Plan Overview

A Data Management Plan created using DeiC DMP

Title: DMP for PhD project in Digitalising Knowledge Work: Processes, Enablers and Effects

Creator: Nelda Vendramin

Principal Investigator: Nelda Vendramin

Data Manager: Nelda Vendramin

Affiliation: Danmarks Tekniske Universitet / Technical University of Denmark

Template: DTU data management plan

Project abstract:
In this PhD project, I intend to investigate five international public and private knowledge-intensive organizations e.g., high-tech companies, consulting firms, insurance and legal organizations undergoing digitalization. As a result of digitalization, these organizations are deploying teams where managers and team members work virtually from different geographic locations. Specifically, this study will focus on virtual teams conducting work in different geographical locations in intra-organizational context (i.e., different location within an organization, e.g., team members distributed in different business locations). The goal of this study is twofold, firstly I seek to understand managerial practices and approaches when managing and leading virtual teams (including effects on employee wellbeing and performance); secondly, I address how organizations undergoing digitalization redesign and organize work. This project takes an exploratory and descriptive qualitative approach and includes longitudinal multiple case study, where I will conduct semi-structured interviews, focus groups, workshops and document studies in each case. The findings will provide insights into the interplay between digital technology, organization, managers, individuals, and the workplace. This study expects to contribute with the development of a process model on the design of virtual work, complemented by identifying internal and external drivers, key enablers, challenges, methods, approaches and tools.

ID: 2720

Last modified: 30-06-2023

DMP for PhD project in Digitalising Knowledge Work: Processes, Enablers and Effects

Data Collection

Describe the data that will be collected.

This study will include the collection of qualitative data from private and public organizations. I will collect qualitative data through individual semi-structured interviews, focus groups and workshops held in organizations under investigation. In addition, I will use organizations' documentation, process maps and procedures to extract the necessary data. While investigating each case company, I will note down field notes and personal logs and use this data during the project.
In addition, I will collect data from existing sources of data material through publicly available sources (e.g., websites, reports) containing information about the case companies in a form of descriptive reports and documents, and graphic material such as presentations, videos and images.
The estimated data volume is 15-25 formal interviews of 30-60 minutes (10-25 word pages per interview) and fieldnotes from 8 months of fieldwork. The volume of data collected through publicly available sources is unknown at this stage.
The data will be collected in standard formats, for textual formats saved as (word and pdf), for audio (mp3), for image files (png and jpg).
The data will be versioned chronologically where possible.

Describe any restrictions to the data.

The data will include the case company's information as well as personal data (e.g., names of interviewees, focus group and workshop participants). In the project, I will exclude the case company's name (instead, it will be either pseudonymised or anonymised). Moreover, the names of interviewees, focus group and workshop participants will be either pseudonymised or anonymised.
All interviewees, focus group and workshop participants will have provided informed consent, to ensure that they understand how their interview data will be used. They will have the possibility to withdraw, limit or remove the data. Their rights will be explained thoroughly during meetings. In addition, the rights will be emailed to each participant.

Data Storage

Describe the IT infrastructure to be used.

The data and results are stored on the Department's (O) Drive during the PhD project.
The data is backed up by the standard the Department's (O) Drive backup functionality.
Access control is managed through the Department's (O) Drive sharing functions and permission management.
Data is shared within the project supervisors at DTU Management through the Department's (O) Drive. Data sharing within the project will be undertaken through the secure folder.
Data is anonymised already at the data collection point
Data is only processed on secured DTU IT systems, including DTU computers and the Department's (O) Drive.
All interviewees, focus group and workshop participants will be asked to sign a letter of consent agreeing that the collected data can be collected and used for the PhD project and that raw data will be accessible for both the PhD student and supervisors. These documents will be scanned and uploaded to the data folder. If there are restrictions to what data can be made publicly available, this will be stated in the agreement of consent document.

Documentation

Describe the metadata to be associated with the data.

All collected data will be stored with reference to date, place, time, pseudonymised or anonymised names of the informants, and description of their connection to the case study.
Data, place and source of the data collection, references to raw data files.
The metadata will be generated during the data collection process in a manual way.

Describe the types of documentation that will accompany the data.

Descriptions of the context in which data is collected, where possible interpretation documents such as coding schemes will be included.
Metadata and interpretation documents will be available. If relevant, pictures that support the description of the context will be added.
I will follow research methods that are established in the field, which others can follow. The publications will have detailed descriptions of the methods employed in collecting data for the project.

Data Sharing

Describe which data will be shared.

During the project, the data (interview data, descriptive texts, videos, audio files) will be shared with the supervisors in a secured Department's (O) Drive folder.
The data will be accessible through standard tools licenses by DTU, such as MS Office, Acrobat Reader.
Company name/person names will not be shared.
The PhD student and supervisors will have access to the data.

Describe how the data will be shared for possible reuse.

At this point, I do not expect to share the data for reuse other than between the PhD student and supervisor team.
Results will be shared through publications.

Long-term Preservation

Describe how data will be archived beyond the scope of the research project.

All data will be uploaded and stored on the Department's (O) Drive.
The data will be archived in the project folder on the Department's (O) Drive.
I will use standard file formats, and for each dataset add project title, short description, materials and procedures used and involved parties.
The data to destroy will follow GDPR and data use agreements, and other applicable laws and regulations.
At the end of this PhD project, the data will be uploaded on the Department's (O) Drive in a relevant folder. Long-term preservation will occur in accordance with DTU laws and regulations.
Scientific data will be kept on the Department's (O) Drive for an appropriate time to ensure good scientific practice and the possibility to validate research results after the publication of scientific papers.