# Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** Individual Perspectives of Meeting Success: A Diary Study

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**Template:** DCC Template

**Project abstract:**

The purpose of this research is to explore how knowledge workers interpret and evaluate the success of the team meetings they attend, in their own words. By adopting a qualitative diary study design, the research aims to better understand how team members differ in their individual experience of these meetings and what factors contribute to their evaluations of each meeting’s relative success. The research aims to open up new ways of understanding and supporting meeting success at an individual and group level. It also seeks to provide meeting convenors with alternative concepts of meeting success and practical suggestions on how to assess and improve their meeting practices and participant experiences.

A minimum of 20 participants from at least four teams will be invited to complete at least three diary entries immediately following team meetings during a nine-week period. Data from diary entries and individual closing interviews will be analysed using template analysis to identify patterns and differences in how participants evaluate meetings and the factors contributing to those evaluations.

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# Individual Perspectives of Meeting Success: A Diary Study

## Data Collection

### What data will you collect or create?

Personal data will be collected on participants (minimum of 20 individuals, maximum of 40 individuals). This will include participant name, team, employer and email address. The data will be stored securely online and summarised in spreadsheets, where identifiable data will be replaced with participant identification numbers as appropriate.

The data created by the research will be diary entry data (3-8 diary entries per participant) and closing interview data including recordings and manual transcripts.

Closing Interview Recordings (one per participant) will be recorded on MS Teams and deleted once manual transcripts have been completed. Anonymised transcripts will be stored securely online. The data will be stored within the secure Birkbeck OneDrive system, and will be within the volume limit of this system.

### How will the data be collected or created?

This study invites participating team members to complete 3-8 diary submissions, within the data collection period, one after each team meeting. They will also complete a short closing interview at the end of the data collection period.

Personal data will be collected for administration (Name, Employer, Team, Email Contact) by a form sent on encrypted email. This will be collated onto a locked spreadsheet with a team number and participant number and deleted once the assessment is complete.

Diary data will be collected on the Qualtrics platform with emails inviting submission to be scheduled after each team meeting.

At the end of the data collection period participating team members will be invited to attend a short, 30 minute, closing interview, hosted and recorded on Microsoft Teams, where the researcher will ask a small number of questions specifically aimed at gaining additional clarity on diary submissions where required. Automatic transcription will be turned off.

These closing interviews will be manually transcribed and anonymised by the Principal Investigator.

Throughout the study version control will be managed with a name and prefix and suffix added to each file. Prefix: File Number. Suffix: Date version number eg 261230V1. Folder access, processed diary study entries and transcripts will be shared with supervisors for quality control.

## Documentation and Metadata

### What documentation and metadata will accompany the data?

Each diary submission and interview transcript document will include: date, time, participant code and each data point will be matched to prompt or interview questions.

Anonymisation log — a log of the frequency and reason something was removed or generalised in each diary entry and transcript. This will not be deposited and will be deleted at the end of the assessment period.

Codebook — including coding log meta data (frequency and time), template analysis coding template, version history.

README identifying each file, plus documentation to enable researchers in the field to understand the data and access conditions.

Manually anonymised diary entries and transcripts will be deposited into the Birkbeck Research Data Repository (BiRD) under restricted access.

## Ethics and Legal Compliance

### How will you manage any ethical issues?

Written, informed consent will be gained via Birkbeck template forms.  Participants will be informed exactly what data is collected, how long it will be kept and who will be able to acces it. Information about consent will be available in each participant collection point.

Participant and team codes will replace names and stored separately.

Diary entries will be checked and anonymised manually removing references to people, organisations and identifying incidents.

Closing Interviews will be manually transcribed and anonymised manually removing references to people, organisations and identifying incidents.

The management of internal confidentiality will be managed by instructing participants to use generic role terms (eg colleague) instead of names, and using supervisors to review quotes chosen to illustrate analysis theme. Aggregated feedback across whole study will be provided rather than a specific team and manually anonymised interview and diary will be deposited in an open repository under restricted access.

Participants can withdraw at any time until analysis and team managers will not be informed.

**How will you manage copyright and Intellectual Property Rights (IPR) issues?**

Data is owned by the Principal Investigator.  Participants can withdraw their data prior to analysis.

This is an unfunded project.

## Storage and Backup

**How will the data be stored and backed up during the research?**

All research data will be held in the Birkbeck-hosted Microsoft OneDrive attached to the Principal Investigator's student account. It will be organised in separate folders: consent forms in one, transcripts and diary entries in another, participant key in a third.

Diary data will be collected in Qualtrics and downloaded into OneDrive. Responses will be deleted from Qualtrics on download.

Closing Interview recordings will be recorded in MS Teams and moved from OneDrive recordings to a protected folder and renamed with participant code. Transcripts will be manual and held in OneDrive.

OneDrive is synced storage and has cloud automated backup, version control and recovery so there is no requirement for physical copies or backups on other devices.

Data will be loaded into NVivo after manual anonymisation and the project file will be saved within the Principal Investigator's folder.

**How will you manage access and security?**

The research team have auto-lock and password-protected devices and will adopt a protocol of closing all online files on use completion. Examiners will be given a view-only link to access the data directly from OneDrive minimising security risks.

All participant data will be stored in password-protected files and in separate folders.

## Selection and Preservation

**Which data are of long-term value and should be retained, shared, and/or preserved?**

Given the small group nature of this study within organisations, the transcript and diary submission data will be stored to support publication but managed with restricted access.

The manually anonymised transcripts and submissions will be deposited in Birkbeck Research Data Repository (BiRD) with restricted access and retained under BiRD retention policy with datasets reviewed 10 years after publication or last access.

Versions of the template used and coding log metadata (frequency and times of codes logged with no participant quotes) will also be stored.

**What is the long-term preservation plan for the dataset?**

The data will be preserved within Birkbeck Research Data Repository (BiRD) under restricted access management.

Restricted data files, plus openly available metadata, template versions, coding logs and documentation, with a DOI will be stored in BiRD.

## Data Sharing

### How will you share the data?

The data will be shared with research team members and access will be made available to academics on the examining panel for the associated professional doctorate.

A record and description of the data will be created within the Birkbeck Research Data Repository (BiRD) comprising of study title, methodology, date range, format and openly available,

Manually anonymised transcripts and diary submissions will be stored wth restricted access. Access will be granted to researchers with ethical approval from their institutions or conducting reviews and who commit to the same principles of data sharing restrictions.

The template versions and coding log metadata will also be stored.

### Are any restrictions on data sharing required?

Sharing data (diary submission and transcript data) up to and including the assessment period will be limited to:

Principal Investigator, supervisors and examiners.

Upon completion of assessment data will be held with restricted access in BiRD (Birkbeck's Data Repository). Researchers with ethical approval, and academics conducting reviews will be granted access on acceptance of terms restricting access in the same way as stated in this plan.

This is to mitigate any remaining risk related to whole team identification and intra-group identification between participants.

## Responsibilities and Resources

### Who will be responsible for data management?

The Principal Investigator (PI) will be responsible for all data management processes and tasks. The PI is supervised by Dr Katy Welsh and Dr Christeen George as this work contributes to a Professional Doctorate requirement.

After Assessment: The PI will delete and destroy all data held in online files and deposit planned and prepared data and associated documentation into Birkbeck Research Data Repository where access requests will be managed by the Research Data Manager.

### What resources will you require to deliver your plan?

No additional resources will be required to deliver this plan. All resources used exist within Birkbeck's existing provision.