



SNWG 2024 Asana Workshop

Session 1 - 8/1/24

Session 2 - 8/5/24



Introduction

Welcome to the 2024 SNWG Asana Workshop!

Type your name and where you're from in the chat!

Schedule:

- **Asana Workshop - Session 1 (Thursday, 1 August 2024, 1230-300pm CDT)**
- Asana Workshop - Session 2 (Monday, 5 August 2024, 1030am-100pm CDT)

Set up an Asana account



- Submit the Asana sign-up [form](#) that was sent to your email
- You will then receive an invite to Asana
- If you did not get a sign-up form or Asana invite, please put your email address in the chat
- Set up your account and ensure that you have access to the 2024 Assessment Phase Asana boards
 - **Type 1 in the chat if you are logged in**
- Need help logging in? - **Send a question mark (?) in the chat** to be added to the "Tech Support" breakout room to receive assistance
- See the [Asana User's Guide and Demonstration Video](#) for additional instruction



You've accepted Assessment Lead's invite to Asana

By continuing, you agree to the [Terms of Service](#) and [Privacy Policy](#).

Continue signing up



Let's set up your profile

This will only take a minute.

What's your full name?

Jenny Wood

Password

.....



Password must be 8 characters or longer.

Continue

You're signing up as [REDACTED]
Wrong account? [Log in](#) instead.

Welcome to SNWG!

Asana Workshop Agenda

- Purpose of the Asana Workshop
- SNWG Assessment Overview
- Workshop Learning Objectives
- Setting up Asana
- Completing Assessment Milestones 1-3 in Asana
- Summary
- Interview Training by Charley Haley
- CSDA Info
- Post-Workshop Office Hours

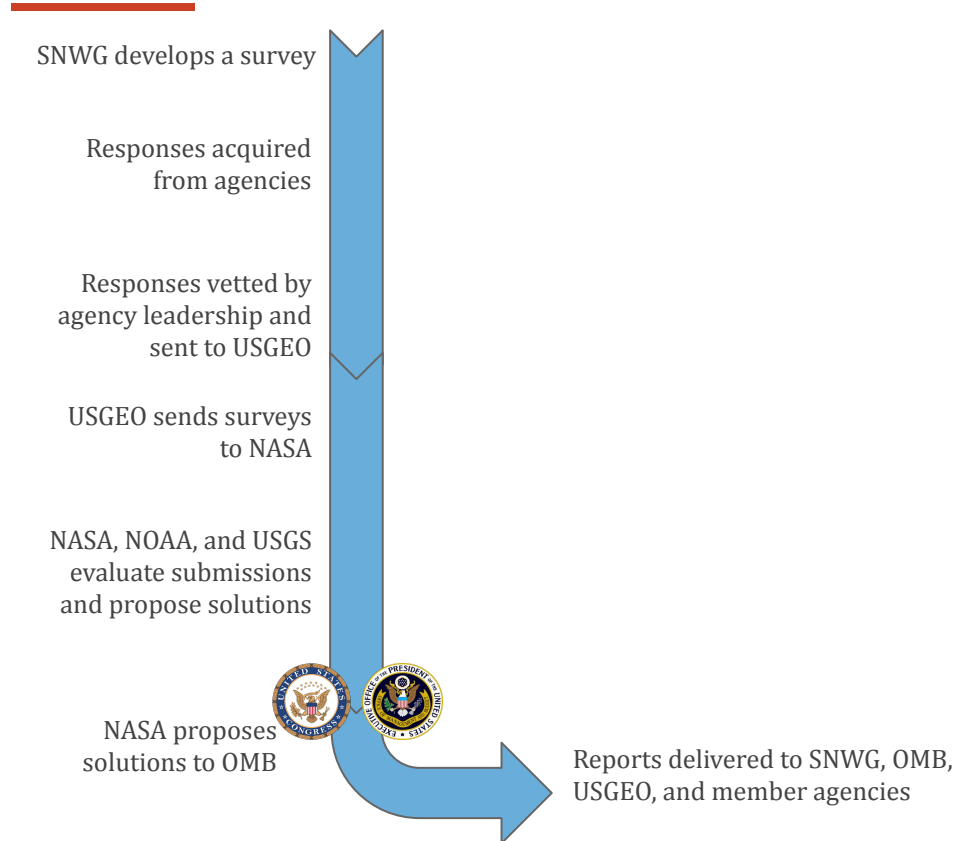
Purpose of the Asana Workshop

The purpose of the following Asana Workshop is to:

