

RESPONSIBILITIES:

STEP	Data Provider	PDS Atmospheres Node
1	Contact the PDS Atmospheres Node to start a new archive. As a result of funding opportunities, some funding agencies will contact PDS. Always be proactive. Initial conversation should include mission information (if applicable), types of data products to be archived, estimated volume of data, and all contact personnel for completing the proposed work. Layout of the entire work effort begins in this step.	
2	Data Provider will establish a point of contact for the project to ensure completion of the archive in a timely fashion. Schedules for delivery of the archive to the PDS will be established during this phase of development and may be highly dependent on the type of data to be archived.	PDS Atmospheres Node will acknowledge the new project and request data samples representative to the proposed archive. Atmospheres node will request a copy of the funded proposal devoid of budget information to begin tailoring PDS4 XML label templates to be provided to the Data Provider.
3	After providing sample data and background information about the instruments or experiments, the Data Provider(s) will help refine all metadata to be captured in the labels for all products for the proposed archive. Basic PDS4 Bundle structures will be planned out at this time including proposed Collections (e.g., data, document, etc.).	PDS Atmospheres Node provides tailored XML label templates to be used by Data Provider in generation of the archive. This process is iterative with the Data Provider and is essential for capturing all important metadata for the future use of the proposed data archive.
4	Data Provider produces necessary Documentation including finalization of the Software Interface Specification (SIS) and any associated calibration information for each archive bundle.	PDS Atmospheres Node begins to set up review panel(s) for the peer review of the sample archive. Panel members may include external specific experts on similar data, and PDS personel.
5	Once the archive is accepted from the peer review process and all liens are resolved, the Data Provider will have a viable method for generation of all data products for the time allotted by the initial schedule for archive completion. Project scientists can aid PDS in designing and setting up websites to distribute the data once the archive is complete.	PDS Atmospheres Node will provide a website for distribution of the archive. In collaboration with the Data Provider, the website will be designed in a style determined by PDS for ease of distribution with input from the Data Provider.
6	Data produced over the span of the project will be reviewed for integrity and completeness at the end of the delivery period. The Data Provider will be expected to provide all data (all levels agreed upon in the initial setup) and all documentation to PDS. Certain pieces of the archive (XML Schema collections and Context collections) will largely be handled by PDS for final completion of the archive.	PDS Atmospheres will set up and conduct validation and completeness reviews of the final archive products upon delivery. After lien resolutions by the Data Provider, PDS will Certify the archive rendering it usable and accessible to other funding opportunities via the PDS web interfaces designed by the collaborative effort of PDS and the Data Provider. PDS will determine the need for additional reviews (e.g., multiple deliveries with different resultant products). In general there is one review before the first public data release.