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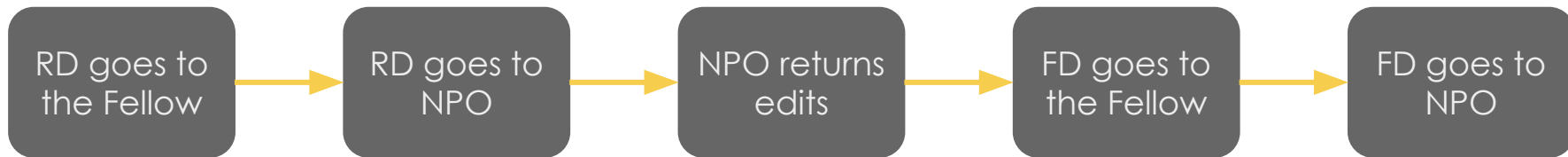
WE ARE YOUR
PROJECT COORDINATION TEAM!

PROJECT COORDINATION

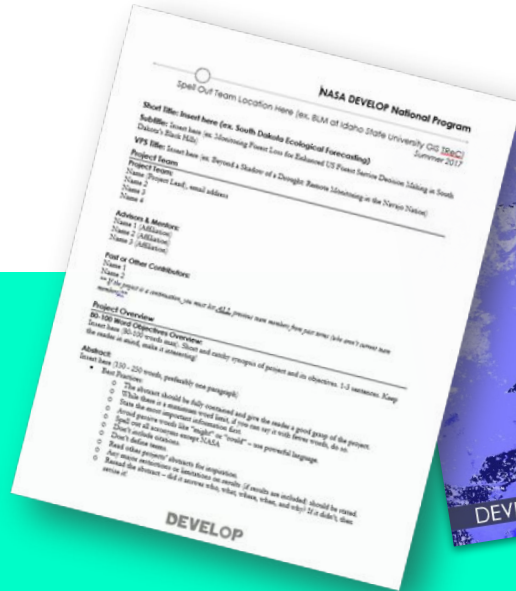
What do we do?

- **Follow** and **support** projects through their full lifecycle
 - Proposal → Handoff → Publication
- Review deliverables and provide **feedback**
- Support NPO with project partner relations, tracking projects/partners, and assessing projects' strengths.

Deliverable Process:



THE DELIVERABLES



DELIVERABLES CREATED THROUGHOUT THE TERM

You might be wondering why we create these deliverables for all of our projects...

- Project Summary
 - Technical Paper
 - Presentation
 - Poster
 - Website Image
 - Study Area Shapefile
 - Feedback Form
 - Optional Deliverables
(e.g. brochures,
one-pagers, tutorials)
-

THE “WHY” BEHIND DELIVERABLES

When it comes to deliverables, it's all about **SCIENCE COMMUNICATION** and **REPORTING**!

- **Science Communication:** Deliverables are your chance to effectively communicate your project results to the **scientific community, decision-makers, and the general public**. Applied science has to be **accessible and thoroughly communicated** to make a difference!
- **Reporting:** The larger NASA Applied Sciences community needs to be informed of your work and how it contributes to their overall goals of building capacity in the use of NASA Earth observations. Throughout your career in science, you will also be asked to **report on and justify your research**. The ability to effectively report on your science is an extremely desirable skill in the professional world!



GETTING STARTED: PC ON DEVELOPEDIA

1. Deliverables Page

- Templates, examples, submission information, optional deliverables, deadlines, checklist

2. Projects Page

- Links to current projects & application area information

3. PC Page

- PC Team and publication information

Examples [\[edit\]](#)

- Project Summary
 - GSFC Ellicott City Disasters, Summer 2019
 - MA Southern Maine Health & Air Quality, Summer 2019
 - GA Visayan Islands Ecological Forecasting, Fall 2019
- Technical Paper
 - LaRC US Urban Development II, Summer 2019
 - ID Great Basin Ecological Forecasting, Fall 2019
 - CO Apostle Islands Water Resources, Fall 2019
- Poster
 - JPL Belize and Honduras Water Resources II, Fall 2019
 - AZ Ohio Energy, Summer 2019
 - NCEI Kansas Food Security & Agriculture, Summer 2019

Find Projects tool

Deliverable pages

Templates,
nomenclature, etc.



