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## Plan Overview

*A Data Management Plan created using DMPTuuli*

**Title:** Silver Skill - talent skill set

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**Template:** General Finnish DMP template

### Project abstract:

Valmennuskokonaisuus - yrittäjyyteen ja ammattiliseen kehittymiseen kannustamiseksi. Kohderyhmä yli 50-vuotiaat työelässä tai työtä vailla olevat.

**ID:** 26602

**Start date:** 02-09-2024

**End date:** 28-02-2026

**Last modified:** 11-12-2024

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# Silver Skill - talent skill set

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## 1. General description of the data

1.1 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? Additionally, give a rough estimate of the size of the data produced/collected.

[mitä tietoa ennen valmennuksia]

- Yleistä tietoa yrittäjyysvalmennuksesta
- ammatillisesta kehittämisestä
- työllisyystilastoja
- työllistämispalveluiden tilanne
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1.2 How will the consistency and quality of data be controlled?

Tiedot käsitellään projektiryhmässä, joka validoi tiedot.

## 2. Ethical and legal compliance

2.1 What legal issues are related to your data management? (For example, GDPR and other legislation affecting data processing.)

Lain vaatimukset huomioidaan tietoturvan suhteen. Arkaluontoisia tietoja ei kerätä.

2.2 How will you manage the rights of the data you use, produce and share?

Säädamme tiukat raamit arkaluontoisten tai tunnustetietojen käytölle. Tietoja ei jaeta/toimiteta muualle.

## 3. Documentation and metadata

3.1 How will you document your data in order to make it findable, accessible, interoperable and re-usable for you and others? What kind of metadata standards, README files or other documentation will you use to help others to understand and use your data?

README -tiedostojen avulla.

## 4. Storage and backup during the research project

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

Tiedostot tallennetaan Metropolian OneDrive pilveen.

- Varmuuskopiointiprotokolla, viikoittain PM tai PP

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

Vastuullisena PM = Perttu Pohjonen

## 5. Opening, publishing and archiving the data after the research project

5.1 What part of the data can be made openly available or published? Where and when will the data, or its metadata, be made available?

Aineisto saataville vain osittain.

5.2 Where will data with long-term value be preserved, and for how long?

Arkaluontoiset tiedot ja henkilötiedot poistetaan. Aineiston koosteella voi olla jatkokäyttöpotentiaalia. Arkistointi Mettaan.

## 6. Data management responsibilities and resources

### 6.1 Who (for example role, position, and institution) will be responsible for data management?

PM and PP (osittain projektipäällikön tukena)

### 6.2 What resources will be required for your data management procedures to ensure that the data can be opened and preserved according to FAIR principles (Findable, Accessible, Interoperable, Re-usable)?

Ei ylim. tai ekstraresursseja. Henkilöresurssiin varauduttu hankesuunnitelmassa ja budjetissa.