Work Instruction
Assigned Organization –
Manage Scoping

Purpose

This work instruction is used to outline the process to perform all activities in the Manage Scoping portion of the workflow. The organizations assigned these activities were chosen during the Create Project activity.

These activities include:

- Prepare for Scoping
- Conduct Scoping Meeting
- Finalize Project Scope

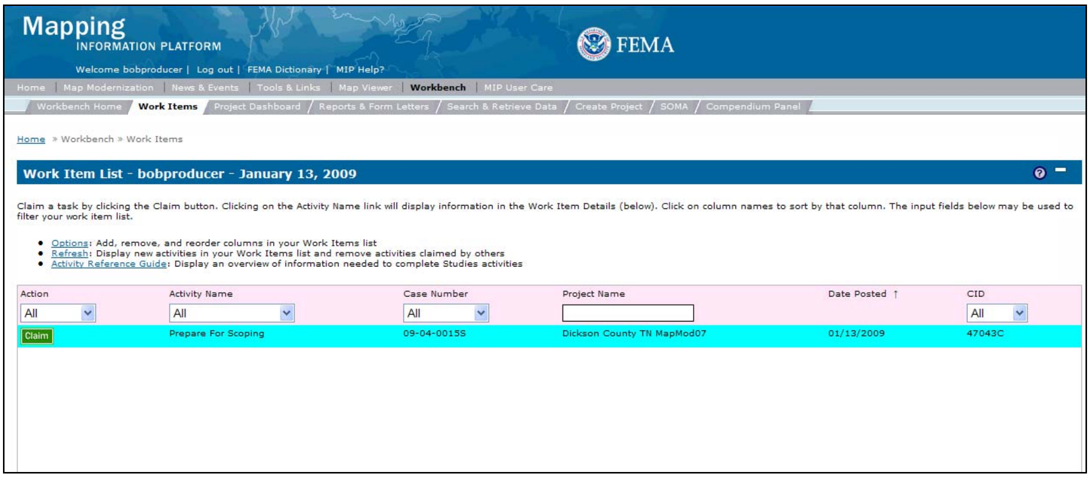
Prerequisites

- A study project was created

Navigation

Via Menu Path	**Log in to the MIP > Workbench > Work Items >** **and** **Claim > Prepare For Scoping**