- Familiarize SNWG Assessment Phase participants with how **Asana** (the project/task management platform selected for use during the 2024 SNWG assessment cycle) fits into the assessment process
- Allow participants to practice completing tasks in Asana with the help of a guided walkthrough
 - A “sandbox” has been setup in Asana for this workshop session called the “2024 Asana Workshop” board
 - FOR THIS WORKSHOP...all data is dummy data and **the assignments are arbitrary**
 - Do not be afraid to make mistakes. Questions are welcome!
- Provide training materials and additional resources to assist participants with working in Asana during the assessment

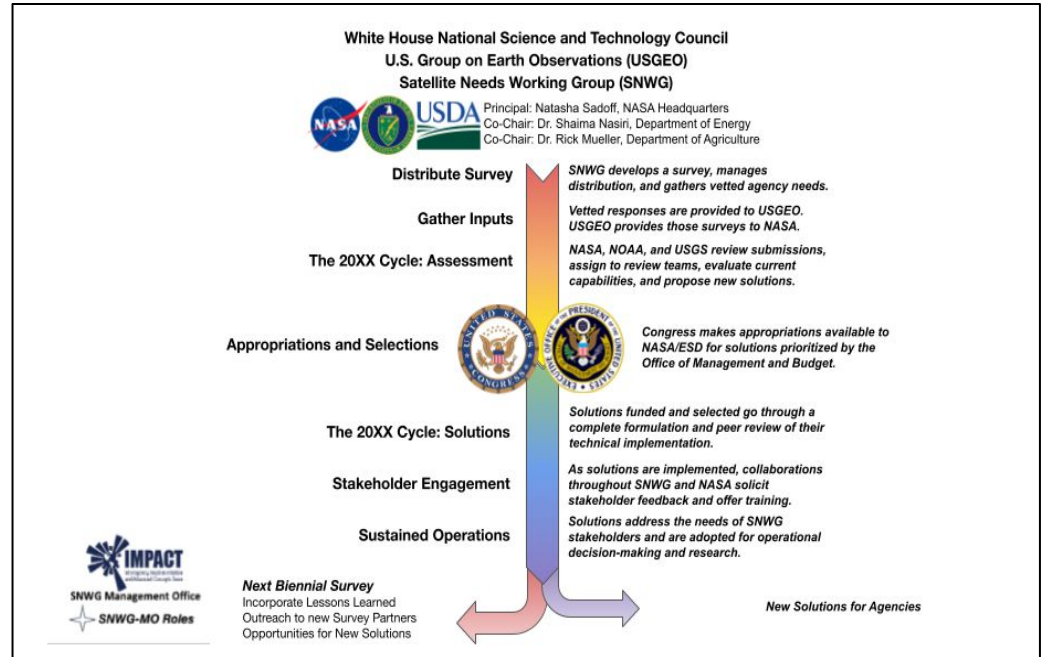
Satellite Needs Working Group (SNWG)

- The Satellite Needs Working Group (SNWG) seeks to identify the Earth observation needs of U.S. Federal agencies
- SNWG surveys agencies every two years to identify their high-priority Earth observation needs
- After the surveys are received, there is an Assessment Phase in which the survey results are evaluated to bring about viable solutions to Agency needs
 - Previous Assessment Cycles: 2016, 2018, 2020, and 2022
 - Current Assessment Cycle: 2024

