ Center Director or delegated authority
☐ Supervisor
☐ Projects do not require formal approval
☐ I don't know

3. Which of the following statements would you use to describe projects at your center?

Select all that apply.

☐ They are documented in BASIS+ as a project.
☐ They are documented in BASIS+ as a task.
☐ They are documented in a Center-specific system.
☐ They are documented elsewhere (not in BASIS+ or Center-specific system).
☐ They are not always specifically documented in BASIS+.
☐ They have a documented budget.
☐ They have specific staff assigned to the project(s).
☐ They have anticipated or planned deliverables.

4. Do projects at your center have a work plan?

*Work Plan definition from Survey Manual 502.2: * "Project Work Plan. Documents the timeline for the study, lists the discrete tasks that need to be completed to accomplish the objectives, and describes the relationship of discrete tasks to one another and the methods to be used (how they can be explained and defended, including exploring differences in performance, comparability of results, and so on). A project work plan also documents the budget for the study, staffing of the study, anticipated or planned information products (including the recommended review and approval process for these products), and the process for managing and archiving scientific records. A project work plan can be a component of a proposal that is handled through the Bureau planning process."*

- Yes, all of them
- Most of them
- A few of them
- None of them
- I don't know

5. Describe the type and frequency of project progress reporting at your center.
For example, teams submit annual progress reports to my Center Director

6. Do project progress reports/reviews include an update on the status of planned data management activities?

- Yes
- No
- I don't know

7. Do projects at your center have a data management plan?
Data Management Plan definition from Survey Manual 502.6: "A data management plan will include standards and intended actions as appropriate to the project for acquiring, processing, analyzing, preserving, publishing/sharing, describing, and managing the quality of, backing up, and securing the data holdings."

- Yes, all of them
- Most of them
- A few of them
- None of them
- I don't know
- No, my center has a center-wide data management plan

8. In general, who creates project Data Management Plans (DMPs) at your center?
Choose the best option.

- Data Manager / Data Management Team
- Principal Investigator
- ☐ Another project team member
- Center subject matter experts
- Other: _____

9. How can project DMPs be accessed?
☐ Publicly available as a USGS publication, white paper, or webpage, etc.

☐ Publicly available as part of a USGS data release
☐ Internally available in a shared folder, drive, or database for my Center
☐ Available by request from a researcher's computer

10. How are the project DMPs maintained?
▪ Maintained as living documents (receive updates throughout the lifecycle of the project)
▪ Maintained as static documents (does NOT receive updates throughout the lifecycle of the project)
▪ I don't know

11. Does your center have a documented process for creating project DMPs?
For example, documentation may include expectations for creating a DMP, recommendations or requirements for templates or tools to use, a central location for storing DMPs, etc.
▪ Yes
▪ No
▪ I don't know

12. Does your center have a documented process for reviewing and approving project DMPs?
▪ Yes
▪ No
▪ I don't know

13. What is your role with respect to DMPs at your center?
Select all that apply.
☐ Develop project DMP template(s)
☐ Create project DMPs
☐ Ensure project DMPs are created
☐ Update project DMPs
☐ Ensure project DMPs are updated
☐ Review or approve project DMPs
☐ Create center-wide DMP
☐ Update center-wide DMP
☐ I do not have a role related to DMPs
☐ Other: _____

Section 2
Thinking about PROJECT DATA MANAGEMENT PLANS (DMPs) IN GENERAL...

14. What do you think is the main motivation(s) for creating project DMPs?
Select all that apply.
☐ DMPs help project teams communicate information with project evaluators and data managers
☐ DMPs help project teams communicate with project partners
☐ DMPs help researchers learn about new data management practices and requirements
☐ DMPs help researchers define how they will manage and track their data throughout the lifecycle of their projects
☐ DMPs help researchers improve the quality of their research and data products

☐ DMPs help centers plan for resources (staff time and project funding) needed for managing project data
☐ DMPs are required by our Center Director
☐ DMPs are required by USGS policy
☐ Other: _____

15. Have you found project DMPs to be useful to your work?
- Very useful
- Somewhat useful
- Neutral
- Somewhat not useful
- Not useful at all

16. In what ways have project DMPs been useful to your work?

17. In what ways could project DMPs be MORE useful to your work?

18. Which of the following are challenges that you face when creating or encouraging a researcher to create a project DMP?
Select all that apply.
☐ It takes too much time
☐ No one ever reads it
☐ DMPs are of no use/benefit to my work/projects
☐ We already use another mechanism for data management planning (please document in 'Other')
☐ We don't have a formal process for data management planning
☐ The typical DMP questions/sections do not help me plan for my center's data management needs
☐ We don't have the right tools or templates for creating a DMP
☐ We don't have good example DMPs to follow
☐ We don't face any challenges
☐ DMPs are too hard to maintain and become out-of-date quickly
☐ Other: _____