Work Steps

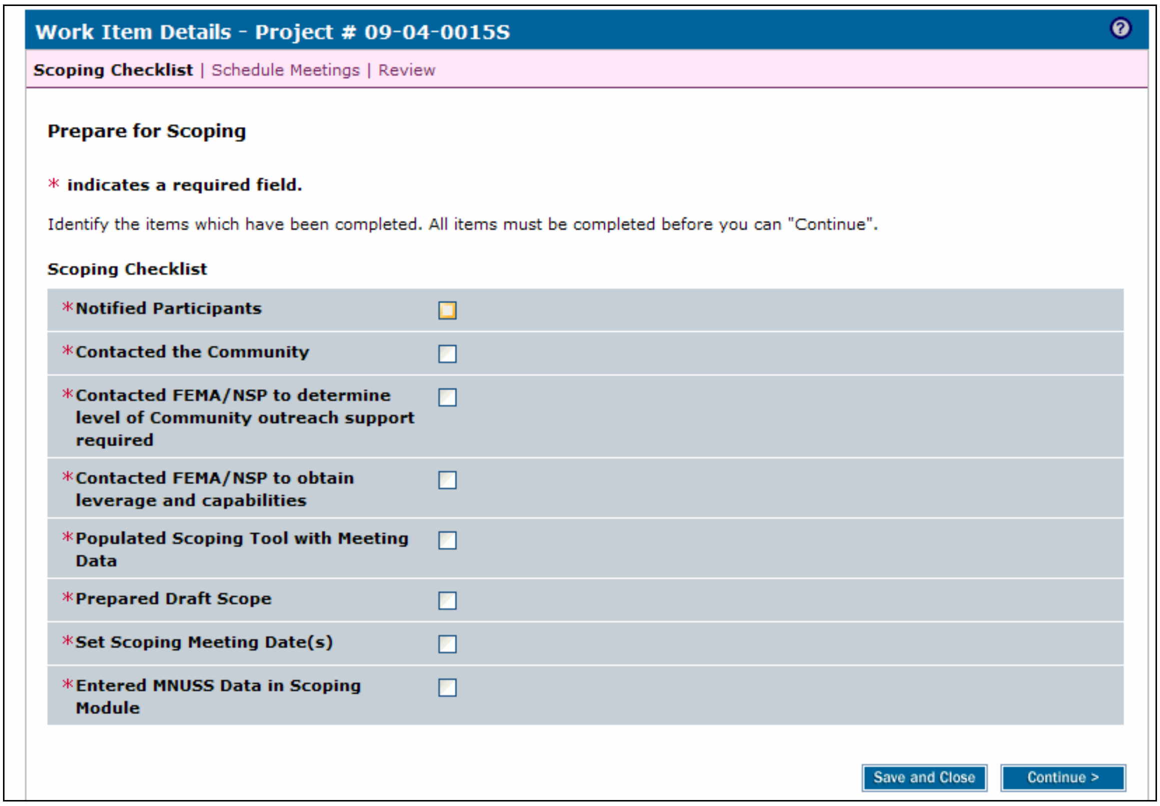


	Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: Claim to claim the activity

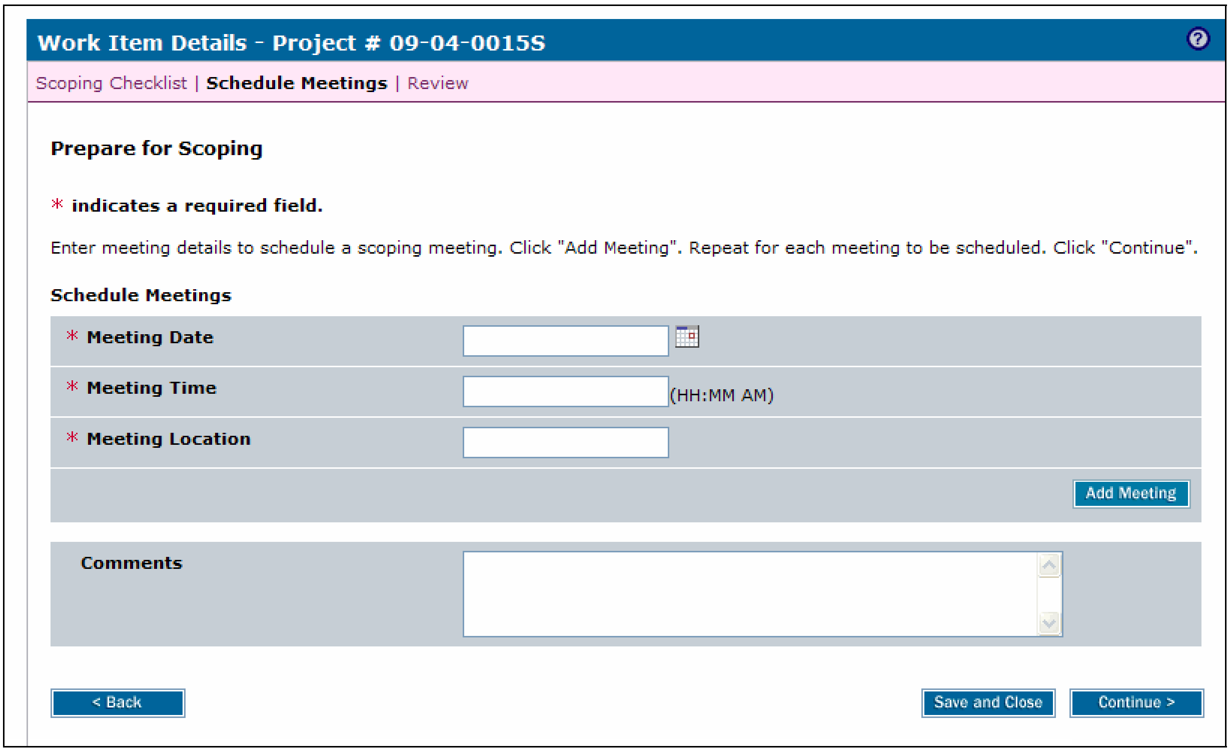
	Prepare for Scoping - This activity allows the user to verify that certain required scoping tasks were performed. The user also enters the proposed scoping meeting details such as the date, time, and location. After this activity is completed, the scoping meeting can be conducted. Certain projects do not require scoping, but the workflow activities are required to be completed. The work instruction will note the procedures to move through these activities if scoping is not required for your project.

