**Optional Deliverable Guidelines**

**Tutorials**

As DEVELOP projects increase and enhance their communication with end-users, a tutorial is often a valuable deliverable that the team can create to describe the methods conducted by the project team for replication of the decision making partner/end-user. There is no set template for this as it should really be designed based on the need by your end-user/partners, or your team’s desire to document your methods for future DEVELOP project teams. Various methods have been used in the past - 1) video tutorials where a participant acts out the process narrating as they go, 2) written tutorials listing steps with notes and considerations, and 3) PPT tutorials with screen grab pictures and text describing procedures. Before giving to any group outside DEVELOP, ensure that the NPO has reviewed and approved the tutorial.

**Brochures**

There are DEVELOP templates for brochures if your team finds a need to create one. Brochures can be helpful for a variety of reasons, including handing out at conference presentations and recruiting events, as well as giving to partners and/or boundary organizations to disseminate. Before giving to any group outside DEVELOP, ensure that the NPO has reviewed and approved the brochure.

**Google Map Gallery Inputs**

DEVELOP has partnered with Google to be a contributor of maps to the Google Map Gallery. If your team has produced an interesting and informative map as a part of your project, DEVELOP would like to showcase it on our Google Maps Gallery page. In order to do this, you need to assemble all of your data into a Map Package. This will allow the Geoscience Programmers and NPO to upload your map exactly as you have it. To do this:

* Load all of the raster and vector files used in your map, into ArcMap.
* Assign the appropriate color schemes for all the layers.
* Go to File -> Share As -> Map Package. A “Map Package” window should appear.
* On the left hand side of the new window, click on “Item Description”.
* Fill in the “Summary”, “Tags”, and “Description” sections. Please also copy and paste your responses to these sections into a word document.
* Once completed, click on “Share” in the upper right hand corner of the window. This should create your map package.

Once the Map Package is complete, go back to the word document which contains your responses to the “Summary”, “Tags”, and “Description” sections from the Map Package. In addition to these, include the specific dataset name, satellite sensor, and URL from which you downloaded the data:

Example: 3B43 dataset, TRMM sensor, <http://mirador.gsfc.nasa.gov/cgi-bin/mirador/presentNavigation.pl?tree=project&project=TRMM&dataGroup=Gridded&dataset=3B43:%20Monthly%200.25%20x%200.25%20degree%20merged%20TRMM%20and%20other%20sources%20estimates&version=006>

This information will be included on the Google Maps Gallery page. Once you have the Map Package and word document completed, email these files to Scott Barron (Scott.M.Barron@jpl.nasa.gov), Kelli Groy (groy.kc@gmail.com), and/or Merna Saad (merna.n.saad@nasa.gov) so that they can be uploaded to the Google Maps Gallery page.