

How to develop an analytic rubric in four steps

- 1) **Define the purpose of the rubric.**
 - a. Is it for internal use?
 - b. Is it to provide feedback to researchers?
 - c. This may determine how you address the next steps
- 2) **Develop DMP performance criteria that you would like to use in assessing data management plans.**
 - a. Only assess one aspect with each criterion. For example, a criterion regarding the DMP addressing data type OR data formats, but not both (these would be separate criteria).
 - b. If you are using funder guidelines as a basis for DMP assessment, be careful to match your criteria to the guidelines, which may or may not reflect an ideal DMP. For example, the NSF DMP guidelines do not address management of data during the project, so the rubric does not address that, even though it is extremely important.
- 3) **Decide how many performance levels you need and what you would like them to be. Example are:**
 - a. High – Medium – Low
 - b. Yes – No OR Present – Absent
 - c. Poor – Minimal – Sufficient – Above Average – Excellent
 - d. Needs Improvement – Satisfactory – Good – Accomplished
 - e. And so on...
- 4) **Develop descriptions of what constitutes the levels of performance that you seek to assess (fill in the rubric).**
 - a. One way to begin writing the descriptions is to write a short paragraph or even just a sentence or two for the highest level of ability of one criteria. Next circle the words that can indicate various levels of performance. These are the words that will be changed as you write descriptions for the remaining levels of performance¹.

		Performance Levels		
Performance Criteria		Complete/detailed	Addressed but incomplete	Did not address
Performance Criteria	<i>Describes what types of data will be captured, created or collected</i>	Clearly defines data type(s). <i>E.g. text, spreadsheets, images, 3D models, software, audio files, video files, etc. Also defines data as: observational, experimental, simulation, etc.</i>	Some details about data types are included, but DMP is missing details or wouldn't be well understood by someone outside of the project.	No details included.

¹ <http://resources.depaul.edu/teaching-commons/teaching-guides/feedback-grading/rubrics/Pages/creating-rubrics.aspx>