

NPWS Project Author: Project delivery checklist



An Roinn
Ealaíon, Oidhreachta agus Gaeltachta
Department of
Arts, Heritage and the Gaeltacht

NPWS Project Name:

NPWS Project Author(s):

NPWS Project Code:

Date:

Project initiation

Actions required prior to project initiation

- Receipt of Project directory tree and Project Code
- Study the project delivery guidelines document
- Load the NPWS local project directory tree
- Study the directory structure diagram Notify NPWS if your project diverges from proposed structure
- Study the NPWS file naming convention Notify NPWS if there are issues arising

Project Implementation

Actions required throughout the project

- Apply file naming convention to project files
- Confirm file dependencies are intact
- Populate the directory tree

Deliverables

- A fully populated project directory tree
- Mandatory project documentation

GIS Data Quality Checks I

Quality Checks (ArcView licence)

- Geometry errors checked
- Multipart features checked
- Polygon omission and inclusion errors checked
- Overlapping/duplicate polygons checked
- Sliver polygons checked
- Missing attribute values checked

What you get with this checklist:

1. A Project directory template archive
 - 1.1. Project directory tree
 - 1.2. Project templates
2. Project delivery guidelines document

NPWS Personnel to contact:

NPWS Data Manager
Email: datadelivery@ahg.gov.ie

GIS Data Quality Checks II

Additional Quality Checks (ArcInfo / ArcEditor licence)

- Check for Duplicate attribute values, where applicable (ArcInfo license only)
- Polygon omission errors & overlapping/duplicate polygons checked using Topology Rules

Pre-delivery

Actions required prior to delivery to NPWS

- Confirm project root directory name is correct
- Check completeness of project resources
- Identify structural dependencies
- Remove all unused directories from tree
- Populate the Image catalogue
- Complete the version history
- Complete the Resource Catalogue form
- Build the project manifest
- Build project release deliverables

Project Delivery

Actions required for digital resource delivery

- Copy project directory tree to appropriate storage medium
- Deliver to NPWS Project Co-ordinator
- Build a backup copy of project directory tree

Deliverables

- To NPWS: Project deliverable storage medium
- A backup image of project deliverable for project author

Post-delivery revisions

Actions required when revising products for an existing project

- Extract local project image if archived
- Revise requested project resources
- Ensure naming convention and file versioning are applied to products
- Ensure directory tree information is supplied with each delivered resource
- Supply a revised version history