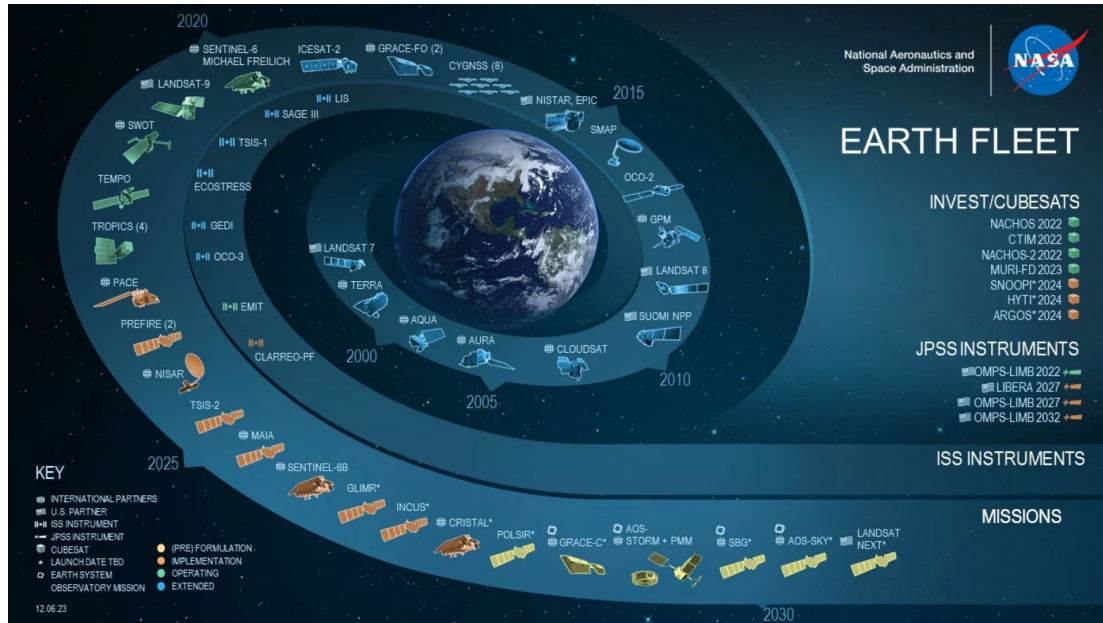


SNWG Management Office at IMPACT

- The SNWG Management Office (SNWG MO) was spun up during the 2020 SNWG assessment cycle
- SNWG MO role during the assessment:
 - Develop and administer assessment tools
 - Collect and analyze data for reporting on surveys and solutions
 - Serve as POC for assessment teams
- SNWG MO role during solution implementation:
 - Manage agreements and schedules
 - Monitor and report solution status
 - Ensure sustained generation of new products
 - Stakeholder engagement with SNWG agencies



SNWVG Assessment Phase



During the Assessment Phase, NASA and other Earth observation data providers (e.g. NOAA, USGS) evaluate the needs identified in the survey responses by:

- Identifying current or upcoming satellite missions that could meet those needs
- Determining whether multiple agencies need the same types of products
- Considering development of new data products using existing satellite Earth observation data sources

Use of SNWG Surveys

- NASA, NOAA, and USGS have access to these high-priority agency needs for the purpose of evaluating and meeting them if possible
- Outside of the assessment process and NASA HQ, we are **not** allowed to share:
 - Which agencies submitted surveys
 - The survey PDFs, assessment reports, interview recordings, or other documents relating to the agency needs
 - Anything that would connect a satellite need or its characteristics to a specific agency
- OMB and USGEO recently approved publication of an aggregate report for each cycle that will include:
 - Aggregate statistics on the characteristics of the requested data (geographic domain, spatial/temporal resolution, etc.)
 - A list of the requested geophysical observables
- Information in the aggregate report will be agency-agnostic, and OMB and USGEO will define how the report is published

SNWG Assessment Outcomes

Highlights of end Products and Programs developed from needs identified during previous SNWG Assessment Cycles:

- **Harmonized Landsat Sentinel-2 ([HLS](#)) Products - 2016 Cycle**
 - A collection of surface reflectance data products blending data from Landsat and Sentinel-2 to provide near-global medium to high resolution Earth surface data every 2-3 days
- **Ice, Cloud & Land Elevation Satellite-2 ([ICESat-2](#)) Quick Look Products - 2018 Cycle**
 - Global elevation data products generated using data from the Advanced Topographic Laser Altimeter System (ATLAS), providing detailed information about Earth's surface/atmospheric features
- **Observation Products for End-Users for Remote Sensing Analysis ([OPERA](#)) - 2018 Cycle**
 - Satellite data products designed to meet federal Agency needs identified during the SNWG 2018 Assessment Cycle (Surface Water Extent, Surface Disturbance, Surface Deformation)
- **Global HLS-Derived Vegetation Indices Suite - 2020 Cycle**
 - Suite of vegetation indices generated for HLS data products to aid in the assessment of global vegetation characteristics
- **Air Quality Forecasts and Distributed Pandora Sensors - 2020 Cycle**
 - Add air quality sensors at selected U.S. Embassies and at agricultural/rural sites in the U.S. in order to improve air quality forecasts at USDA and DoS sites of interest
- **Vertical Land Motion Product - 2022 Cycle**
 - Suite of products that track the magnitude of vertical land surface motions and vertical rates of motion for the program of record of Sentinel-1 and NISAR
- **Low-Latency Harmonized Landsat Sentinel-2 (HLS) Products - 2022 Cycle**
 - Solution to make use of near-real time VIIRS data to produce HLS data with a latency of 6 hours through NASA's Land, Atmosphere Near-real-time Capability for EOS (LANCE)

SNWG Assessment Milestones

- There are **six** milestones, or steps, that each agency need must undergo in the assessment process
- Asana will be used for communication, finding next-step guidance, and tracking the progress of each need through the milestones of the assessment phase
- The Report Generation Tool (RGT) will be used to collaborate on assessment reports for each need
- Milestones 1-4 take place in **Asana** while Milestones 5 & 6 take place in **RGT**
- This workshop will focus on Asana and the first **3** milestones

