Attachment A:

**Statement of Work – DEVELOP National Program**

**Position:**  Center Lead / Assistant Center Lead

**Dates:** Spring Interim April 4 – June 3, 2016

**Duties & Responsibilities:**

*Objective: Fulfill all node leadership duties as required.*

2016 Spring Interim Responsibilities:

* *Week 1*: (4/4 - 8)
	+ Submit the **Fall Proposal First Look** (short title: subtitle, geographic study area, partners) and international checklists (if a proposal has an international focus)
	+ **VPS commenting & dialogue** – engage with other nodes through the VPS
	+ Compile **node page content** for the DEVELOP website (template will be shared)
	+ Weekly duties: National Telecon, quadchart
* *Week 2*: (4/11 - 15)
	+ **VPS commenting & dialogue** – engage with other nodes through the VPS
	+ **Indicator Spreadsheet** – complete the indicator tracking spreadsheet for all activities from January 1st, 2016 to April 1st, 2016 – ensure that you utilize the updated template
	+ Weekly duties: National Telecon, quadchart
* *Week 3*: (4/18 - 22)
	+ **VPS commenting & dialogue** – engage with other nodes through the VPS
	+ **PSI Scores** – complete the PSI survey for each spring project
	+ **Post-Spring Project Partner Form** – send the post-project partner form to all spring end-users
	+ Weekly duties: National Telecon, quadchart
* *Week 4*: (4/25 - 29)
	+ **VPS commenting & dialogue** – engage with other nodes through the VPS
	+ **DEVELOPedia Page Edits** – update all node-related pages and content
	+ Weekly duties: National Telecon, quadchart
* *Week 5*: (5/2 - 6)
	+ **Fall Proposals** – submit fall proposals and any supporting content (partners support letters) to the NPO
	+ **Pre-Sum Project Partner Form** – send the pre-project partner form to all summer end-users
	+ Weekly duties: National Telecon, quadchart
* *Week 6*: (5/9 - 13)
	+ **Summer preparation** – communication, office preparation, operational logistics, and project preparation
	+ Weekly duties: National Telecon, quadchart
* *Week 7*: (5/16 - 20)
	+ **Summer preparation** – communication, office preparation, operational logistics, and project preparation
	+ Weekly duties: National Telecon, quadchart
* *Week 8*: (5/23 - 27)
	+ **Center Lead Orientation** – participate in a virtual orientation spread across three afternoons
	+ **Summer Preview Slide** – submit one slide for each summer project that will take place at your node, utilizing the preview slide template
	+ **Summer preparation** – communication, office preparation, operational logistics, and project preparation
	+ Weekly duties: National Telecon, quadchart
* *Week 9*: (5/30 - 6/3)
	+ **Summer Preview Telecon** – participate in the summer preview telecon and present on each summer project
	+ **Summer preparation** – communication, office preparation, operational logistics, and project preparation
	+ Weekly duties: National Telecon, quadchart

General Responsibilities:

* Submit a quadchart that summarizes activity at your node for the week and provides indicator updates to the National Program Office
* Join the weekly National Telecon and report activities for your node
* Summer term preparation:
	+ Open communication lines with participants, partners, and advisors
	+ Office preparation – computer set up, software installation, etc.
	+ Operational logistics – badge requirements, housing support, etc.
	+ Project preparation – collection and organization of read ahead materials, preliminary data acquisition (if applicable), scheduling early term meetings with advisors & partners
* Engage in the VPS launch & activities – commenting/dialogue
* 2016 Fall project proposal writing and engagement of potential partners
* Indicator Tracking Spreadsheet – update Jan 1, 2016 - April 1, 2016 content in the spreadsheet and submit
* Ensure all activities (conferences, presentations, outreach events, etc.) are recorded and included in tracking metrics spreadsheets
* Actively engage with, update and utilize DEVELOPedia
* Coordinate any conference and/or meeting activities for your location:
	+ Ensure that any conference activity is reported to NPO in a timely fashion, attendees are input into the NASA Conference Tracking System, and Export Control is completed for any presentation materials
	+ Review and edit any project presentations by participants from your node for conferences
* Continue any software release processing or follow up (if applicable)
* Read the updated DEVELOP handbook and ensure that you will be able to provide guidance to the participants at your node
* Familiarize yourself with National Orientation content and prepare node-specific orientation materials for your node
* Coordinate meetings and activities with advisors and project partners
* Lead and conduct external publication editing and writing for your location
* Conduct recruiting activities for future terms
* Support DEVELOP’s social media outputs - Facebook, Twitter
* If a leadership transition is taking place, outline transition plan and timeline, work with new lead, provide orientation to responsibilities
* Prepare and deliver presentations and other information as requested by DEVELOP NPO and Applied Sciences Program management
* Maintain contact with other node leadership, advisors, and NPO

**Deliverables & Deadlines:**

* Fall Proposal First Look & International Checklists – 4/6
* VPS Commenting Round 1 – 4/7-15
* Node Page Content – 4/8
* Indicator Spreadsheet – 4/12
* PSI Scores – 4/22
* Post-Sp Project Partner Form – 4/22
* VPS Commenting Round 2 – 4/22-29
* DEVELOPedia Page Edits – 4/29
* Fall Proposals – 5/4
* Pre-Sum Project Partner Form – 5/4
* Center Lead Orientation – 5/24-26
* Summer Preview Slide – 5/27
* Summer Preview Telecon – 6/1
* Quadcharts – 4/8, 4/15, 4/22, 4/29, 5/6, 5/13, 5/20, 5/27, 6/3
* National Telecon Participation – 4/6, 4/13, 4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1
* Junto Participation – 4/8, 4/22, 5/6, 5/20, 6/3

Offices Closed: In Observance of Memorial Day on 5/30