Attachment A:

**Statement of Work – DEVELOP National Program**

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

**Dates:** Spring Term January 25 – April 1, 2016

**Duties & Responsibilities:**

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

Reoccurring Weekly Responsibilities:

* Submit a quadchart that summarizes activity at your node for the week
* Join the National Telecon and report activities
* Meet with each project team to discuss status

2016 Spring Term Responsibilities:

* *Week 1*: (1/25 – 29)
	+ Collect all handbook forms and submit to NPO with all signatures and appropriate fields completed through the NASA Large File Transfer System
	+ Give the national orientation to incoming class of participants at your node
	+ Collect personality types and from all participants at your node
	+ Ensure each participant has taken the term start survey
* *Week 2*: (2/1 – 5)
	+ Coordinate the DEVELOP gear order for your node
* *Week 3*: (2/8 – 12)
	+ Coordinate the submission of the Project Summary RD
* *Week 4*: (2/16 – 19)
	+ Coordinate the submission of the Tech Paper RD
* *Week 5*: (2/22 – 26)
	+ Coordinate the submission of the Poster RD
	+ Submit the list of applicants you will interview to NPO
	+ Complete midterm reviews for participants
* *Week 6*: (2/29 – 3/4)
	+ Coordinate the submission of the Presentation RD
	+ FY17 Budget Proposals due to NPO
	+ 2016 Summer proposal FD
* *Week 7*: (3/7 – 3/11)
	+ Coordinate the submission of the Project Summary FD & VPS Image
* *Week 8*: (3/14 – 3/18)
	+ Submit newsletter content for your node
* *Week 9*: (3/21 - 25)
	+ Coordinate the submission of the VPS Video & Transcripts and DEVELOPedia Page
* *Week 10*: 3/28 – 4/1)
	+ Coordinate the submission of the Tech Paper FD, Poster FD, Presentation FD and Optional Deliverables
	+ Host close out & partner hand-offs
	+ Ensure each participant has taken the end of term survey
	+ Complete end of term reviews for participants

2016 Summer Term Preparation:

* 2016 Summer participant selection – review applications, create interview list, conduct interviews, create participant request list
* 2016 Summer term project proposals

General Responsibilities:

* Read the updated DEVELOP handbook and ensure that all participants at your node have also read the handbook – emphasize using as a reference guide throughout the term
* Coordinate the creation and submission of all project deliverables based on the deliverable list and deadlines provided below: ensure deliverables are on the proper template, use proper file nomenclature, and are reviewed by science advisors prior to submission
* Conduct performance reviews with participants: entry, mid-term, exit
* Lead coordination of close out planning and any partner hand-offs for your node
* Engage in the VPS launch & activities – commenting/dialogue
* Ensure teams complete any software release forms if applicable to their project
* If your node is included in the Center Lead competitive selection process this term, participate in the process as requested/appropriate
* Begin formulating 2016 Fall project ideas, engaging potential partners, and proposal writing
* Ensure all activities (conferences, presentations, outreach events, etc.) are recorded and included in tracking metrics spreadsheets
* Actively engage with and utilize DEVELOPedia
* 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
* Coordinate any conference and/or meeting activities for your location
* Review any project presentations by participants from your node for conferences
* 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 Center leadership, advisors, and NPO

**Deliverables & Deadlines:**

* Handbook Forms – 1/29
* Personality Types – 1/29
* Term Start Survey Completed – 1/29
* Gear Order – 2/2
* Project Summary RD – 2/11
* Tech Paper RD – 2/18
* Applicant Interview List – 2/24
* Poster RD – 2/25
* Final Applicant Interview List – 2/26
* Midterm Reviews Complete – 2/26
* FY17 Budget Proposals – 2/29
* PPT RD – 3/3
* 2016 Summer Proposals FD – 3/4
* Project Summary FD – 3/10
* VPS Image – 3/10
* Newsletter Content – 3/18
* VPS Video & Transcript – 3/22
* DEVELOPedia Page(s) – 3/24
* 2016 Summer Selections – 3/25
* Tech Paper FD – 3/31
* Poster FD – 3/31
* PPT FD – 3/31
* End of Term Reviews Complete – 4/1
* Term End Survey Completed – 4/1
* Optional Deliverables – 4/1
* Quadcharts – 1/29, 2/5, 2/12, 2/19, 2/26, 3/4, 3/11, 3/18, 3/25, 4/1
* National Telecon Participation – 1/27, 2/3, 2/10, 2/17, 2/24, 3/2, 3/9, 3/16, 3/23, 3/30

Offices Closed: In Observance of President’s Day 2/15