

## **Data Management Plan**

### **Expected Data**

We are developing a web application and platform to collect and archive crowd-sourced digital media content and associated metadata. Therefore, the data generated by this project will include source code and both software and participatory design process documentation for the DD platform and apps as well as the digital media content and metadata submitted via the DD app.

The data will include:

- PD process documents: interview transcripts, focus group notes, UI/UX design storyboards, etc.
- Software code
- Text and image files of correspondence, notes, academic papers, design sketches, storyboards and planning documentation from project team members
- Digital media content and metadata collected via the DD app: images, scanned documents, audio recordings, videos, etc.

### **Data Management and Maintenance**

All computer code and software documentation will be stored and made available to the public via Georgia Tech's enterprise GitHub code repository where it will be maintained by project team members. The *Digital Drawer* platform components, including web applications, media and metadata database and API, as well as all project development and planning documentation will be hosted on server hardware at IPaT at Georgia Tech. IPaT's servers are continuously maintained, backed up and kept current with security updates by dedicated IT staff. IPaT will be responsible for long-term data management and maintenance.

### **Period of Data Retention**

Data and formal reports will be publicly available within 1 year of project completion. Data will be retained by Georgia Tech for a minimum of 5 years beyond the completion of the project and will be migrated to servers maintained by HRCGA during this period of retention.

### **Data Formats and Dissemination**

Computer code (i.e. NodeJS, Javascript, PostgreSQL) will be freely available via Georgia Tech's GitHub repository, a publically accessible code repository. Our crowd-sourced media dataset and corresponding metadata will be deposited and maintained on servers at the Institute for People and Technology (IPaT) at Georgia Tech. Reports will be made available in PDF format and deposited in Georgia Tech's institutional repository, <http://www.library.gatech.edu/>. A project website will serve as a portal to all project data.