Milestone 1

Review Submitted Survey

Milestone 2

Assemble Assessment Team

Milestone 3

Hold Agency Interview

Milestone 4

Identify New Solutions

Milestone 5

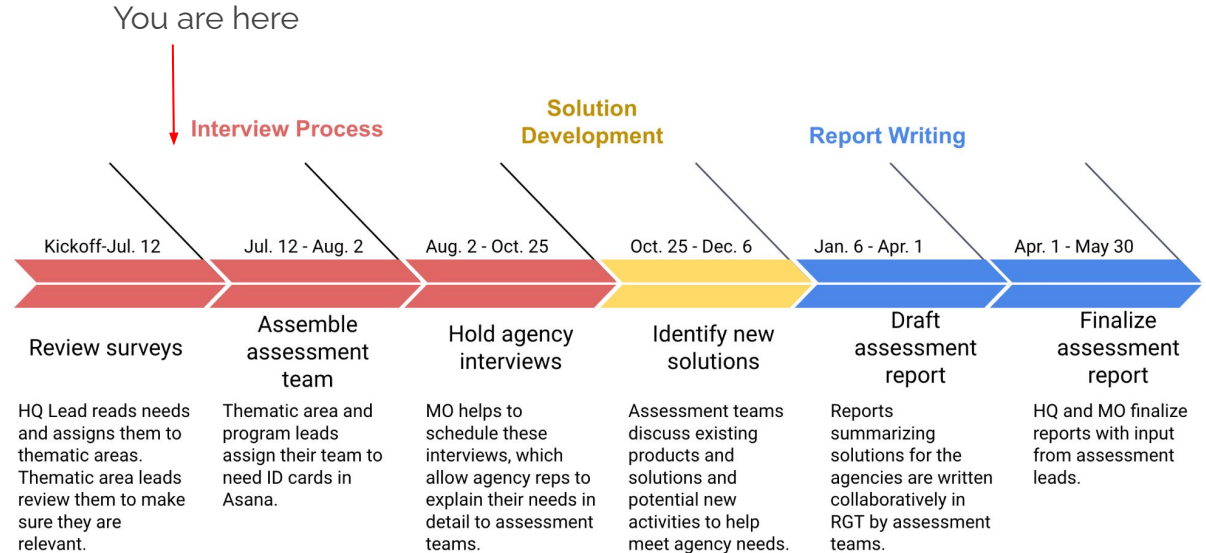
Draft Assessment Report

Milestone 6

Finalize Assessment Report

Assessment Timeline

- The SNWG Assessment Process is broken into **3** major phases:
 - Interview Process
 - Solution Development
 - Report Writing
- Asana will be used primarily during the Interview Process and Solution Development phases
- A separate Solutions Workshop and RGT Workshop will be scheduled at a later date



Detailed Assessment Schedule (1 of 3)

Timeline	Purpose
Assessment preparations	
Mar 1 - Jun 21, 2024	SNWG survey completed by Agency SMEs, approved by Agency SES leadership, and sent to NASA
Mar 1 - May 24, 2024	Selection of assessment participants from NASA, NOAA, and USGS
Mar 1, 2024	NASA HQ kickoff meeting
July 8 - July 26, 2024	Kickoff sessions with each thematic area
Preliminary evaluation of Needs	
July 29 - Aug 9, 2024	*Asana workshops led by the SNWG Management Office (SNWG MO).
July 8 - July 12, 2024	*Milestone 1: Review submitted surveys. PSs evaluate if the Needs are placed in the proper thematic area and identify the expertise required to evaluate the Need.
July 12 - Aug 2, 2024	*Milestone 2: Assemble assessment teams. PSs designate a single person who is responsible for the evaluation of each Need. Additional R&A, EA, CSDA, NOAA, or USGS representatives are assigned to Needs according to their expertise.
Aug 2 - Oct 25, 2024	Milestone 3: Hold agency interviews. This is a key part of the detailed Need assessment. All assessment team members should participate if possible in the discussion of existing and/or potential solutions that help meet the Agency need. Interviews will be scheduled by an SNWG MO representative.
*Activity takes place in Asana, the SNWG workflow management tool	

Detailed Assessment Schedule (2 of 3)

