2017 Spring Deliverable Calendar

Term Week	Due Date	Item(s)	Submit To
1	1/26	Handbook Forms, Participant Info Sheet, Personality Assessment, Personal Growth Assessment Part 1, DEVELOPedia Participant Page, Orientation	Jennifer Tindell & IA Team
3	2/9	Project Summary RD	PC Team
4	2/16	Tech Paper RD	PC Team
5	2/20	Offices Closed for President's Day	
5	2/23	VPS Outline	Comm Team
6	3/2	Poster RD, Presentation RD	PC Team
6	3/3	Software Release Forms (if applicable)	Geo Team
7	3/9	Project Summary FD, Study Area Shapefiles, Website Image	PC Team
8	3/16	VPS Video & Transcript	Comm Team
8	3/16	DEVELOPedia Project Page	PC Team
9	3/23	Poster FD, Presentation FD	PC Team
9	3/24	Personal Growth Assessment Part 2	IA Team
10	3/30	Tech Paper FD, Technical Image	PC Team
10	3/31	Exit Survey, Optional Deliverables	IA Team & PC Team

NASA DEVELOP 2017 Spring
Deliverables & Deadlines

Week 1 (1/23 – 1/27)	**1/26**: Handbook Forms, Participant Info Sheet, Personality Assessment, Personal Growth Assessment Part 1, DEVELOPedia Participant Page, Orientation
Week 3 (2/6 – 2/10)	**2/9**: Project Summary RD
Week 4 (2/13 – 2/17)	**2/16**: Tech Paper RD
Week 5 (2/20 – 2/24)	**2/20:** Offices Closed for President's Day **2/23:** VPS Outline
Week 6 (2/27 – 3/3)	**3/2:** Poster RD, Presentation RD **3/3:** Software Release Forms (if applicable)
Week 7 (3/6 – 3/10)	**3/9:** Project Summary FD, Study Area Shapefiles, Website Image
Week 8 (3/13 – 3/17)	**3/16**: VPS Video & Transcript, VPS Video & Transcript
Week 9 (3/20 – 3/24)	**3/23:** Poster FD, Presentation FD **3/24:** Personal Growth Assessment Part 2
Week 10 (3/27 – 3/31)	**3/30**: Tech Paper FD, Technical Image **3/31**: Exit Survey, Optional Deliverables

2017 Spring Deliverables – Week 1

Deliverable	Why?
Handbook Forms	NASA Legal says so!
Participant Info Sheet	DEVELOP uses the Participant Info Sheet to collect statistics that are aggregated and tracked for the whole program. They tell us crucial details about the DEVELOPer population and we report them to NASA HQ each term.
Personality Assessment Types	DEVELOP emphasizes both hard skills and soft skill development. The two personality assessments DEVELOPers take give us common language to discuss personality differences, help us maximize our strengths and minimize our weaknesses. These are useful for increase self-awareness which will help you no matter what path or career you go into.
Personal Growth Assessment Part 1	To show the benefit of NASA's investment in DEVELOP, the program pursues collecting statistical information that supports why NASA should continue to invest in DEVELOP capacity building. Part 1 of the PGA collects information about each Participant's baseline of skills.
DEVELOPedia Participant Page	DEVELOPedia is the shared space for all DEVELOPers to learn about and share information about their projects and themselves. It's a Wiki so it's fairly simple to make updates yourself and that is the point! It's a joint collaboration between all of us!
Orientation	You want to know where the bathroom is right? In all seriousness, the national orientation is a wealth of knowledge about the program, the people in the program, its policies and procedures, and what you will be working on for the next 10 weeks. Please refer back to it when you have questions. Almost all FAQ can be answered by just looking at the orientation and handbook!

2017 Spring Deliverables – Week 2

Deliverable	Why?
Project Summary RD	The Project Summary is an executive overview of your project. This is used by NPO to compile information about the program's portfolio of projects and reported to NASA HQ. The content from the Project Summary RD is input into a preliminary term overview that is shared with NASA HQ. It is a living document throughout the term, so as things like which Earth observations were used in the project change, you should amend the Project Summary.

2017 Spring Deliverables – Week 4

Deliverable	Why?
Tech Paper RD	Technical writing is a skill that is best developed through practice. The Tech Paper serves as not only the home of your methods, results and conclusions, but also one of the best in-depth overviews of your project. The Tech Paper RD is the beginning of your report that will be shared with NPO and partners. Tech Papers often are edited into publications.

2017 Spring Deliverables – Week 5

Deliverable	Why?
VPS Outline	The VPS Outline is your team's proposal for the look and organization of your VPS video. It includes: • INSERT THINGS HERE • I'M A 2ND THING • ME THREE! The VPS Outline serves as a foundation for your video and in week 6 the Comm Team will meet with each project team to discuss its content ahead of the week 8 final video submission. It is never too early to start thinking about and planning for your video. It can be one of the hardest deliverables for teams as many are not familiar with video creation, but it is the most visible and far-reaching deliverables your team will create. VPS events have thousands of viewers from all over the world (typically 80+ countries). Be creative and professional, and clearly communicate your project. This is your chance to tell what you've done and why it matters. Your audience is your partners, NASA HQ, and the world!