2020 Spring Deliverable Calendar

Deliverable Due Dates For All Teams

**Please see additional due dates for teams creating videos, story maps, and/or submitting code to software release*

Term Week	Due Date	Item(s)	Submit To
1	1/30	1) Info Sheet, 2) Personality Assessments, 3) Entrance Personal Growth Assessment, 4) DEVELOPedia Participant Page, 5) Orientation	1-2) LFT to Danielle 3) Google Form, 4) DEVELOPedia
3	2/13	1) Project Summary RD	1) PC Gmail
4	2/17	<i>Offices Closed for Washington's Birthday</i>	
5	2/27	1) Tech Paper RD	1) PC Gmail
6	3/5	1) Presentation RD	1) PC Gmail
7	3/12	1) Study Area Shapefile, 2) Website Image	1) PC Gmail 2) Comm Gmail
8	3/19	1) Project Summary FD	1) PC Gmail
9	3/26	1) Poster FD, 2) Presentation FD, 3) DEVELOPedia Project Page	1-2) PC Gmail, 3) DEVELOPedia
10	3/30	1) Exit Personal Growth Assessment	1) Google Form
10	4/2	1) Tech Paper FD, 2) Project Feedback Form	1-2) PC Gmail
10	4/3	1) Exit Survey	1) Google Form

DELIVERABLE CHECKLIST

NASA DEVELOP National Program

Spring 2020 Deliverable Checklist

General Style Notes (for all or most deliverables)

- Use the correct filename: "YearTerm_NODE_ProjectShortTitle_DeliverableType_Draft"
⇒ 2019Fall_LaRC_NewYorkCityUrban_ProjectSummary_FD
- Use the correct formal node name for each deliverable (e.g. Alabama – Marshall, Colorado – Fort Collins).
 - Note that this dash is an "en dash", i.e. a longer dash than the one located on your keyboard.
- Deliverables written in google docs **must be reformatted** in **Microsoft Word or PowerPoint** before submission. **DO NOT** convert a Google doc back into a Microsoft file! You must copy/paste all content directly onto the templates.
- The first letter of each word in the title, subtitle, and VPS title are capitalized (APA title case).
- The short title should be a combination of the study area and application area. If the project is a continuation, 'II' or 'III' should also be included.
- **Do not double space after periods!!**
- Do not use slash marks within a sentence. They are fine to use in a list if necessary.
- Semicolons should be used to separate two independent clauses (meaning they are both complete thoughts and the semicolon could be replaced with a period).

DELIVERABLE TIPS & TRICKS

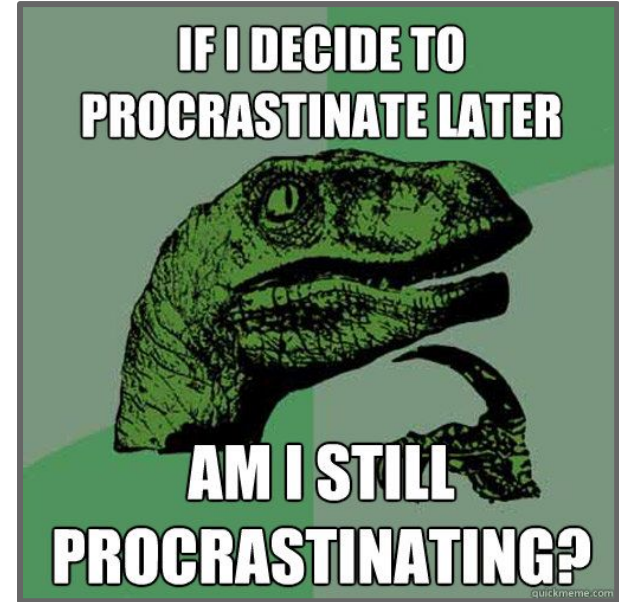
Keys to project success!



START EARLY!

Deliverables take **time**. Don't wait until the last minute to start!

- This especially applies to the the Tech Paper
- Team members should always have something to do
- It's best to have ALL team members review your deliverables before submission



FOLLOW TEMPLATE DIRECTIONS

Templates have directions about what goes into each section → follow them!

- Many also have comments with suggestions about how to complete deliverables → read them for further clarification!



Commonly Ignored Directions

Conclusions

- ▶ Use bullets.
- ▶ Use complete sentences with periods.

1. Abstract

[Placeholder - do not put anything here until the final draft submission. The abstract in the project summary is where the working draft of the abstract should “live”]

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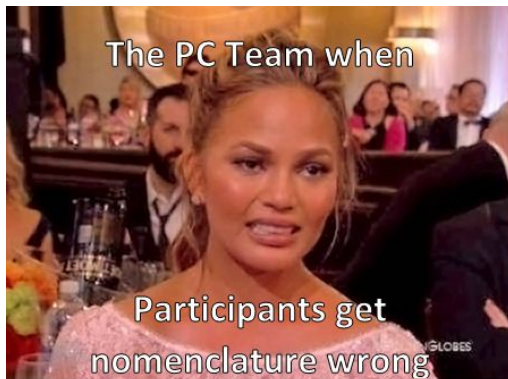
PROPER PROJECT SHORT TITLE & NOMENCLATURE

Short Title: Study area + Primary application area


- Ex. Belize & Honduras Water Resources II

Nomenclature: YearTerm_NODEAcronym_ProjectTitle_Deliverable_RD/FD_(v2+)

