

MWI 7120.5

REVISION B

EFFECTIVE DATE: July 10, 2000

EXPIRATION DATE: July 10, 2005

MARSHALL WORK INSTRUCTION

ED01

DATA MANAGEMENT PLANS, PROGRAMS / PROJECTS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		8/20/99	Implement work instruction for Program or Project Data Management Plans as required by MPG 7120.3.
Revision	A	3/20/00	Paragraph 3. corrected title of applicable document MWI 7120.2. Paragraphs 3 and A.3.9, deleted MMI 2210.3 and revised instructions relative to control of limited rights data. Paragraph 6 changed DM Personnel to Data Manager, Paragraph 6.6 rewritten. Deleted 6.2.1 and 6.3. Editorial comments made to paragraphs 6.6.2, A.2.1, A.3.2, A.3.4, A.4.5.2. Paragraph A.3.8 corrected number of Export Control directive to MWI 2190.1. Deleted paragraph A.3.10. and removed applicable document MPG 2810.1.
Revision	B	7/10/00	Paragraphs 3.12, 3.13, and A.3.8 changed the applicable documents for Export Control from MWI 2190.1 to MPD 2190.1 and MPG 2190.1.

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1. PURPOSE

To provide instructions for the program/project and their support organizations to generate a plan that will define how Data Management will be implemented for a particular program, project, or acquisition. The Data Management Plan (DMP) provides a documented mechanism for compliance with MPD 1280.1, "Marshall Management Manual;" MPG 7120.3, "Data Management, Program/Projects;" and sub-tier directives for the specific requirements of the program, project, and/or customer.

2. APPLICABILITY

A DMP will be required for each program/project within the scope of MPD 1280.1, "Marshall Management Manual."

3. APPLICABLE DOCUMENTS

- 3.1 MPG 2220.1, "Scientific and Technical Publications"
- 3.2 MPD 1280.1, "Marshall Management Manual"
- 3.3 MPD 2210.1, "Documentation Input and Output of the MSFC Documentation Repository"
- 3.4 MPG 7120.3, "Data Management, Programs/Projects"
- 3.5 MPG 1440.2, "MSFC Records Management Program"
- 3.6 MWI 2210.1, "MSFC Documentation Repository Input/Output and Data Management Project Requests"
- 3.7 MWI 7120.2, "Data Requirements, Identification/Definition"
- 3.8 MWI 7120.4, "Documentation Preparation, Programs/Projects"
- 3.9 NPD 7120.4, "Program/Project Management"
- 3.10 NPG 1441.1, "NASA Records Retention Schedules"
- 3.11 MWI 7120.3, "Program/Project Data System (PDS)"
- 3.12 MPD 2190.1, "MSFC Export Control Program"
- 3.13 MPG 2190.1, "MSFC Export Control Program"

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4. REFERENCES

None

5. DEFINITIONS

Definitions in MPG 7120.3, MWI 7120.2, and MWI 7120.4 apply.

6. INSTRUCTIONS

The Program/Project Manager or designee will ensure the preparation of, and approve, a DMP during the NPD 7120.4-defined formulation phase of the program and/or project. The DMP will be prepared in accordance with MWI 7120.2 and shall address the specific MSFC requirements addressed in Appendix A. The DMP shall be baselined and controlled in a documented control system.

<u>Actionee</u>		<u>Action</u>
Program/Project Manager	6.1	Issue direction for preparing DMP as defined in Appendix A. Current project planning information will be provided with the direction to DM Personnel.
Data Manager	6.2	Prepare draft DMP in accordance with Appendix A.
Data Manager	6.4	Forward draft DMP to affected organizations for review and comments.
All organizations supporting or affected by the DMP	6.5	Review draft DMP and provide input to DM personnel.
Data Manager	6.6	Coordinate submitted comments received from reviewing organizations.
	6.6.1	Update DMP.
	6.6.2	Submit updated DMP to Program/Project Manager for approval.
Program/Project Manager	6.7	Approve DMP and return to DM personnel for distribution or electronic processing.

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Data Manager 6.8 Serve as OPR designee and maintain
as record if designated as
custodian.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

The DMP will be retained as a record, as well as the review and revision records. The designated record custodian will retain and disposition in accordance with MPG 1440.2 and NPG 1441.1.

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 7120.5A dated March 20, 2000

Original Signed by
Sidney P. Saucier for

A. G. Stephenson
Director

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APPENDIX A

DATA MANAGEMENT PLAN

A.1 The DMP shall be prepared in accordance with MWI 7120.4, "Documentation Preparation, Programs/Projects," with the contents defined below. The DMP may be combined with the project plan or other appropriate program/project documents as long as the requirements identified below are met. While maintaining compliance with MSFC's policies, the plan will be tailored to define the unique requirements of the program or project. Elements not applicable to a specific program or project will not be addressed.

A.1.1 The plan shall define the scope and depth of the project's efforts including management, organization, planning, responsibilities, and the relationship of the data management program to the other administrative and technical organizations. Organizational charts shall be included.

A.2 Identification/Definition of Data Requirements. This section will include, as a minimum, a list of the documents that will be needed for the management and execution of the program or project. This list will be developed in accordance with MWI 7120.2. This section shall identify how the data will be acquired either by contract, in-house, or external sources. It shall identify any acquisition documents as they are established, such as:

A.2.1 Procurement documents. Detailed procedures for developing data requirements will be in accordance with MWI 7120.2.

A.2.2 In-house Data Requirements Documents. Preparation of internal documentation will be in accordance with MWI 7120.2.

A.2.3 Other external data (i.e., contractor, other Centers/agencies, and universities).

A.3 Control Procedures. This section will include:

A.3.1 Review and approval processes of internal and external data (define the level of control and data types). If the PDS system documented in MWI 7120.3 is utilized, it shall be so designated in this section.

A.3.2 Processes to track, deliver, and maintain schedules for external (i.e., contractor, other Centers/agencies, and universities) and internal (MSFC prepared) data.

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A.3.3 Numbering process for documentation not under configuration control.

A.3.4 The process used for the definition and control of classified material, if applicable.

A.3.5 Project-specific forms and data control.

A.3.6 Control procedures for informal correspondence (memos, letters, etc.).

A.3.7 Configuration control, in accordance with the project-specific Configuration Management Plan.

A.3.8 Import/export procedures which must be defined in accordance with MPD 2190.1 and MPG 2190.1. The program or project-specific actions necessary to carry out the program/project responsibilities in MPD 2190.1 and MPG 2190.1 will be detailed in this section. If a separate Export Control Plan is prepared, it shall be referenced in this section.

A.3.9 Consistent with the objectives of the program/project, the plan shall include a determination of the minimum needs of the U.S. Government pertaining to the use and disclosure of (1) existing proprietary information/property (including software) owned by non-government parties and (2) data or software that will be generated under the program/project.

A.4 Records Management. This section will include or provide a link to:

A.4.1 Identification of records and custodians, and any project-unique directions to those custodians.

A.4.2 Master list of documents.

A.4.3 Records retention and schedule.

A.4.4 Records archival.

A.4.5 Storage/repository and access.

A.4.5.1 Document filing procedures in accordance with MPG 1440.2.

A.4.5.2 A plan for use of MSFC Repository, if applicable, in accordance with MPD 2210.1 and MWI 2210.1.

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A.4.5.3 The description of the document libraries (i.e., electronic, Web-based, drawings, technical, etc.).

A.4.5.4 Process for dissemination of scientific and technical information produced under MSFC sponsorship in accordance with MPG 2220.1.

A.4.6 Retirement procedures.