Timeline	Purpose
Detailed assessment of Needs	
Oct 28, 2024 - Nov 6, 2024	* Solution workshops led by the SNWG Management Office.
Oct 28, 2024 - Dec 6, 2024	* Milestone 4: Identify new solutions. Assessment teams review solutions proposed by other assessment teams to identify cross-cutting solutions that benefit multiple Needs/Agencies. Teams can also propose new solutions for review by other assessment teams/thematic areas.
Jan 2 - Jan 17, 2025	* Cross-thematic area review and prioritization of solutions. Continued cross-pollination and discussion of proposed solutions, along with prioritization by the lead(s) of each thematic area.
January 27- Mar 25, 2025	Down-selection of solutions by the Science and Applications Board and Steering Committee. The SNWG Management Office at IMPACT will develop preliminary cost estimates. Further refinement of the solution descriptions will be needed for those being proposed to OMB.
*Activity takes place in Asana, the SNWG workflow management tool	

Detailed Assessment Scheduled (3 of 3)

Timeline	Purpose
Reporting	
Jan 6 - Jan 17, 2025	**Report-writing workshops led by the SNWG Management Office.
Jan 20 - April 1, 2025	**Milestone 5: Draft assessment reports. Assessment teams will draft assessment reports summarizing each individual Need and describing current/future satellite missions, data products, past SNWG activities, and current/upcoming/proposed resources that help meet that Need.
Feb 3 - Mar 14, 2025	Detailed cost estimates of proposed solutions. This activity is carried out by the SNWG Management Office, with input from the designated POC(s) for each solution being proposed to OMB.
April 1 - May 30, 2025	**Milestone 6: Finalize assessment reports. HQ review and feedback on assessment reports, including any iteration with the assessment team. Assessment teams will also review the final set of refined solutions that will be proposed to OMB and confirm which solution(s) will benefit each submitted Need. Reports will also be copy-edited.
May 30, 2025	Final assessment reports transmitted to SNWG agencies.
Retrospective	
June 6 - Oct 3, 2025	Retrospective on SNWG-2022 assessment. A survey and dedicated discussions on what worked and what could be improved, with an eye toward the SNWG-2024 process.
**Activity takes place in the Report Generation Tool (RGT)	

Assessment Roles

There are many roles involved in the SNWG Assessment Phase, each with a unique set of responsibilities:

- **HQ Lead**
- **HQ Management**
- **Program Scientist (PS)***
- **Thematic Area Lead (TAL)***
- **Assessment Lead***
- **Research & Analysis (R&A) Representative***
- **Earth Action (EA) Representative and Lead***
- **Commercial Smallsat Data Acquisition (CSDA) Representative and Lead***
- **NOAA Representative and Lead***
- **USGS Representative and Lead***
- **SNWG Management Office (SNWG MO) Representative***
- **Copy Editor**

Note: “Assessment team**” is used throughout the document to refer to these roles collectively*

Note: Roles are color-coded for quick identification

Assessment Thematic Areas

Need IDs (survey responses) will be categorized using the following thematic areas:

- Atmospheric Composition
- Carbon Cycle & Ecosystems
- Disaster Response
- Earth Surface & Interior
- Land Cover/Land Use Change
- Oceans & Cryosphere
- Water & Energy Cycle
- Weather & Atmospheric Dynamics
- Infrastructure Products/Other

These thematic areas are a combination of NASA Focus Areas and Programs that reflect the geophysical observables typically needed by Federal agencies.

Lessons Learned from 2022 SNWG Assessment

- A post-assessment Lessons Learned survey was sent to all participants to gather feedback on the assessment process, tools, and time spent completing various phases of the assessment
- In addition, a series of retrospective discussions were held with participants from each Thematic Area, NOAA, and USGS

Outcomes from the Lessons Learned:

- Shifted the start of the Assessment back by 3 months to extend it from an 8-month to an 11-month process
- Reduced the number of assessment milestones from 9 to 6
- Updated the format of the survey responses to improve readability
- Reordered kickoffs and workshops to provide “big picture” information before diving into detailed tools training
- Developed an [Assessment Process User's Guide](#) to provide easy access to assessment process information (i.e. participant roles, descriptions of each phase of the assessment, deadlines, FAQs)
- Providing a dedicated workshop for solutions that will include information on solution criteria, the selection process, and successful past solutions
- Simplified the process for estimating the level of satisfaction (LOS) for needs in Asana
- Providing additional guidance during the solution down-selection and cost-estimation processes
- Additional features added to RGT including the ability to search across reports, access to past cycle reports, and version control

