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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** Relationship Between Organizational Culture, Employee Satisfaction, and Employee Turnover Intention

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**Template:** DCC Template

### **Project abstract:**

This research investigates the dynamics between organizational culture and employee satisfaction and their influence on employee turnover intention. Utilizing a quantitative methodology, data will be collected from a specified number of employees across different sectors. The study aims to elucidate how dimensions of organizational culture significantly affect job satisfaction and the propensity to leave the organization, contributing insights that can help organizations enhance employee retention strategies.

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### **Copyright information:**

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# Relationship Between Organizational Culture, Employee Satisfaction, and Employee Turnover Intention

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## Data Collection

### What data will you collect or create?

Primary data would be collected from 128 employees working in Hong Kong's non-profit sector, with focus on Caritas HK and comparable organizations. The researcher will administer a structured questionnaire to gather quantitative data, which will be analyzed using SPSS. Online surveys were chosen because it would make respondents feel more anonymous, which could encourage them to open up more, particularly when asked about sensitive issues like company culture and leadership.

### How will the data be collected or created?

The data will be gathered through an online survey platform. This method was chosen to enhance respondent comfort, particularly concerning sensitive topics inherent in discussions surrounding organizational culture and satisfaction. By implementing standardized survey techniques, each question will be designed to yield consistent and reliable data.

## Documentation and Metadata

### What documentation and metadata will accompany the data?

1. Basic Metadata:
  - Information around the dataset, such as project title, dates, and access conditions.
  - Detailed Data Dictionary: Categorized file detailing variables and their potential values.
2. README File:
  - Clear instructions and descriptions for dataset usage and analysis methodology.
3. Ethics and Legal Compliance
  - Necessary approvals will be obtained before data collection to ensure ethical integrity.
4. Informed Consent
  - Participants will receive comprehensive information, clearly articulating the research process and their rights.
5. Anonymization Techniques
  - Identification data will be removed from datasets to maintain respondent confidentiality, supported by k-anonymity techniques.
6. Storage and Backup
  - Data will be backed up in multiple locations, encompassing both on-site hard drives and cloud solutions as part of a 3-2-1 backup strategy, where three copies are maintained on two mediums, with one off-site, allowing for enhanced security against loss.
7. Selection and Preservation

- Upon completion of the study, sensitive data will be destroyed by the data retention policy. Data considered of long-term value will be preserved and shared following ethical anonymization procedures.

#### 8. Data Sharing

- Data will be shared through institutional platforms that adhere to ethical guidelines while assuring participant confidentiality. Restrictions will be placed to manage sensitive data carefully, limiting access only to necessary personnel.

#### 9. Responsibilities and Resources

- The principal investigator will oversee all data management actions, ensuring that the DMP remains up-to-date in compliance with evolving best practices. Adequate training in data management software and analytics will be pursued to fulfill the outlined responsibilities effectively.

## **Ethics and Legal Compliance**

### **How will you manage any ethical issues?**

Prior to participant enrollment, ethical approval will be obtained from the institution's ethics committee. Informed consent forms will be generated to elucidate the purpose of research, data usage, and confidentiality measures, affirming participants' rights to withdraw.

### **How will you manage copyright and Intellectual Property Rights (IPR) issues?**

The creator has agreed to the open usage of this DMP, allowing others to utilize its framework while customizing it as necessary without implying endorsement or partnership with the original creator.

## **Storage and Backup**

### **How will the data be stored and backed up during the research?**

Raw data will be stored in encrypted environments with restricted access governed by strict permissions. Cloud storage solutions will be utilized to prevent data loss during physical disasters, ensuring data redundancy and integrity through a comprehensive backup strategy.

### **How will you manage access and security?**

I will handle all data cleaning and anonymization processes, removing any personally identifiable information and assigning participant IDs to ensure confidentiality. Comprehensive documentation will be created including README files that explain the project structure, detailed data dictionaries defining all variables, and thorough metadata descriptions. All data processing and analysis steps will be carefully recorded to ensure reproducibility.

## **Selection and Preservation**

### **Which data are of long-term value and should be retained, shared, and/or preserved?**

Following project completion, I will work with our institutional librarian to archive the anonymized research data in an appropriate repository, ensuring long-term preservation and accessibility while maintaining all ethical and privacy protections.

### **What is the long-term preservation plan for the dataset?**

The supervisor will review and approve these preservation decisions.

## **Data Sharing**

### **How will you share the data?**

The collected data will be used exclusively for analysis and academic writing purposes related to this research project. While the analyzed results will be presented in my thesis/dissertation and any subsequent publications, the raw survey data itself will not be publicly shared in order to protect participant confidentiality as guaranteed during the consent process.

### **Are any restrictions on data sharing required?**

Yes, strict restrictions on data sharing are necessary. The survey data contains confidential participant responses and will be used solely for analysis within the scope of this academic project. No raw data will be disclosed or shared with third parties to maintain participant privacy and comply with ethical research standards. Only aggregated findings and anonymized results will be included in research outputs.

## **Responsibilities and Resources**

### **Who will be responsible for data management?**

As the lead researcher, I will have overall responsibility for implementing and maintaining the Data Management Plan throughout all stages of the project. This includes designing and administering the survey through Google Forms, ensuring proper data collection procedures are followed, and monitoring response rates. I will be responsible for organizing the collected data, implementing consistent file naming conventions, and maintaining proper version control of all datasets.

**What resources will you require to deliver your plan?**

To implement this Data Management Plan, I will need: (1) JISC for surveys and SPSS/R for analysis; (2) Password-protected cloud storage (Google Drive) (3) Institutional IT support for secure backups; (4) Supervisor guidance for ethics compliance; and (5) Time for proper data cleaning and documentation. All resources will comply with my university's policies, prioritizing free/open-access tools where possible.