D9.3 Data Management Plan

Project ref. no.	H2020-NMBP-FOF-2018 Nº 820807
Project title	Safe and effective human-robot cooperation towards a better competiveness on current automation lack manufacturing processes.
Project duration	1st November 2018 – 31st October 2022 (42 months)
Website	www.sharework-project.eu
Related WP/Task	WP9 / T9.1
Dissemination level	CONFIDENTIAL
Document due date	31/12/2018 (M2)
Actual delivery date	31/12/2018
Deliverable leader	INTRA
Document status	Submitted

Revision History

Version	Date	Author	Document history/approvals
0.1	19/11/2018	Spyros Koukas (INTRA)	First Draft version
0.2	20/11/2018	Andreas Zalonis (INTRA), Spyros Koukas (INTRA)	Updated Draft version
0.3	24/11/2018	Fernando Utrilla Ortega (UNE)	Updated Draft version
0.3	24/11/2018	Sotiris Makris, Giorgos Michalos, Christos Gkournelos (LMS)	Updated Draft version
0.3	05/12/2018	Nils Mandischer (AACHEN)	Updated Draft version
0.4	06/12/2018	Luigi Calegari(MCE)	Updated Draft version
0.4	07/12/2018	Nicola Pedrocchi(CNR)	Updated Draft version
0.4	07/12/2018	Alberto Landini (STAM)	Updated Draft version
0.4	07/12/2018	Lena Winkler, Bdiwi Mohamad(FRAUNHOFER)	Updated Draft version
1.0	18/12/2018	Andreas Zalonis (INTRA), Spyros Koukas (INTRA)	Final complete version
1.0	31/12/2018	Jesús Pablo González (EUT)	Validation
1.0	31/12/2018	Jesús Pablo González (EUT)	Submission
1.1	31/01/2019	Jesús Pablo González (EUT)	Updated version
1.2	11/02/2019	Jesús Pablo González (EUT), Andreas Zalonis (INTRA)	Updated version - roles

Executive Summary

This deliverable DMP describes the methodology for data management that is planned to be employed in the framework of the SHAREWORK project. The described methodology aims to safeguard the sound management of the data collected and generated during the course of the project's activities across their entire lifecycle, while also making them FAIR. Moreover, the DMP identifies the anticipated activities required for making data FAIR, outlines the provisions pertaining to their security as well as addresses the ethical aspects revolving around their collection/generation.

The DMP is considered to be a living document in the framework of SHAREWORK and will be updated as needed throughout the course of the project taking into account its latest developments and available results. In fact, the DMP will be reviewed and revalidated before each periodic project management report, and any updates will be included in the periodic project management reports. Ad hoc updates, may also be realised when deemed necessary, with a view to delivering an accurate, up-to-date and comprehensive DMP before the completion of the project. These updates will also be appended on the periodic project management reports. This deliverable is delivered in M2 of the project and is updated based on the latest information available up to the month of delivery.

The DMP is structured in 7 chapters:

- Chapter 1 provides introductory information about the DMP, the context in which it has been elaborated as well as about its objectives and structure.
- Chapter 2 presents a summary of the data to be collected or/and generated during the activities of SHAREWORK including the purpose of its collection/generation as well as its types and formats. Additionally, it outlines its origin, expected volume and the stakeholders that may find it useful.
- Chapter 3 describes the methodology that is applied in the framework of SHAREWORK in order to safeguard the effective management of data across their entire lifecycle, making it FAIR.
- Chapter 4 estimates the resources required for making the project's data FAIR, while also identifying data management responsibilities.
- Chapter 5 outlines the data security strategy applied within the context of SHAREWORK along with the respective secure storage solutions employed.
- Chapter 6 addresses ethical aspects as well as other relevant considerations pertaining to the data collected/generated during the implementation of the project.
- Chapter 7 concludes on the next steps foreseen in the framework of the project with respect to its data management plan.