

# Deliverable Calendar & Checkpoint Requirements

## Table of Contents

Intro to Checkpoints .....	2
Deliverable Calendar .....	3
Tech Paper Checkpoints .....	4
Presentation Checkpoints .....	5
Creative Communications Deliverable Checkpoint .....	6
Other Deliverable Requirements .....	7

## 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! While each deliverable should be consistently reviewed by your Lead throughout the term, checkpoint submissions will be reviewed by someone on the Project Coordination (PC) team. From there, PC will hand back the deliverable to your team to incorporate edits for the final draft. We know that each project's timeline is different, so where you are at in the project might not align perfectly with what each checkpoint is asking you to include. 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 include placeholders and ask for extensions if absolutely needed.

To submit a checkpoint or deliverable, move the document into the respective Deliverable Submission folder in the DEVELOP Program Teams channel. Your PC reviewer will let you know when their review is complete and the document is ready to be moved back into your node folder so that your team can address comments and continue working. For a timeline of checkpoint due dates, see below. Checkpoints are most often due on Thursday, close of business, on the week that it is due (unless otherwise noted in this document). Checkpoint review is typically complete by close of business (local time) the following Tuesday. Again, your PC reviewer will let you know when review is complete, so please do not make edits and changes on the document you have submitted while it is in review. It is required to incorporate all edits from your Lead and PC before the next checkpoint is due, so feel free to let us know if you have questions on any comments that we make if you think something doesn't look right!

Finally, make sure you are following the content and formatting requirements listed on the templates for each deliverable! Doing this correctly the first time for each checkpoint will save you time later on. You can find all templates on the Deliverables page on DEVELOPedia. If you have any questions, please reach out to your Lead or Project Coordination via teams or email.

## Spring 2025 Deliverable Calendar

# 2025 Spring Deliverable Deadlines

Week 1	Week 2	Week 3	Week 4	Week 5
Submit Entrance Personal Growth Assessment (PGA) (1/30)  DEVELOPedia Profile (1/30)	Study Area Shapefile (2/6)	Creative Comm Form (2/13)  Tech Paper CP1 (2/13)	Presentation CP1 (2/20)	Creative Comm Video CP1 (2/27)
Week 6	Week 7	Week 8	Week 9	Week 10
Tutorial CP1 (3/6)  Code Repository CP1 (3/6)  Presentation CP2 (3/6)	Tech Paper CP2 (3/13)  Website Image (3/13)  Creative Comm RD (3/13)	<b>Presentation FD (3/20)</b>  <b>Poster FD (3/20)</b>	<b>Creative Communication FD (3/27)</b>  <b>Project Summary FD (3/27)</b>  DEVELOPedia Project Page (3/27)	Submit Exit PGA (4/3)  Project Feedback Form (4/3)  Exit Survey (4/3)  <b>Tech Paper FD (4/4)</b>  <b>Tutorial FD (4/4)</b>  <b>Code Repository FD (4/4)</b>

### Calendar Notes

- The Creative Communication Deliverable is optional. However, these checkpoints must be submitted if your team does decide to participate. Make sure you are gauging interest from your partners by Week 2 to submit the form in Week 3.
- Your team is only allowed to submit a Tutorial if it was scoped into your project by your Lead prior to the term. The first checkpoint for this is in Week 6. Teams are only allowed to pursue a GIS Tutorial and code should never be shown to partners.
- Your team might find it helpful to include some of your own internal deadlines for deliverables that do not have formal checkpoints. For example, our recommendation is to check in with your Lead about your poster no later than Week 5. Additionally, your Lead and Science Advisor should see a rough draft of your entire Tech Paper no later than Week 9.
- Presentation and Poster Final Drafts are due on Thursday of Week 8 and modifications cannot be made after this time. This is important as we use both of these deliverables in the handoff meetings and need this to be finalized as early as possible. Additional results can be included in the final draft of the Tech Paper; however, it is good to be aware of this deadline in advance so that your team can scope your project methodology appropriately.

## Tech Paper Requirements

(Additionally, see the Tech Paper Template for more details on content and formatting)

### **Checkpoint 1 – Introduction & References (Week 3)**

For this checkpoint, teams should have wrapped up their literature review and spoken at least once with their partners. In the introduction of the paper, we need everything included in 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 checkpoint 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, we will be doing a thorough check of your references up to this point, so please make sure that you have included everything that you cite in the introduction.

### **Checkpoint 2 – Methods & References (Week 7)**

By this point, teams should have acquired their data and have a solid understanding of their data processing and analysis methodology, even if it is not all the way complete. The Data Acquisition section should be complete along with Earth observation (EO) citations included in the references section. We also encourage you to include a table of datasets that you used! Also, remember that data processing is what is done in order for the data to be useable or readable (e.g., cloud masking, mosaicking, NDVI calculation, etc.) and data analysis is what is done to the data to create your end products (e.g., statistics, validation efforts, etc.). In this checkpoint, we want to see a written narrative about your methodology as concretely as possible even if your team has not conducted all of it. Feel free to use place holders or general summaries where needed or leave a comment to your PC reviewer that something is uncertain. Don't forget to provide journal article references for index formulas and version numbers for all software used!

