



# NPWS Project Author: Project delivery checklist

NPWS Project Name:

NPWS Project Author(s):

## 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

## GIS Data Quality Checks I

### Quality Checks (ArcGIS Desktop / ArcGIS Pro)

- 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 Ecological Data Manager  
Email: [datadelivery@chg.gov.ie](mailto:datadelivery@chg.gov.ie)

#### Deliverables

- A fully populated project directory tree
- Mandatory project documentation

NPWS Project Code:



An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreacht  
Department of Housing,  
Local Government and Heritage

Date:

## GIS Data Quality Checks II

### Additional Quality Checks (ArcGIS Desktop / ArcGIS Pro)

- 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