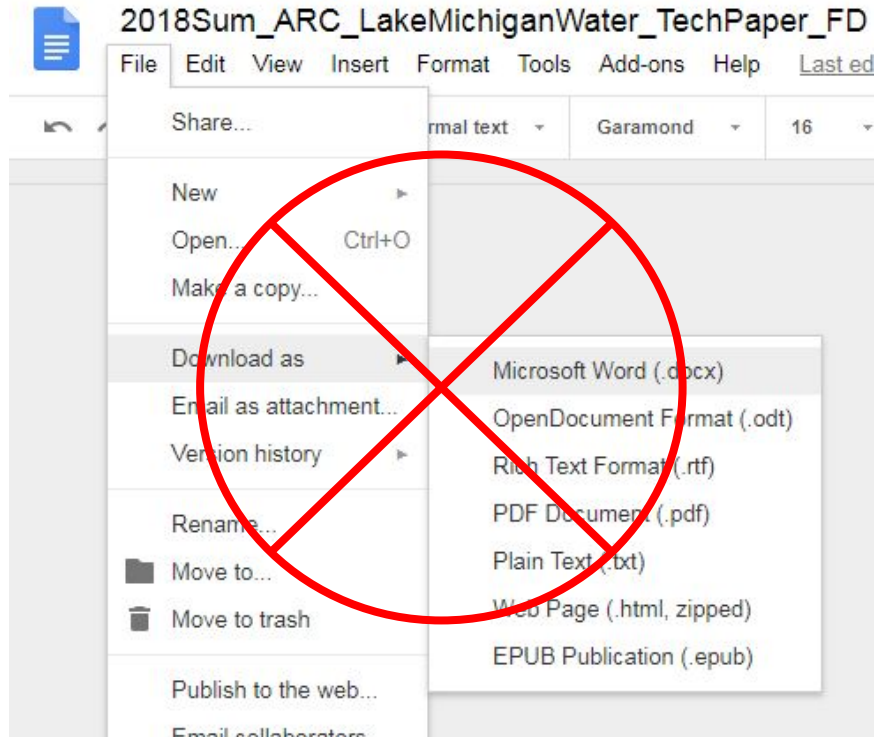
- Ex. 2019Fall_JPL_Belize&HondurasWaterII_ProjectSummary_RD



Common Mistakes!

- **Shortening** the short title:
 - Ex. Northern Forest Food Security & Agriculture II
- Incorrect **node acronym** or **project title**
 - Ex. 2019Sum_NC  AshevilleUrban

GOOGLE DRIVE CONVERSION BEWARE!



If you decide to use Google Drive, **do not download your deliverables using the “download as” function** because the conversion process messes up the formatting in deliverable templates!!!

Alternatively, you can natively edit Microsoft Office files in Google Drive:

<https://www.theverge.com/2019/4/10/18304978/google-docs-sheets-slides-natively-edit-microsoft-office-word-excel-powerpoint>

HOW MUCH TO INCLUDE IN THE ROUGH DRAFTS

“How can I complete my tech paper rough draft in week 4 if I don’t have all of my methods figured out and don’t have results yet?”

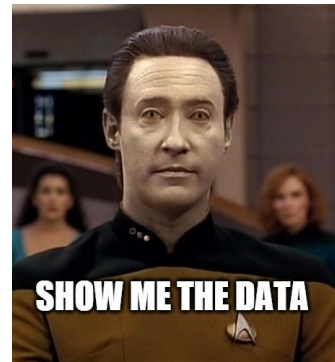
- That’s **okay!** Simply provide us with what you do have
- We understand that the methodology can **change**
- We don’t need results in the RD to know that you are working hard



KEEP TRACK OF AND KNOW YOUR DATA SOURCES!

Read data user guides, website documentation, & metadata:

- What is the proper **dataset name**? E.g. USDA CropScape
- **Basic metadata**: date, attribute table information, resolution, how the data were collected or compiled
- Who **created** the data (this could be **different** from the organization or data portal you got it from)?



You can reference management softwares, such as **Zotero** or **Mendeley**, to share sources and track citations.

REVIEW BEFORE YOU SUBMIT!

- Review your deliverable along side a blank copy of the template
- Go through the **Deliverables Checklist**

“Make it nice or make it twice!”

- Lauren Childs-Gleason



IF YOU'RE LOST, ASK FOR HELP!

You don't need to struggle with deliverables, the Project Coordination team is here to help:

- Slack
- Email
- Webinars
- DEVELOPedia

There are no “dumb” questions. Ask us anything; we want you to succeed!



WHEN IN DOUBT REMEMBER THE 3 C'S OF PC

1. Consistency
2. Clarity
3. Credit



QUESTIONS?

Contact us!

Project Coordination Team Email:

develop.projectcoordination@gmail.com



Shelby Ingram

Georgia – Athens



Sydney Neugebauer

Virginia – Langley



Zach Bengtsson

California – Ames
