

Deliverable Calendar & Checkpoint Requirements

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Introduction to Checkpoints

Since DEVELOP projects are conducted throughout fast paced 10-week terms, we want to support you in staying on track for completing deliverables. Checkpoints are designed to guide your team in completing deliverables in smaller chunks as you progress through the term while receiving feedback along the way! Each checkpoint will be thoroughly reviewed by your Center Lead for in depth feedback and then Project Coordination for final review. From there, Project Coordination will hand back the deliverable for your team to incorporate edits for the final draft. We know that each projects timeline is different, so where you are at in the project might not align perfectly with what the checkpoint is asking you to write about. However, we encourage teams to make each checkpoint submission as complete and concrete as possible while remaining open to updates and changes in the project's direction. Checkpoints are designed to be helpful, so teams can ask for extensions if absolutely needed.

To submit the checkpoint or deliverable, move the document into the respective Deliverable Submission folder in the DEVELOP Program Teams channel. Your Project Coordination point of contact will let you know when feedback has been given and the document is ready to be moved back into your own folder so that your team can address comments and continue working. For a timeline of checkpoint due dates, see below. Checkpoints should be turned in on Thursday, close of business, on the week that it is due (with some exceptions outlined in this document). Checkpoint review is typically complete by the following Tuesday, close of business (local time).

Spring 2024 Deliverable Calendar

Week 1	Week 2	Week 3	Week 4	Week 5
Submit Entrance Personal Growth Assessment (PGA) (1/22) DEVELOPedia Profile (1/25)	Study Area Shapefile (2/1)	Creative Communication Form (2/8) *Presentation CP1 (2/8)	*Tech Paper CP1 (2/15)	Creative Communication Video CP1 (2/22) *Poster CP1 (2/22)
Week 6	Week 7	Week 8	Week 9	Week 10
*Tech Paper CP2 (2/29) *Presentation CP2 (2/29) *Tutorial CP1 (2/29)	Website Image (3/7) *GitLab Code CP1 (3/7) *Creative Communication RD (3/7)	Presentation FD (3/14) Poster FD (3/14)	Creative Communication FD (3/21) Project Summary (3/21) DEVELOPedia Page (3/21) **Tech Paper RD (3/21)	Submit Exit PGA (3/25) Project Feedback form (3/28) Tech Paper FD (3/29) Tutorial FD (3/29) Gitlab Code FD (3/29)

- All checkpoints and deliverables are due on Thursday, close of business (local time), unless otherwise noted. *Checkpoints are denoted with a star on the deliverable calendar.
- **For the Tech Paper Rough Draft, you must have your science advisor review your tech paper prior to submission on Thursday, close of business, of Week 9. This deliverable will only be reviewed by the node Lead.
- Creative communication deliverables are optional. However, the checkpoints must be submitted if your team is participating in the creative communication deliverable.
- Tutorial Checkpoint 1 is only required for code tutorials. It is **not required** for GIS tutorials.
- Please note that the Exit Personal Growth Assessment is due Monday of Week 10.

Tech Paper Checkpoints

(Additionally, see the tech paper template for more detail on each required section)

Checkpoint 1 – Introduction & Data Acquisition (Week 4)

For this checkpoint, teams should have wrapped up their literature review and should have acquired most data. In the introduction of the paper, we need everything from the template (description of the problem and study area, scientific basis of methods with citations, partner information, project objectives, etc). The only thing that is not required in this check point is the study area map and time period since they often are subject to change throughout the start of the term. If you can do these now it will be helpful, but if you want to hold off on this, just denote where these will be (e.g., "We analyzed the region from #### to #### using..." or "**Study area map to be inserted here**"). Finally, the Data Acquisition section should be completed as concrete as possible along with Earth observation (EO) citations included in the references section. It is okay to make updates and add EOs/other datasets later as the project progresses.

Checkpoint 2 – Data Processing & Data Analysis (Week 6)

By this point, teams should have a solid understanding of their methods of processing and analyzing data, even if it is not all the way complete. Remember, data processing is what is done in order for the data to be usefully readable/seeable (e.g., cloud cover filtering, resizing, NDVI calculation, etc.) and data analysis is what is done to the data to finally answer the question you set out to answer (e.g., statistics, validation efforts, etc.). In this checkpoint we want to see everything you concretely have on your processing/analysis efforts written out as finalized as possible.

Tech Paper Rough Draft – Results, Feasibility, Conclusion, Abstract (Week 9)

By this point teams should have results and conclusions wrapped up. We know you have been busy, but we need results, conclusions, and visualizations from the project as final as possible. Once this is done, you should have all of the pieces to write an abstract. This rough draft is different than the two checkpoints you have submitted previously because you should have a working draft of every body-section of the tech paper. Additionally, the rough draft will not be reviewed by Project Coordination. Instead, first receive comments/feedback from your science advisor and incorporate them into your rough draft. Then, your rough draft should be turned in on Thursday COB to be thoroughly reviewed by your DEVELOP Lead. This will leave the last week to spend on cleaning sections up and making sure they flow cohesively before turning your final draft in to Project Coordination.