Assessment Process Guide



SNWG Assessment Process Guide

1.0 Assessment Process Overview

1.1 SNWG

Figure 1: Visualization of the SNWG process

1.2 SNWG MO

1.3 SNWG Thematic Areas

1.4 General Resources

1.5 FAQs

2.0 SNWG Assessment Schedule

2.1 Schedule

Figure 2: General Assessment Timeline

2.2 FAQs

3.0 Roles and Responsibilities

3.1 Overview

Table 1: Assessment Roles and Responsibilities

3.2 FAQs

4.0 Interview Phase (Kickoff - Oct. 25)

4.1 Overview

4.1.1 Pre-Interview Huddles (optional)

4.2 Resources

4.3 FAQs

5.0 Solution Development Phase (Oct. 25 - Dec. 6)

5.1 Overview

5.1.1 Scope and Scale of Solutions

5.1.2 Brainstorming Solutions

5.1.3 Solution Prioritization

5.1.4 Solution Down-Selection

5.1.5 Cost estimation

The [SNWG Assessment Process Guide](#) provides a “big picture” overview of the entire SNWG Assessment process including:

- Background on SNWG and its purpose
- Overview of the assessment schedule
- Detailed list of the responsibilities of each role throughout the assessment
- Answers to Frequently Asked Questions (FAQs)
- Direct links to relevant materials and resources

How to Use the Assessment Process Guide

1. Use the Table of Contents to navigate to the assessment topic you need guidance on
2. Read through the content and FAQs
3. Check under “Resources” in each section to find direct links to the materials you’ll need for that phase of the assessment

Asana Workshop Objectives

By the end of the workshop, you will know:

- How to log in to Asana
- What your role is in the Assessment Phase
- What milestones you need to complete
- What the purpose of the Need ID cards is, what they contain, and how you can interact with them
- Where to find additional resources

Asana User's Guide

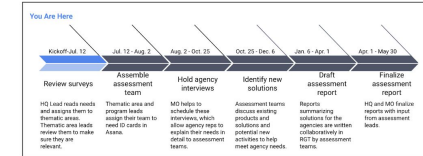


- The [Asana User's Guide](#) provides a detailed walkthrough and description of each assessment role, what tasks each role is responsible for, and how to complete each task in Asana
 - Color-coded by role
 - Table of contents includes direct links to each task within a milestone
 - Role-specific instructions for each milestone
- How to Use the Asana User's Guide
 1. Follow the steps in "Setting Up Asana" (if not already setup)
 2. For each milestone, read over the "Milestone description", "Steps to complete milestone", and "Associated Roles" sections where you will find the purpose of the milestone, steps involved in the milestone, the roles that are responsible for completing each step, and role-specific links to the instructions for each milestone step
 - a. **Note:** Look for your role's color to quickly locate the tasks associated with your role (refer to the [Assessment Process Guide](#))
 3. Use the instructions to complete each milestone associated with your role in Asana

Milestone 1: Review Submitted Survey

Milestone 1 Description:

Each survey response was previously uploaded to Asana, assigned a Need ID, and assigned to a thematic area. As a **Program Scientist (PS)/Thematic Area Lead (TAL)**, the goal of Milestone 1 is to review the submitted surveys and ensure that they are appropriate for your thematic area. Please refer to timestamp 3:47 in the [SNWG Asana Demonstration Video](#) for more assistance. [Figure 20](#) displays the SNWG assessment process timeline with a blue indication of Milestone 1's stage in the cycle.



Steps to complete Milestone 1:

1. **PS/TAL** reviews surveys assigned to his or her thematic area
2. **PS/TAL** accepts assigned needs or requests reassignment
3. **HQ Lead** approves reassignment if needed
4. **PS/TAL** confirms acceptance of reassignment if needed
5. **PS/TAL** completes milestone

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How to complete each step is described below, specifically using the "Board" view as indicated by the tabs near the top of a project board. Refer to [Figure 16](#). (Note that you can also complete the same tasks using your starred searches, the "List" tab option, or by navigating to "My Tasks" near the top of the left sidebar, but the instructions below only pertain to the "Board" view.)

Note: Participants are highly encouraged to use the browser version of Asana.

Associated Roles:

- **Program Scientist (PS):** Refer to Sections [1.1](#), [1.2](#), [1.4](#), and [1.5](#)
- **Thematic Area Lead (TAL):** Refer to Sections [1.1](#), [1.2](#), [1.4](#), and [1.5](#)
- **HQ Lead:** Refer to Section [1.3](#)

