Project ENDORSE

Energy Downstream Service
Providing energy components for GMES
Grant Agreement no 262892

Guidelines for Deliverables D4x.1

Type of document:	Non-binding guidelines for writing Product Reports (Deliverables D4x.1)
Version Number and Revisions	1.1
WP Number:	WP4
Authors and Affiliation:	Marco Morelli, Fabrizio Flore (Flyby S.r.l.)
Dissemination Level:	RE
Estimated Indicative Person-Months:	0.25
Activity Type:	RTD
Planned Delivery Date:	July 2012 (Month 19)
Actual Delivery Date:	July 2012 (Month 19)

Coordination by Armines, 60, boulevard Saint-Michel, 75272 Paris cedex 06.
Contact : lucien.wald (at) mines-paristech.fr

About these guidelines

- These guidelines are conceived to help ENDORSE partners in laying down the Product Report deliverables (D4x.1) in a way that the 10 deliverables may be as uniform as possible for what concerns form and contents
- Yet these guidelines are non-binding, in the sense that better solutions are possible
- The main topics were derived from the ENDORSE DoW document.
- The final deadline for Product Report delivery to the EC (using the online Participant Portal) is September 30th 2012

1. Mandatory topics

The Product Report must document the product development (WP4) and the product assessment (WP5) activities.

It must comprise (as stated in Section B1.3.6 of the DoW):

- product description (final version);
- validation plan used;
- data used and their origin (GMES, non-GMES, etc.);
- product development process description;
- scientific validation;
- results of the prime-user assessment and their feedbacks;
- refinements brought.

2. Proposed scheme for the Product Report

a) Product description

Use the following categories when applicable:

- aim of the product
- embedded functionalities (e.g. implemented algorithms)
- man-machine interfaces (e.g. interactive, show progress only, text, graphics, GIS maps, etc.)
- operational modes (e.g. demo mode, quick & rough, slow & precise, operator driven, etc.)
- input data required (e.g. satellite/in-situ data, GMES-based/non-GMES-based data, online/local database, static/dynamic database, etc.)
- output data produced (e.g. PDF report, web graphs, GIS maps, text tables, diagnostics, etc.)
- performances (e.g. accuracy, spatial/temporal resolution, delivery rate, etc.)
- limitations and constraints (e.g. license required for input data access, input data minimum amount, etc.)

b) Product Development

- product development process description
- applied development standards & methods for design & engineering (e.g. UserReq → SysReq → DesignSpec → Coding → Internal Testing → <modify SysReq or DesignSpec and iterate>)

c) Product Validation

- scientific/product results validation plan (when-to-validate-what)
- methods used for validation (test, review of design, analysis, inspection)
- data used for validation and their origin (e.g. validation against measured data, against data from similar products, etc.)
- validation results

d) User assessment

- compliance with initial User Requirements (D2.1)
- feedback from prime-users
- refinements after user feedback

SUGGESTION: in case many technical details are available for any sub-topic, they should be provided in separated annexes. The main structure above should contain only essential information, so as to ease the reading (e.g. for EC Reviewers).