



Project Deliverables Specifications

Guidelines for delivering high quality data products

Summary

This document describes the specifications for the products that cooperators and contractors deliver to the Network.

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Introduction

This document describes the specifications for the products that cooperators and contractors deliver to the Network. These specifications provide cooperators and contractors with a concise list of deliverables that should minimize confusion among all parties. These deliverables are required at the completion of any project, whether through a contract or cooperative agreement, unless otherwise amended. Common deliverable types include:

- Raw Data
- Spatial data
- Tabular data
- Documentation, including metadata

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- Specimens
- Reports, including progress, interim, draft and final
- Field data sheets and notebooks
- Images

Guidelines

Network and Park Points-Of-Contact

Each Arctic Network project has an assigned data management contact. All deliverables will be provided to, and all decisions will be made in conjunction with the identified points of contact.

Original Data

Copies of all original data, including hand-written field forms and electronic databases will be provided. Depending on the specifications of the particular project, raw data may be delivered progressively at defined intervals throughout the course of the project, or, if not specifically addressed, during project close-out. Data, as discussed in this section applies without exception to all forms of data, including (but not limited to): field sheets, species observation data, GPS and other spatial data; tabular data and photographs.

Datasets

Databases will:

- Conform to Natural Resource Database Template standards (National Park Service, 2006).
- Be approved by the Network Data Manager
- Spreadsheets are not acceptable
- Databases must be approved and built prior to any field data collection. This holds even if the excursion will use field data sheets instead of field computers.

Datasets designed by the Network Data Manager for a particular project will be not be modified for any reason other than data entry and editing, unless approved by the Data Manager.

Dataset Documentation

All datasets, both spatial and tabular, will be described using FGDC metadata standards as defined by National Park Service, 2006, Southwood, 2002a, Southwood, 2002b, Washington Support Office, 2004, National Park Service, 2005a-f.

Supporting Documentation

Supporting documentation is often just as important as the main deliverables. Documentation can take the form of flowcharts and diagrams that define the major stages of a project, it can include the development of project-specific Standard Operating Procedure (SOP) manuals, written documents and/or detailed protocols.

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Specimens

Voucher specimens will be obtained in accordance with established guidelines (see Department of Interior, 1993). A decision about obtaining voucher specimens will be established prior to collecting any specimens. All specimens, regardless of their repository will remain the property of the National Park Service and are assumed to be on long-term loan to the housing institution/collection if they are stored outside of a Park Service facility. Voucher specimens will be appropriately recorded in NPSpecies, and will be entered into the Automated National Catalog System (ANCS+) in accordance with procedures established by the curatorial facility handling the collection.

Reports

All reports, unless otherwise specified, should be submitted in their native format as well as portable document format (*.pdf) and include the recommended organizational structure. Templates and guidelines can be found at the Natural Resource Publications Management Website (<http://www.nature.nps.gov/publications/NRPM/index.cfm>). Follow the guidelines in Selleck and KellerLynn, 2006, National Park Service, 2006b.

Progress

Interim and/or progress reports (henceforth referred to as progress reports) will be submitted on regular and predetermined intervals. Unless otherwise specified, annual progress reports are due no later than September 15 of every year during the project. Progress reports will be organized into the following sections:

- Project Goals
- Notable Results
- Next Year's Plans
- Requests for Modification to Contract or Agreement

Draft and Final

Draft and final reports will be submitted to the Network Contact and related parks. The draft and subsequent final report will be organized into the following sections:

- Introduction;
- Methodology;
- Results;
- Analysis and Discussion;
- Conclusion; and
- Citations.

Modification from this outline will require approval from the project data management contact.

Project Close-Out

All digital deliverables will be submitted to the project data management contact. The Network will compile all distribution materials (i.e., raw data, final data, report, GIS layers, etc.) and will coordinate product delivery to all parks involved with the project. All submittals will contain a "Readme.txt" file, in text format, providing a list of all files contained on that CD as well as a brief description of each of those files in accordance

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with the database documentation elements. Data formats that are acceptable as deliverables include, but are not limited to the following:

- Native ESRI ArcGIS 9 formats with a projection file (*.prj)
- Digital imagery (e.g., scanned aerial photographs) as tagged image files (.tiff) files with the proper header file or world file for geo-referencing purposes;
- GeoTiff v1.0 (raster format with geo-referencing stored in the header of the file);
- Tiff with world file (tiff files shall be geo-referenced and include the world file .tfw);
- MrSID File (raster file format that may be used natively as an Arc View theme).

For digital Photographs, the following apply:

- Digital cameras will be at least 4 megapixels of resolution and set to the largest image size (The date and time must not be imprinted on the photo image).
- Original images will immediately be set to read-only to preserve the metadata embedded within the image.
- The NPS Focus digital library has provided guidelines for image quality and digital camera capacity that may be useful when determining file sizes to store if the high resolution 600 dpi high resolution format is not required. Copies of files will be reformatted to .jpg format to save space and increase loading time when high resolution is not required

References

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About This Standard Operating Procedure

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Author(s): Scott D. Miller, Data Manager, Arctic Network Inventory & Monitoring Program.

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Revision History

Version	Version Date	Revised By	Changes
1.0	20071029	S. Miller	Original

This table reflects changes to this document. Version numbers will be incremented by one (e.g., Version 1.3 to Version 2.0) each time there is a significant change in the process and/or changes are made that affect the interpretation of the data. Version numbers will be incremented after the decimal (e.g., Version 1.6 to Version 1.7...1.10....1.21) when there are changes to grammar, spelling, or formatting, or minor modifications in the process that do not affect the interpretation of data.