

Exercise 1. Data Flow Map

Note: This exercise is only a reflective practice, you do not need to submit it nor will you receive feedback on it.

Write down what data you expect to collect/create during your project. After this, reflect on the back-up and storage for your data. We will provide you with a step-by-step guide to help you reflect on your data. At the bottom of the page you will find some examples we prepared. You can either use this [template](#) or work on a sheet of paper with Post-its - use your own creativity to make this exercise.

Step 1 - Fill out the data you will collect/create with a short description

- Start with identifying and listing the different datasets that you will be collecting or creating during your project. Remember that code, models, interviews, etc. are also important types of research data.
- 1a. Give each dataset a descriptive name and fill this out on the template. For example: Interview videos, Sequencing data, Sensor data, etc.
- 1b. Add to the template a very short description of each dataset e.g. what is the data, how it is collected/created, what is the file format, what is the (file)size.
- Do not restrict yourself to list only three types of datasets! Please provide a comprehensive list. If you would like to extend the list, you can do so by duplicating the slides we have provided.

Step 2 - Indicate actions to the data

- Go to the toolbox in the PowerPoint template (slide 2).
- Select/Copy the green actions arrows that are related to the datasets you listed and add them on your template. This will help to add some extra description to the data that can influence your reflections.
- Actions to consider: Were the data collected, were they created or are you re-using data from others? If necessary, add new data sets depending on your action. For example, if you collected interviews, you might need to transcribe them generating a new dataset consisting of transcription files.

Step 3 - Reflect on your data

- Take a critical look at the data you listed.
- Use the red flags in the toolbox in the PowerPoint template (slide 2) to indicate important characteristics of your data that might influence how you need to manage it.

Step 4 - Reflect on the theme Back-up and Storage

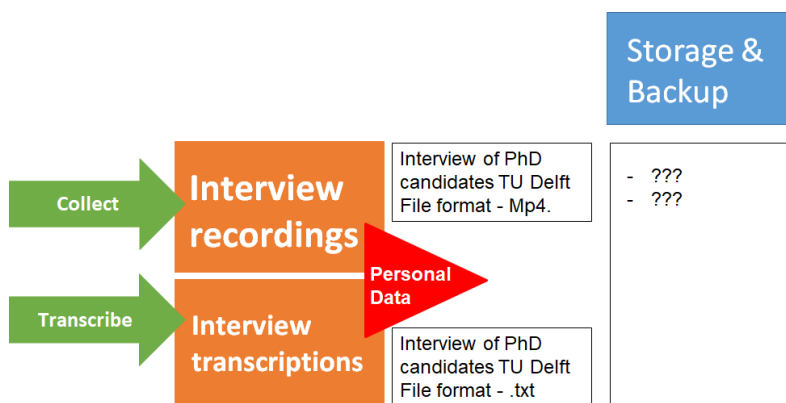
We talked about the infrastructure that TU Delft offers for storing and backing up data, so think: where will you be storing the data?, where will the master copy be stored?, and what infrastructure will you use as a backup? Keep in mind the flags you have added to the list of datasets when selecting the storage and backup for the data and code.

- Reflect about the Theme “Back-up and storage”, think about a strategy to securely store the data of your project and add your choice and considerations to the template.

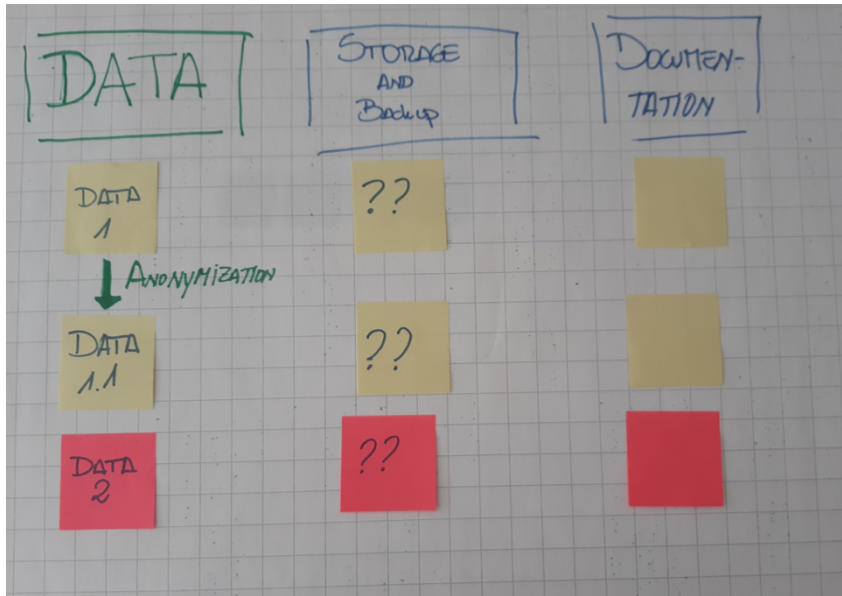
Examples

To help you get started, we prepared some examples that might help you out:

Example I:



Example II:



Example III:

Data: (incl. Code)

EXAMPLE

Collect **2** → Interview recordings **1a** Interview of PhD candidates TU Delft **1b**
 File format - Mp4.

Transcribe → Interview transcriptions **3** Interview of PhD candidates TU Delft
 File format - .txt

Flags

Personal data

Theme: Back-up and storage

- I will store the data on a company drive and my personal harddisk. **4**
 This does not comply with the 3-2-1 rule, but because I know my company makes a daily Cloud-back-up I should be fine.

TU Delft

Name: _____

Topic: _____

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