1. **START EARLY**
   Read the guidance and ask for advice early on in the process, as writing a DMP may take some time.

2. **CONSIDER REUSE**
   Think about reusing existing data. Describe what you will need to know about your data five years from now.

3. **CHECK POLICIES**
   Talk to your supervisor or lab members about existing data management policies and standards.

4. **MAKE USE OF SUPPORT**
   Use your in-house support services like RDM Support, the Library, IT department or legal desk.

5. **THINK BROAD**
   Also address software code, algorithms and any other valuable research assets in your DMP.

6. **COPY WHERE YOU CAN**
   Look at other (submitted) plans and copy when appropriate.

7. **BE UNIQUE WHERE NEEDED**
   Since every research project is unique, so are the data it generates. Copying from sample DMPs is not sufficient.

8. **BE CONCRETE**
   Make your answers as concrete as possible. Show that you have consulted RDM experts.

9. **SAY SO IF YOU DON’T KNOW**
   Indicate what you do not yet know and how you will resolve these questions later.

10. **UPDATE**
    DMPs add to the planning of your research methods. Therefore define, carry out and update your DMP just as you would any method.