19. Which one of these is your GREATEST challenge when creating or encouraging a researcher to create a project DMP?
- It takes too much time
- ☐ No one ever reads it
- DMPs are of no use/benefit to my work/projects
- We already use another mechanism for data management planning (please document in 'Other')
- We don't have a formal process for data management planning
- The typical DMP questions/sections do not help me plan for my center's data management needs
- We don't have the right tools or templates for creating a DMP

- We don't have good example DMPs to follow
- We don't face any challenges
- DMPs are too hard to maintain and become out-of-date quickly
- Other: _____

20. For each of the following audiences, please indicate how useful you think project DMPs are.

	Very useful	Somewhat useful	Neutral	Somewhat not useful	Not useful at all
Project approvers / evaluators (for example, supervisors, Center Director)	▪·	▪·	▪·	▪·	▪·
Project team	▪·	▪·	▪·	▪·	▪·
Data manager(s)	▪·	▪·	▪·	▪·	▪·
Information technologist(s)	▪·	▪·	▪·	▪·	▪·
Bureau Approving Official	▪·	▪·	▪·	▪·	▪·
Stakeholders / customers	▪·	▪·	▪·	▪·	▪·

21. For each of the following types of information in a project DMP, please indicate how useful they are to you.

	Very useful	Somewhat useful	Neutral	Somewhat not useful	Not useful at all
Where the data will be released/published	▪·	▪·	▪·	▪·	▪·
Where the data will be stored and backed up	▪·	▪·	▪·	▪·	▪·
Information about Data/Model/Code Inputs or Sources	▪·	▪·	▪·	▪·	▪·
Information about Data/Model/Code Outputs or Products	▪·	▪·	▪·	▪·	▪·
Information about whether data products will be static or versioned over time	▪·	▪·	▪·	▪·	▪·
Roles and responsibilities (e.g., publishing, creating metadata, backup and security)	▪·	▪·	▪·	▪·	▪·
Expectations for release and management of data collected or funded by a third party	▪·	▪·	▪·	▪·	▪·
Documentation of data quality assurance and quality control methods, measures, and activities	▪·	▪·	▪·	▪·	▪·
Usage constraints and licenses	▪·	▪·	▪·	▪·	▪·
Basic information about the project (e.g., BASIS+ number for project, title, project dates, etc.)	▪·	▪·	▪·	▪·	▪·
Estimated budget for data management activities	▪·	▪·	▪·	▪·	▪·
Data and metadata standards that will be used	▪·	▪·	▪·	▪·	▪·
Who will be funding data acquisition and processing activities	▪·	▪·	▪·	▪·	▪·
Plans for data preservation and disposition	▪·	▪·	▪·	▪·	▪·

22. Ideally, where do you think USGS project DMPs should be stored and accessed?
- Publicly available as a USGS publication, white paper, or webpage, etc.
- Publicly available as part of a USGS data release
- Internally available in a shared folder, drive, or database for my Center
- Internally available in a shared folder, drive, or database for the USGS
- Available by request from a team member's computer

Section 3
Final Questions and Demographics

23.Are project data management plans required by USGS policy?
- Yes
- No
- I don't know

24.Which of the following resources are you familiar with to help create a DMP?
Select all that apply.
☐ USGS Data Management website (https://www.usgs.gov/products/data-and-tools/data-management)
☐ My center's shared resources (e.g., website, SharePoint, etc.)
☐ My center's DMP template
☐ DMPTool.org
☐ I am not familiar with any DMP resources
☐ Other: _____

25. Are there any additional resources related to DMPs that you need?

26. With what center or organizational unit are you affiliated?
e.g., California Water Science Center (please spell out abbreviations)

27. With what mission area are you affiliated?
Select from the dropdown.
Select your answer

28. Have you ever encountered challenges or delays at the end of a project with respect to releasing data or publications that may have been improved or alleviated by earlier planning and documentation? If yes, please describe the situation below.

29. Are you willing to talk to someone on the USGS Science Data Management team about your experience with DMPs and project planning?

- Yes
- No
- Maybe

30. Would you like to receive the final report and analyses from this survey?
- Yes
- No
- I don't know

31. Is there anything else related to DMPs that you would like to tell us?

- - - END - - -