### **Final Draft – Results & Discussion, Conclusions, Abstract, Acknowledgements, Glossary, References, Appendices (Week 10)**

After all of your hard work throughout the term, you should have your results and conclusions wrapped up and a final draft of the Tech Paper complete. We suggest writing the body of your Tech Paper first before going back to write your Abstract. We also recommend that you work with your Lead and Science Advisor no later than Week 9 to review a rough draft of your Tech Paper to ensure that your methods are correct, you are making conclusions that are backed by your results, and that you are analyzing the feasibility of using remote sensing techniques for the environmental application or decision that your partner is faced with. For the Final Draft submission, we are looking for perfect formatting following the template. 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, field specific, or an acronym. When in doubt, put it in the glossary. For the References and Appendices sections, make sure you are starting them on a new page using a page break. Don't forget to make sure every reference has a corresponding in text citation and vice versa!

Hurray! You have now completed the tech paper!

## Presentation Requirements

(Additionally, see the Presentation template for more details on content and formatting)

### **Checkpoint 1 – Study Area, Study Period, Objectives, Partners, Community Concerns, Earth Observations (Week 4)**

The information needed in this checkpoint goes roughly 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. If there are any faces in photos, make sure those folks have signed a media release form. For the presentation, feel free to reorder your slides or add additional content to tell your project's story and ensure that your partner understands your project. When you turn in these checkpoints, make sure that you have completed speaker notes and that images are correctly cited on the slide and in the notes. See the Deliverable Webinars for more information on citing images or ask for help if you get stuck! Finally, we encourage you to look at the examples listed on the Deliverables page on DEVELOPEdia for inspiration, but please make sure you are looking at the Presentation template for up-to-date formatting and content requirements for this term. The presentation checklist is also a great form to check the small details your team might've missed.

### **Checkpoint 2 – Methodology, Results, Errors/Uncertainties (Week 6)**

For this checkpoint, we will be looking for as close to final slides as possible on the topics listed above as well as updated slides from Checkpoint 1. However, we know that you might still be finalizing results and that is okay! Feel free to use placeholders where needed. Before submitting, do not forget to include completed speaker notes, image credits, and separate & editable figures/maps! If you are showing Planet or Maxar data, make sure you are including correct copyright statements with each image (See Maxar:

<https://www.earthdata.nasa.gov/esds/csda/csda-vendor-maxar>; Planet:  
<https://www.earthdata.nasa.gov/esds/csda/csda-vendor-planet>).

### **Final Draft – Feasibility & Partner Implementation, Errors and Uncertainties, Conclusions, 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 and speaker notes to be buttoned up and polished. Check for aligned text, 25% black font color, correct image credits, separate & editable, etc. Also, please avoid "Future Work" slides unless your project has a planned second or third term. This version is going to serve as the presentation final draft to be presented to partners as well as the public and edits cannot be made after this point. If you obtain additional results after this deadline, you are still able to discuss them verbally during your hand-off presentation and include them in your Tech Paper.

## Creative Communication Requirements

### **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 & 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.

## Other Deliverable Requirements

### **Study Area Shapefile – (Week 2)**

The study area shapefile is the first major deliverable that your team will produce. The study area shapefile is important for DEVELOP to understand where projects are making an impact. It is also important for your team to decide a precise and consistent area of analysis. To complete this deliverable, your team must submit a shapefile outlining the study area that you will list in your Tech Paper. The shapefile must be a polygon containing only one feature and the attribute table should contain only a "Project" field with the project short title. *For further instruction on what your attribute table should look like and how to hide unnecessary fields, access the Study Area Shapefile instruction page by navigating to the Deliverables Page on DEVELOPedia.* Finally, ensure that your shapefile has the geographic coordinate system "WGS 1984" with no projected coordinate system. To submit, export your polygon as a shapefile to a folder with the correct file naming structure (e.x., 2025Spring\_LaRC\_HamptonRoadsHAQIII\_StudyArea\_FD). Please note that the shapefile and the zipped folder should have the same name.

### **Code Repository Checkpoint 1 – (Week 6)**

The code repository is an optional deliverable for teams that have code to be archived for the future. When opting into this deliverable, teams should consider whether it is necessary for their code to be archived (i.e. useful for other projects, well-documented, and working). Please reach out to your Lead or Geoinformatics if your team is not sure about whether or not to complete this deliverable.

