
Plan Overview

A Data Management Plan created using DMPTuuli

Title: Case study: Product master data quality

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Template: Data management plan for theses at Jamk University of Applied Sciences [2022 version]

Project abstract:

Master data serves as a single source of truth for critical information about a company's core data domains, such as products, customers, and suppliers. Master data is non-transactional data that defines the primary business entities and is used by business processes, systems, and applications.

Currently, in the case company, there are varying perceptions on product master data quality and a general assumption that there are deficiencies in the data. No systematic research on the topic has been done lately.

The research questions have been drafted as below:

- *What are the most significant quality problems in case company product master data?*
- *What are the reasons behind product compliance data quality issues?*
- *What kind of development actions improve product compliance data?*

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Case study: Product master data quality

1. General description of data

Describe, what kinds of data is your research based on? What data will be collected, produced, or reused? What file formats will the data be in?

New data:

- Interview data: text, video recordings
 - Data in .one and .mp4 format

Existing data:

- Existing item database
 - Rights granted by case company
 - Data in .csv format
- Existing process descriptions and instructions
 - Rights granted by case company
 - Data in online portals

How will the consistency and quality of data be controlled?

Original interview data is stored in .one format on case company's network drive. Local copy is on my computer.

Item database data used in this thesis is stored in case company's network drive. Local copy is on my computer. Version control of data analysis is done in github.

2. Ethical and Legal Compliance

What ethical and legal issues are related to your data management, for example, the Data Protection Act and other legislation related to the processing of the data? Do you process personal data (yes/no)?

There is no personal data collected in my thesis.

Data access rights? Is the data confidential?

Item database used in my thesis is company confidential, but as I work for the case company, no separate research permit is needed.

3. Documentation and metadata

How do you document and describe your data

1. Interview data: text, video recordings. Data in .one and .mp4 format.

Interview data is collected by recording research interviews in Microsoft Teams. Additionally, notes are done in Microsoft OneNote. Access is restricted to research author. Data is processed to synthesize interviews and these results are part of the thesis.

2. Existing item database. Data in .csv format.

Snapshot of case company Product Data Management system. Case company confidential data. Access is restricted to research author.

There is no plan to save the data for further use. The nature of the thesis is to study a snapshot of current state, and getting back to the original data later is not very useful.

4. Storage and backup during the thesis project

Where will your data be stored, and how will it be backed up?

Thesis data is stored on case company's network drive (OneDrive), backups done according to company standards. There are four folders for thesis data:

- Interview data (static, not touched)
- Item database data (static, not touched)
- Code files (version controlled by github)
- Thesis text file and other project related files (version controlled manually)

Who will be responsible for controlling access to your data, and how will secured access be controlled?

There is no personal data involved, and all other data is company confidential. No restrictions are needed for other case company employees. All basic case company security controls apply.

5. Archiving and opening, destroying or storing the data after the thesis project

Can some of the data be made openly available and published? Where will the data be published?

There is no plan to save the data for further use. The nature of the thesis is to study a snapshot of current state, and getting back to the original data later is not very useful.

Where will data be stored, and for how long? How is the data destroyed?

Data is saved for two years on case company's network drive. After that, it will be deleted.

6. Data management responsibilities and resources

Who will be responsible for specific tasks of data management during the life cycle of the research project? Estimate the resources.

All tasks and responsibilities about data management belong to me.