Tech Paper Final Draft – Glossary, Acknowledgements, Appendices, References (Week 10)

After all of your hard work throughout the term, the final draft submission should be the calmest as it includes completing all non-content sections – much of this should be copy/paste or should be already done. For the glossary, make sure this section is not solely acronyms. Go back through what you have written and put a definition for every word that is technical jargon, area specific, or an acronym. If in doubt, put it in the glossary.

Hurray! You have now completed the tech paper!

Presentation Checkpoints

Checkpoint 1 – Study Area, Study Period Objectives, Partners, Comm Concerns, Earth Observations (Week 3)

This checkpoint goes in tandem with Tech Paper checkpoint 1. In this, we should have preliminary slides on all of the topics listed above. We understand that this may require some visualizations/partner media, but if this is not in hand it is ok to put in *partner image here* if needed.

Checkpoint 2 – Methods, Results, Errors/Uncertainties (Week 6)

For this checkpoint, we will close to final slides as possible on the topics above as well as the topics in checkpoint 1. However, we know that you might still be finalizing results and that is okay!

Presentation Final Draft – Conclusions, Feasibility, Future Recommendations, Acknowledgements, and final visualizations (Week 8)

This is considered the final draft of your presentation. Here, not only do we need content on the topics above, but we also need all slides to be buttoned up and polished. Check for aligned text, 25% black font color, correct image credits, speaker notes, etc. This version is going to serve as the presentation final draft to be presented to partners as well as the public.

Creative Communication Checkpoints

Video Checkpoint 1 – Outline and Video Intro, Community Concerns, and DEVELOP/NASA Graphics (Week 5)

This checkpoint is only for teams creating a video, other creative communication deliverables do not have a checkpoint this week. Teams creating videos should submit a full video outline and a few pieces of the actual video: Intro, Community Concerns, and DEVELOP/NASA Graphics.

Rough Draft – Non-Video & 2 Video (Week 7)

This rough draft is required for *all* types of CC deliverables. It serves as an opportunity for you to check in with the Comms Team about your progress toward a final draft and vice versa. At this point, teams creating videos should have begun incorporating feedback and edits from the Comms Team. All teams are also encouraged to leave comments and questions for the Comms Team throughout their deliverable.

Non-Videos

- This is the first and only review for all non-video creative communication deliverables. In this rough draft, your team should outline ideas/concepts and ask questions about working toward the final draft.

Videos

- At this point, teams should have more clips gathered for their video and are required to create a Citation Log rough draft. The Climax, Solution, Results/Conclusions of your video are also due here.

Final Draft (All) – (Week 9)

This is your final, polished draft of your creative communication deliverable. For videos, this includes the content submitted for the rough draft, transcript final draft, and citation log final draft. For all deliverable types, teams should have incorporated all feedback into a superb public-facing deliverable. If there are any final edits, the Comms Team will be in touch during the first few days of week 10.

Tutorial & Code Checkpoints

Tutorial Checkpoint 1 – (Week 5)

The tutorial checkpoint is required only for teams creating code tutorials. If your team is generating a GIS-only tutorial and will not include any code, you may skip this checkpoint and work towards your tutorial final draft submission. You should have already got confirmation from your Lead as well as Geoinformatics that you are clear to go forward with a code tutorial for your project.

For this checkpoint, you will be submitting your current code tutorial draft with Geoinformatics. This checkpoint should include the following completed sections: Overview, Set up & Requirements (such as software and IDE), and a Breakdown of the Logistics and Methods. Methods should include a general outline of your planned subsections that are relevant to your project as well as completed sub-sections where possible. We understand your methods, which may not be fully figured out yet, so focus on some of the early methods sub-sections, where you can start to add initial steps! This checkpoint should demonstrate understanding of the code dos and don'ts.

Code Checkpoint 1 – (Week 7)

For this checkpoint, teams should add their most recent **draft of script(s) in .Rich Text Format (.rtf extension)** to the SharePoint. For GEE, Jupyter Notebooks, and RStudio, teams can simply copy and paste your script into a .rtf file. These .rtf files will be rough drafts and subject to change.

If teams are working on multiple scripts, add each script as a separate file, noting the scripting language used, in your node folder on SharePoint (General > Spring2024 > Deliverable Submission > Code > Add your node folder). Teams should also fill out the **DEVELOP_ReadMe_TemplateUpdatedSpring24** with the most up-to-date information describing the code written so far and upload this to your node folder. We understand this information may change over the course of the term.