For this checkpoint, teams should add a draft of their code repository in a project folder on SharePoint (General > Spring 2025 > Deliverable Submission > Code Repository > Add folder here (2025Spring\_Node\_Project\_CodeRepository\_CP1)). This should include a README file in Markdown format (.md extension); a "Scripts" folder containing drafts of thoroughly-commented, working scripts; and (if needed) a "Data" folder containing any necessary data for the script to be run. We understand these files are rough drafts and subject to change.

Note: If working with large files like Landsat images or DEMs, do NOT upload them inside the Data folder in Sharepoint. Instead, include a short explanation in a .md file of what data you used so that we can download it locally when testing code.

### **Tutorial Checkpoint 1 – (Week 6)**

Before working on this optional deliverable, ensure that your Lead has scoped this into your project ahead of the term and that Geoinformatics is aware. Teams should only be pursuing a GIS tutorial and plan to never show code to anyone outside of DEVELOP.

The GIS Tutorial is a useful tool for instructing partners on how to replicate a workflow that your team accomplished using GIS software such as ArcGIS Pro or TerrSet. For the first checkpoint, you should complete the Overview and Set Up & Requirements sections of the template, making sure to add information to the Citations section if necessary.

### **Website Image – (Week 7)**

The website image is a creative opportunity for your team to illustrate your study area! Each DEVELOP project is posted publicly on the Earth Action website, so we use the website image that your team creates to provide an interesting visual to your project's webpage. We also display the image on the title slide of your presentation! The website image must be of your study area, include a NASA Earth observation for the focal layer (you can use others for background layers, the NASA data must be from 2024 – 2025, and the data must have gone through some

kind of processing/analysis (it is not enough to simply turn in a false color composite). *Please ensure that your website image is exported as a .jpg file and is sized to 1920 x 1440 pixels with a resolution of at least 300 dpi.* Additionally, your team will need to write an informative caption that includes the date of the imagery, the processing/analysis that was done, and what sensor(s) the data came from.

### **Poster Final Draft – (Week 8)**

The poster deliverable is another way for your team to illustrate your project's impact and/or methodologies. For the summer term, your poster will be printed and taken to DEVELOP Day. Similarly, your team can take the poster to outside conferences to present your work (with NPO permission, speak to your Lead for more information on this). DEVELOP offers two templates for teams to choose from: Science and Impact (see the DEVELOPedia Deliverables page for downloadable templates). Science posters have a traditional format where you include similar sections to your tech paper and are focused on the scientific methodology and results that you obtained. Impact posters on the other hand have a more infographic feel to them and are typically used by partners as educational tools for the community. The Science poster is typically more straight forward, but if your team chooses to pursue the Impact poster, make sure that you have a clear idea and that it makes sense with your project and partner's work. We recommend that you choose which poster type your team wants to pursue provide your Lead with a rough layout by the end of Week 5 (this timeline may vary depending on the project).

When submitting your final draft, ensure that you have not mixed elements from both template types (For example, you should not have a methods section on an Impact Poster). We are expecting to see finalized graphics that are separate & editable and that your team has followed correct formatting requirements (e.x., black 25% lighter text, content within the margins, correct headshot sizing, ESA/Planet/Maxar acknowledgements, etc.).

### **Project Summary Final Draft – (Week 9)**

The Project Summary is mainly used by DEVELOP and NASA HQ to obtain snapshot information about your project like short synopses, data and models that you used, and end products that you created. To complete this deliverable, fill out the template posted on the DEVELOPedia deliverables page. Information on the Project Summary should be consistent with what is on the rest of your deliverables and your DEVELOPedia project page. For example, the Abstract should be the same on the Tech Paper and the Project Synopsis should be the same as the Poster (if you are following the Science template).

### **Code Repository Final Draft – (Week 10)**

For this final checkpoint, teams should add a draft of their code repository in a project folder on SharePoint (General > Spring 2025 > Deliverable Submission > Code Repository > Add folder here (2025Spring\_Node\_Project\_CodeRepository\_FD)). This should include a README file in Markdown format (.md extension); a "Scripts" folder containing drafts of thoroughly-commented, working scripts; and (if needed) a "Data" folder containing any necessary data for the script to be run.

Note: If working with large files like Landsat images or DEMs, do NOT upload them inside the Data folder in Sharepoint. Instead, include a short explanation in a .md file of what data you used so that we can download it locally when testing code.

From here your code will be archived so that your hard work can be implemented and adapted into future application areas!



**Tutorial Final Draft – (Week 10)**

Keep in mind that the Tutorial should be written with your partner's proficiency level in GIS/RS in mind. After completion, please read the Tutorial Template on DEVELOPedia thoroughly and consult the examples provided at the bottom of the document. Once your team has decided that your Tutorial is completed to your liking, please submit via the SharePoint submission folder. When submitting this final draft, it is important to remember to not include unreleased code. No code produced by the team can be shared outside of DEVELOP.