1.1: **PS/TAL** reviews surveys assigned to his or her thematic area

Break

<<15:00>>

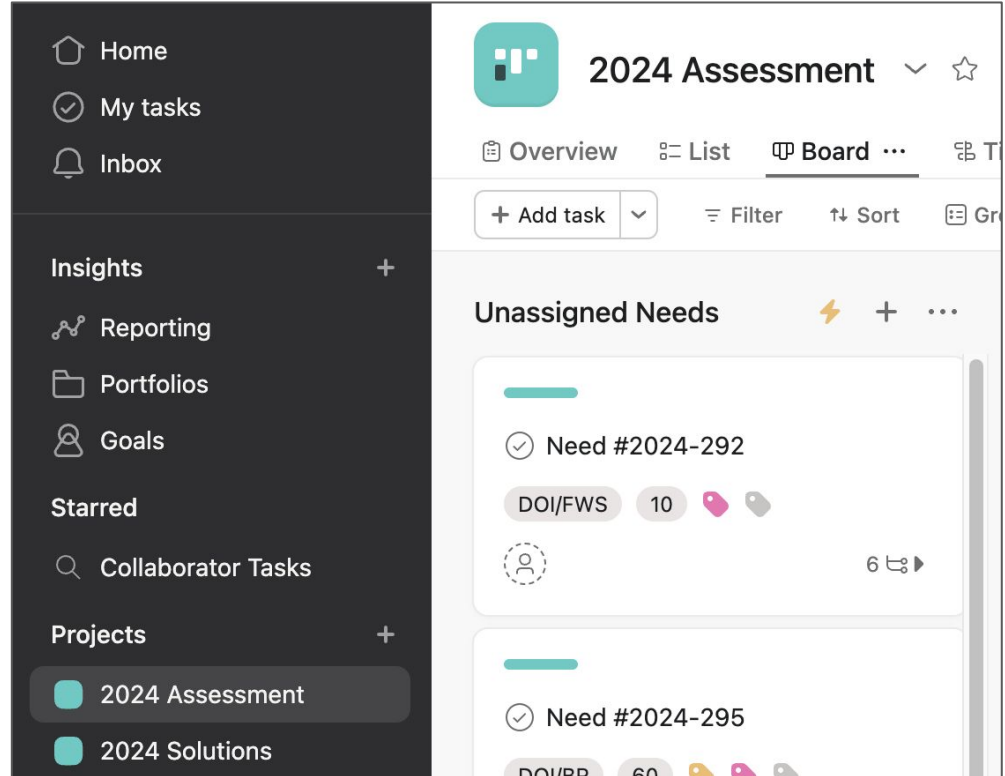
Self-Assessment Question:

Milestone 1:

Do you know what your role is?

What is Asana?

- Asana is a project and task management platform chosen for use in the Assessment Phase to assist participants throughout the process
- Important Features:
 - Task tracking
 - Providing next-step guidance
 - Notifications
 - Customizability
- Interface uses project boards and cards:
 - Boards: 2024 Assessment, 2024 Solutions, 2024 Training, and Feedback FAQ
 - Cards: Need ID cards, Solution cards



Locate your Tasks

- **Description:** Creating a customized search allows the user to quickly identify assigned tasks or tasks that he or she is a collaborator on. All assessment participants should complete the following checklist.
- **Checklist:**
 - ❑ Click inside the search box and select “Advanced Search”
 - ❑ Under “In any of these projects” input “2024 Assessment” and “2024 Solutions”
 - ❑ Under “Collaborators” enter your Asana profile name, then click “Search”
 - ❑ You will now see a list of all of your tasks and subtasks
 - ❑ To save your custom search, click the “star” icon in the top left to open the “Add to starred” window
 - ❑ Enter a name for your search, then click “Add to starred”
 - ❑ You can now easily access your saved search under “Starred” on the left sidebar
- **Resources:** See the [Asana User’s Guide and Demonstration Video](#)

Contains the words

Assigned to

In any of these projects

2024 Asses... x 2024 Soluti... x

Collaborators

SS Sally Smith x

Includes

Recorded videos Other attachments Any

Completion

Completed Incomplete Any

+ Add filter

Cancel Search

Add to starred

Search results

Tasks (1) Messages (0) Projects (0)

Add to starred

Search name Collaborator Tasks

Add to starred

Milestone 1: Review Submitted Survey



- Description: Prior to Milestone 1, each survey response has been uploaded to Asana, assigned a Need ID, and assigned to a thematic area. As a Program Scientist/Thematic Area Lead, the goal of Milestone 1 is to review the submitted surveys and ensure that they are appropriate for your thematic area.
- Checklist:
 - ☐ **PS/TAL** reviews surveys assigned to their thematic area
 - ☐ **PS/TAL** accepts assigned needs or requests reassignment
 - ☐ Demonstration of requesting reassignment of a need
 - ☐ **HQ Lead** approves reassignment if needed
 - ☐ **PS/TAL** confirms acceptance of reassignment if needed
 - ☐ **PS/TAL** completes milestone
- Resources: See the [Asana User's Guide and Demonstration Video](#)
- **This is already complete for the 2024 cycle on the live board.**
- Let's practice completing this milestone on the demo board to become familiar with Asana.

