

PRESOFT projet: Research Software Management Plan template (PRESOFT project)

1. Metadata

Software name - *If you need to choose a name, avoid the name of a brand and other software names*

Short description of the software - *A short sentence describing your software*

Software web page or website

Link to source code or package

Contact (*email adress*)

Research unit in charge of the software

Main developers and their affiliations

Software version

Exemple de réponse:

version 1

Date of the software version

Licence

Scientific discipline - *For example according to the ERC*

https://erc.europa.eu/sites/default/files/document/file/ERC_Panel_structure_2018.pdf or to the EGI scientific classification: https://wiki.egi.eu/wiki/Scientific_Disciplines

Main functionalities - *In the form of keywords*

Main technical characteristics - *In the form of keywords*

Other keywords

2.1 Software context: History

Preparatory material - *Identify and date the preparatory material*

Specifications (if any), conception model (UML or other), use cases... - *References and dates for the specifications, conception model...*

Previous software versions - *Identify and date the previous versions*

Components included in the software and external dependencies - *Identify and describe the different components that are part of the software: name, version, date, authors, website, licence...*

New components to be included in the new version of the software - *Identify and describe the different components*

Roadmap (*Link*)

Are there other software developments with similar functionalities? Which are the differences ?

Publications, data and other associated productions - *For example: the team publications to explain the software design or to show the obtained scientific results by using the software*

Up to this date (to be given), estimation of the software's cost - *Number of person/months for example*

2.2 Software context: Project(s) related to the software

Project(s) related to the software

2.3 Software context: Legal issues and distribution policy

Intellectual property - *Identify authors, rightholders.*

In the framework of a project the intellectual property is part of the consortium agreement.

Rightholders or copyright statement

Distribution policy - *Constraints linked to the project (s), the partners and their organisms*

Licence(s) - Beware of possible heritage and licence compatibility issues. Mention the licences of the documentation, of the web site...

If the code is to be open, when will it be open? - To be validated with the possible partners and according to the constraints linked to the funding

Management of the intellectual property of external contributions - Rights' transfer agreement to be planned

Non disclosure or privacy clauses and sensitive data processing (if needed)

3.1 Software features: Scientific goals

Objectives, expected results - Describe in a synthetic way the scientific goals and the expected results linked to the software

3.2 Software features: Usage and distribution objectives

Planned or considered lifespan

Planned usage - What for (publications, teaching, production level usage, industry level usage)?

Target public - For example: researchers, team, restricted distribution, collaboration, wide distribution...

Planned user support - Type of support, tools, resources, quality of service for the users. For example, user support, ticket system, a person in "best effort"...

Distribution goals - The software is "for internal use only", the software will be published via an article, the software will be distributed widely...

Collaboration community wished - If yes, which one?

- Yes
- No
- Don't know

Exemple de réponse:

For example in the target scientific community.

Adequacy of the resources (development, maintenance...) to the distribution goals - Are the available resources suitable? (human, financial and material resources)

Risk analysis - A risk analysis may be useful before launching an expensive development or an unwise distribution

Software preservation - What is the objective for the preservation and what is the solution used? - Please distinguish short term backup and long term archiving

3.3 Software features: Technical features

Used technologies

Dependencies - OS, SDK, libraries, browser, external APIs...

Already existing components reuse - Technical constraints

Documentation - Give the documentation's url

Used norms and standards - Example: ISO norm of the development language

4. Team organisation

Governance - For example the organisation officially in charge of the software, a consortium...

Consortium agreement including governance, development and future of the software - In the case of a shared development between several organisms - If the software is developed in the framework of a project, the consortium agreement must take it into account.

Team - List the members of the team. Indicate for each person its status (employee /institution, internship, student, retired...) and their participation dates

Organisation around the software - Responsibilities of the different actors: development, training, support, distribution, translation... - Distinguish the different roles: leader, main developers, minor contributors, scientific contributors (no code writing), documentation writers...

Costs and funding distribution

Type of development - Collaborative or not (practical organisation of the collaboration). Note that the 5th section details the development organisation

Actions to be planned in case of a person's leave

5. Development organisation

Development team - On one or several sites, depending on one or several institutions...

Development plan - Roadmap including the new versions, functionalities planned and dates.

Development methods, used standards, tools and infrastructures (code repository) - Example: tools for version management and collaborative development

Actor's responsibilities in the development

Quality procedures - For example, actions taken to foster the software maintainability, best practices applied, verification tests...

Security (taken into account in the development)

Version delivery, bugs, tests and validation management - Are there testing or other validation procedures? With which follow-up? Are they to be given to final users? How do you manage bugs?

Documentation production management (internal and for users, installation and requirements, use examples) - Explain how the documentation is produced and updated for each version (responsibilities, organisation...)

Describe main planned evolutions - For example: integration in other projects, software translations...

If external participations are expected and possible, which are the rules (validation of the contributions, contribution integration in the major versions, participation integration)? - It is advisable to define accurately the rules before any external participation.

6. Distribution organisation

Reference repository - For example: the link to the software version on SourceSup, Zenodo or Gitlab IN2P3

Persistent identifier - Indicate for example the DOI of your software

Citation form - You can suggest to cite the publication that describes your software or the one that seems to be the most important.

Otherwise you may propose for example: "author(s), software name, short description, version, date, url"

Links to articles or other research outputs external to the team and that use the software - Important: to show that the software is used outside the development team or the original laboratories.

Referencing (announces, websites of the scientific community...)

Communications - Conferences, posters, flyers...

Publications in a software journal

User support (such as offered to the users)

Usage indicators - Number of downloads, number of exchanges with users...

7. SMP management

Person in charge of this SMP

Is the SMP required by a project funding, an agreement, contract or other?

Organisation to write and update the SMP and monitor actions and goals - Is there a collaborative place for this SMP? Is it a text document? What is the update frequency or it is updated continuously? What type of events triggers an update? Who are the actors?

The current document has been created with the DMP OPIDoR service. Please don't forget to keep the successive versions in your local workspace.

Distribution of this SMP

- Public
- Restricted
- Confidential
- Don't know

Links with the current project's Data Management Plan (if any) - *If yes, is there a reference model or important points to develop? Is this SMP a part of the project's DMP? - In certain calls, the DMP template includes a section for software, but a DMP is focused on data, not on software and it is not designed for software management.*