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The project coordination team presents THE DELIVERABLES.

The term Deliverables refers to documents that are created by DEVELOP participants and submitted to the National Program Office as part of the DEVELOP experience. The list of deliverables includes:

* Project Summary
* Tech Paper
* Poster
* Presentation
* Virtual Poster Session (Video)

as well as some Optional Deliverables :

* Final Imagery
* Brochure
* ArcGIS Online Map
* Tutorial

With the launch of DEVELOPedia, many tools you need to create professional-looking deliverables are within easy access. In this video, I’ll give you a quick tour of these resources along with some helpful tips.

Over the past few months, NPO has updated the deliverable templates and created some support materials to facilitate the deliverable creation process. A new abstract template has also been aded.

Deliverables have their own page on DEVELOPedia, which can be found by clicking this link or typing in “deliverables.”

The first thing you’ll see on the deliverables page is submission deadlines to NPO. Many Center Leads establish their own set of deliverable deadlines before the official ones, so be aware of that. A really handy powerpoint is available under the “Deliverable Overview” section. It summarizes each deliverable, gives the deadlines in visual form, and gives instructions for submission. This information is also available on the deliverables page and the project coordination page.

The templates for each deliverable are found below. You’ll notice that there are several versions of the poster and presentation. This is because each application area has been assigned a different color scheme. There’s also a separate color scheme for cross-cutting projects, technology projects, and for generic DEVELOP deliverables.

The project coordination team page also contains useful information about the deliverables, as well as the templates.

[pan over stills] Each template has been carefully designed to allow for clear presentation of content with a DEVELOP-specific look. Thus, everything that you see in each template is presented exactly the way it should be formatted in your version. [big words: CENTURY GOTHIC] Please do not change any of the formatting for the fonts or the alignment, or the background color or design logos that are included in the poster and presentation templates. Sometimes it is helpful to look at old deliverables to get ideas for content or style. Just be aware that the templates have changed a lot in the last few terms, so don’t use an old deliverable for a template [big red X on spring 2015 tech paper template and on an old ppt].

**General tips for deliverables**

Nomenclature

Once you have accessed the correct template (year and application area), it is a best practice to save it immediately under its correct name and in a location accessible to your whole team. Use the “Save As” function to do this. Each team member should add their initials to the end of the document as they work on it. When submitting to NPO, delete all initials, leaving the filename ending in RD or FD.

Copying and pasting between deliverables

Content often repeats between deliverables. If you copy from one deliverable to another, make sure that you change the formatting and the structure so that it matches the new template. For example, I can copy over the “ancillary datasets” from the proposal to the project summary, but I need to change the formatting. A handy shortcut is the clipboard icon that often appears when material is pasted. Clicking “keep text only” or “match destination formatting” can provide a shortcut to inserting material with the correct format, however, it doesn’t always work the way you want, so be careful.

Images

Images can be edited inside Word and Ppt, by double-clicking and then clicking on the “Picture” tab. In this view, pictures can be cropped, compressed and otherwise edited. For example, if I take a screen shot, I can insert the whole thing and then edit it to show just the part I want right in the deliverable. Whenever you put images into a deliverable, make sure to compress the images before sending the deliverable, as this reduces the file size significantly. You may wish to save a version of your deliverable with uncompressed images in a different file.

This concludes your introduction to DEVELOP Deliverables. We’re posting new videos for each deliverable, so check them out before you start writing to get more tips and avoid common errors. If you have any questions feel free to contact the project coordination team at develop.projectcoordination@gmail.com.