2017 Spring Deliverables – Week 6

Deliverable	Why?
Poster RD	The Poster provides a visual overview of your project. They are presented at close outs, conferences, and other events. The Poster RD is the beginning of your project organizing the visualization of your project. The PC Team provides input to ensure that you are sharing your science in an effective way that enhances the viewers understanding of your project. Poster creation is a standard in the field of science. The ability to create an effective poster is a skill well honed through the poster creation process and best practices that DEVELOP shares.
Presentation RD	The Presentation is the narrated version of the Poster laid out in a slide by slide progression. They are presented at close out, conferences, and other events. The Presentation RD is the beginning of your project organizing the story (or narrative) of your project. It is very similar to the Poster, just laying out the content in smaller snippets.
Software Release Forms	This does not apply to all projects – only those that are creating codes or scripts that are intended to be shared outside NASA. NASA has a formal process for gaining approval to release any code or scripts that DEVELOP has to follow. The process is long and does not complete during the term. The Software Release Forms that are submitted in week 6 provide the foundation for the (virtual) piles of paperwork that must be submitted to begin the process to gain these approvals.

2017 Spring Deliverables – Week 7

Deliverable	Why?
Project Summary FD	The Project Summary is an executive overview of your project. This is used by NPO to compile information about the program's portfolio of projects and reported to NASA HQ. The content from the Project Summary FD is input by the PC Team into DEVELOP's master Project Tracking Spreadsheet. It is also the content that is used to create your team's DEVELOPedia Project Page. The IA Team uses details from the Project Summary in their analyses of Program reach and impact. The Comm Team uses inputs from the Project Summary in the creation of VPS pages. The Project Summaries are also shared with Data Centers, the ASP Communication people, and others who need to know high level details about DEVELOP projects.
Study Area Shapefiles	The Study Area Shapefiles are collected from each project to discern the Program's reach and impact across the globe. They are compiled into impact maps that are shared with NASA HQ and congressional representatives. In the future, they will be used in the DEVELOP interactive mapper.
Website Image	The Website Image goes on… (wait for it) the DEVELOP Website and the ASP Website! It is used on DEVELOP's Project Page in the project sorter, as well as the project portfolio on the ASP's Capacity Building Program's website page. In the summer the image is also used in the Summer Project Booklet, along with other print materials.

2017 Spring Deliverables – Week 8

Deliverable	Why?
VPS Video	The VPS Video is one of the most challenging deliverables for teams as many are not familiar with video creation, but it is the most visible and far-reaching deliverables your team will create. VPS events have thousands of viewers from all over the world (typically 80+ countries). Be creative and professional, and clearly communicate your project. This is your chance to tell what you've done and why it matters. Your audience is your partners, NASA HQ, and the world! The VPS Videos are put on DEVELOP's YouTube Channel and VPS winners are shared through a variety of venues like the ASP website and partner websites.
VPS Transcript	The VPS Transcript is legally required to ensure that DEVELOP's website and products posted are 508 compliant and accessible by all users regardless of disability.
DEVELOPedia Project Page	The DEVELOPedia Project Page is the electronic home of information about your project that lives on after the project ends as a reference for future DEVELOPers. The content is input by the project team into DEVELOPedia using the Project Summary FD material. It is a simple deliverable but very important to ensuring we relay information to future teams.

2017 Spring Deliverables – Week 9

Deliverable	Why?
Poster FD	The Poster provides a visual overview of your project. Poster creation is a standard in the field of science. The ability to create an effective poster is a skill well honed through the poster creation process and best practices that DEVELOP shares. The Poster FD is presented at close outs, conferences, and other events. It ensures that your project has a visual summary to share with a broad set of audiences.
Presentation FD	The Presentation is the narrated version of the Poster laid out in a slide by slide progression. They are presented at close out, conferences, and other events and should clearly summarize your project with an opportunity to go into more depth than the Poster.
Personal Growth Assessment Part 2	To show the benefit of NASA's investment in DEVELOP, the program pursues collecting statistical information that supports why NASA should continue to invest in DEVELOP capacity building. Part 2 of the PGA collects insight into how each Participant has developed their skills during the term.

2017 Spring Deliverables – Week 10

Deliverable	Why?
Tech Paper FD	The Tech Paper serves as the in-depth overview of your project. The FD is archived for future DEVELOPers, used in publication manuscripts, and shared with partners.
Technical Image	The Technical Image can be similar to the Website Image, but it can include text. They are used in technical briefings to NASA HQ (SMD Monthly Status Reviews), print materials, and publications.
Exit Survey	The Exit Survey diverges from the PGA in that the Exit Survey collects input on each Participant's experience at DEVELOP. As a Program that is continuously evolving and improving, we value constructive criticism and actionable feedback.
Optional Deliverables	Optional Deliverables include: • Tutorials • One-Pager Brochures The Tutorial can be very helpful to partner organizations as they try to replicate your methodology or access the same data sources. The One-Pager Brochure can be a helpful aid to take to conferences or presentations so that your audience can take something home with them to refer back to.