

Back-up Plan <Project Name>

Date Created:

Last Updated:

Data Files Included

#	Data Description	Format/Type	Approx. Scale	Notes: Sharing/Policy
1				
2				
3				
4				
5				
6				

List the data both inputs and outputs and estimate the format, scale, and add any notes.

Locations, Methods, and Admin

#	Location	URL/filepath	Method	Responsible Party
1				
2				
3				

Update Schedule

Timing - Daily, weekly, monthly will depend on your output

Data will be backed-up at _____ by the responsible party.

This will reoccur on a _____ basis until project is completed or a new schedule is determined.

Responsible parties will verify actions in the back-up log for each occurrence.

Back-up Log

Date	Back-up location	Describe Action	Initials
YYYY-MM-DD	<URL, filepath, etc.>	<February back-up>	

Contingency Plan

In the event that the designated organizer for data back-up _____ leaves the project, _____ will assume these duties immediately.

(This is just a sample to get you started - Add or amend to include other items as needed.)