

# Recommendations for organizations to implement consistent data management practices

## 1. Introduction

Some draft and rough thoughts on the development of an overall RDM strategy for organizations. this could apply to larger organizations like Helmholtz, but also to individual centers, implementing this in their institutes or sub-units.

## 2. Recommendations

### 2.1 gather information

- Do overall research:
- What organizations exist in RDM,
- what is their goal? Do they have a clear goal? is it commercial or community driven?
- who funds them
- are they sustainable - will they still exist tomorrow?
- Which of them are relevant for you? Why?

### 2.2 Define your overall high-level goal

- The goal needs to be as concrete as possible
- blend into global practices
- support someone
- it can be visionary, so quite far in the future, or not exactly practically achievable.
- But it must describe a situation you'd like to achieve, a better world, where fancy things can happen, which couldn't be done right now.
- formulate a narrative, which starts at the top level goals, digging into steps to take and activities to be implemented.

### 2.3 Define the steps you want to take, to achieve this goal

- Define the steps that need to be taken.
- These steps need to serve the goal and possibly someone defined in the goal
- These steps need to be achievable, at least on the long term
- these steps need to be realistic
- the steps should be aligned with overall global RDM practices or concepts.
- the steps may be dependant on each other. Take a look at the dependencies.

### 2.4 Prioritize the steps

Make a preliminary priority list based on possible dependancies Define activities, that need to be conducted, in order to achieve these goals. take a look at the ressources you have to conduct activities prioritize your steps again, based on resources and dependancies. if by all means possible - don't invent anything new: - if you need tools - take a look if you can reuse existing tools - if you need standards - make sure you can use existign standards - if you need sematic concepts, make sure you

use or add to existing vocabularies compile a list of criteria and metrics to decide, which tool / standard / vocabulary you want to implement

## 2.5 take a look at your organization

- RDM requires change management
- Do you have support by your center management? Do you have a mandate to implement or even suggest changes in RDM workflows?
- make a list of stakeholders, who should be involved
- evaluate your stakeholders - who is critically necessary for the next steps, who can be addressed later?
- evaluate your sub-organization (institutes, centers, labs) which ones are more susceptible to implement changes workflows than others? Make a list of partners.
- Conduct information events and/ or workshops to promote your overall strategy. Find out who is interested and who sees benefit in what you plan to do. Do not do this unprepared. Do your homework in steps 2.1, 2.2, 2.3 first. Discuss the goal and steps with them.
- Form a network of interested people.
- Find out what their demands are, but also to which incentives they react.
- read your stakeholders - What is their role and who in your organization might be responsible for which step in our plan?

## 2.6. Take a look at national and international activities again

- as we are trying to harmonize your conduct, partners and organizations implementing similar solutions you envision, make your plans more robust and likely to be successful.
- look for partners, regional, national, international
- who is in the same situation as you? How did they deal with the problem. Do they even have the same problem you have?

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