Software Development 2019

Data Management Plan

for

<Project>

<Your Name>



# Introduction

***Assessment Criteria 6: Skills in organising and managing data and files (10 marks)***

*Identifies a comprehensive, systematic and logical plan for organizing files or data to allow for efficient and secure access*

*Applies a feasible and comprehensive set of procedures and techniques to efficiently and effectively handle and mange the security and accessibility of all files*

## Document Purpose

This document describes the files used and data transmitted by the application, detailing the controls that make it secure and ensure reliability.

## Application Summary

<Provide a brief summary of your application here. What does it do? Who is it intended for? What environment does it operate in (i.e. operating system, network environment etc)>

# File Summary - <filename>

<Describe the purpose of the data file used by the application>

## Organisation/Structure

<Define the structure of your file, including naming, record layout (CSV, XML etc), fields, data types, sizes etc>

## Storage

<Where is the file stored? Eg, on a file server, SAN, does it use RAID>

## Backup Plan

<Describe the backup plan and why it has been chosen. Eg. Method, how frequently, impact of losing data>

## Archiving and Disposal – Legislative and Other Requirements

<How often will data be archived? Will any special steps be required in disposing of unneeded data? Is their legislation that applies to this data?>

## File Encryption

<Is the file encrypted? Why? What technique is used?>

# Application Security

## Authentication

<Is there any authentication of users? What mechanism is used? (Eg Username/password)>

## User Accounts & Privileges

<What User Accounts are provided? Do they have different privileges?>

# Data Transmission

## Description

<Is there any data transmitted in/out of the system? Is so, how is it transmitted?>

## Security

<Is there any security on this transmitted data?>

# Malware Protection

<What steps are in place to protect against Malware? Are there any specific threats or vulnerabilities >