Check-in Time!

Rate your comfort with using Asana so far, on a scale of 1 to 3, and drop your current number in the chat. **If you write "3" or "?" in the chat, we will pull you to a breakout room for one-on-one support.**

- 1: Doing great! Totally comfortable so far.
- 2: Doing okay. Still getting used to it.
- 3: I am struggling and need one-on-one help.

Milestone 2: Assemble Assessment Team



- Description: Prior to Milestone 2, the PS/TAL has reviewed the submitted survey and ensured that the assigned Need ID is appropriate for their thematic area. The goal of Milestone 2 is to assemble an assessment team for each assigned Need ID.
- Checklist:
 - ❑ **PS/TAL** and **Program Leads (EA, CSDA, NOAA, USGS)** assign assessment team members for each Need ID
 - ❑ PS/TALs: Ensure all required participants are listed as collaborators. Assign “R&A Representative” as needed
 - ❑ NOAA/USGS Leads: Assign “Program Representative” or yourself as a collaborator
 - ❑ EA Leads: Assign “Program Representative” or yourself as a collaborator
 - ❑ CSDA Leads: Assign “Program Representative” or yourself as a collaborator
 - ❑ **Assessment Lead** assigns subtasks to assessment team members if needed
 - ❑ **Assessment Lead** completes milestone
- Resources: See the [Asana User's Guide and Demonstration Video](#)

Check-in Time!

Rate your comfort with using Asana so far, on a scale of 1 to 3, and drop your current number in the chat. **If you write “3” or “?” in the chat, we will pull you to a breakout room for one-on-one support.**

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- 2: Doing okay. Still getting used to it.
- 3: I am struggling and need one-on-one help.

Milestone 3: Hold Agency Interview



- **Description:** An agency interview is held to get a full understanding of the need and discuss available resources to meet the need. All assessment participants involved with a particular Need ID are encouraged to attend and participate in the discussion. The goal of Milestone 3 is to prepare for and hold/attend the agency interview scheduled by the SNWG MO Representative.
- **Checklist:**
 - ☐ **Assessment team** prepares for agency interview
 - ☐ **Assessment team** interviews the agency representatives
 - ☐ **Assessment team** accesses the interview notes
 - ☐ **Assessment team** accesses the interview recording
 - ☐ **Assessment Lead** completes milestone
- **Resources:** See the [Asana User's Guide and Demonstration Video](#)

Check-in Time!

Rate your comfort with using Asana so far, on a scale of 1 to 3, and drop your current number in the chat. **If you write "3" or "?" in the chat, we will pull you to a breakout room for one-on-one support.**

- 1: Doing great! Totally comfortable so far.
- 2: Doing okay. Still getting used to it.
- 3: I am struggling and need one-on-one help.

Looking Forward

- Milestone 4 will involve proposing solutions to meet the identified needs
 - Solutions are activities NASA, NOAA, and/or USGS could undertake to meet the needs identified in each survey
 - Proposed solutions will be submitted by the assessment teams for each Need ID

Be sure to gather any necessary information for that process during the agency interview!

- A workshop dedicated to solutions will be held:
 - Late October/early November

Summary

- Stay on after the end of this workshop session for office hours if you are in need of additional assistance or have further questions
- You will receive check-in emails containing preparatory information and materials prior to the start of the assessment phase
- Resources:
 - [Assessment Process User's Guide](#)
 - [Asana User's Guide and Demonstration Video](#)
 - [SNWG 2024 Tutorial Videos](#)
 - [Agency Interviews Video Playlist](#)
- Please reach out to info@snwg-impact.net with any questions or concerns

Changes to Agency Interviews

- **Group interviews**
 - Goal: identify and discuss overlapping satellite needs within a single agency or among multiple agencies
 - Foster synergistic solution discussion during the interview process
 - Work with SNWG MO scheduler if a group interview is desired
- **Assessment Team Interview Support**, optional
 - Goal: create a highly engaging conversation around discovery & ideation to emerge that leverages ALL participant's voices
 - Experienced facilitators (*Charley Haley & Anita LeRoy*) are ready to help you incorporate best practices & tips
 - Request their facilitation support: info@snwg-impact.net
- **Preparing for Discovery Interviews**
- **Discovery Interview Blueprint**
- **Agency Interview Welcome and Preparation Packet**, to be sent 2-3 days prior to interview
 - Goal: A short welcome video from Natasha - setting context and benefits of interview
 - Provide agencies with a sense of what to expect by sharing some preliminary questions the team has identified

Thank you.