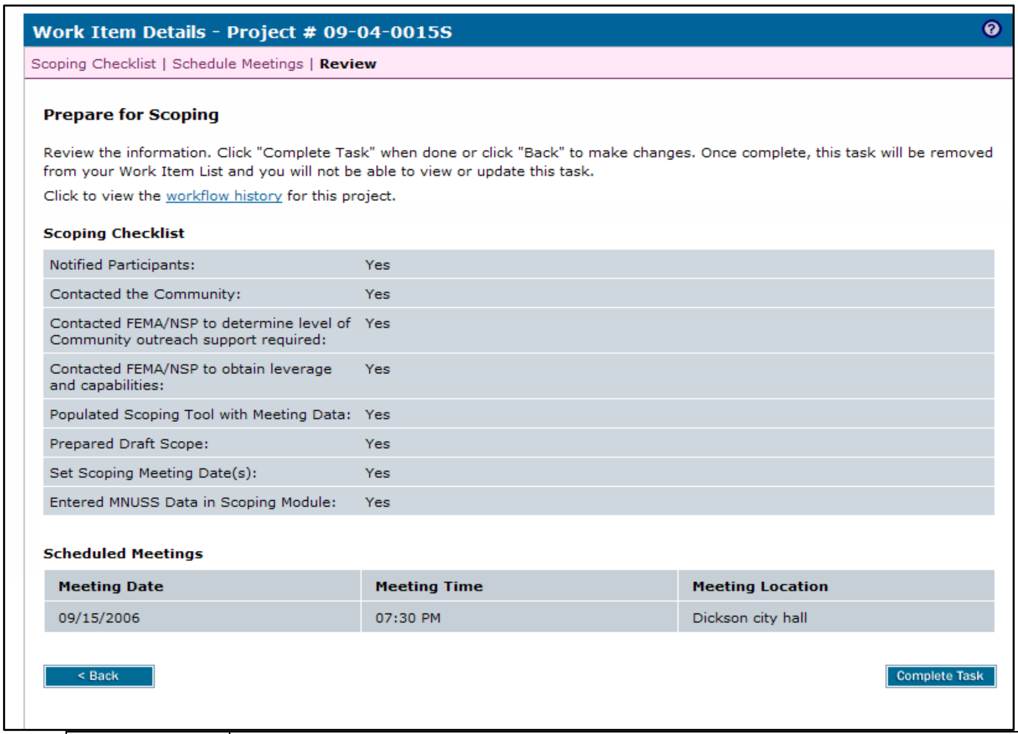
2. Click on: Prepare For Scoping to enter the Prepare For Scoping activity



3. In order to continue, all boxes on this screen must be checked to indicate the activities have occurred.

4. Click on: **Continue >** to move to the Schedule Meetings screen





Work Item Details - Project # 09-04-0015S

Scoping Checklist | Schedule Meetings | **Review**

Prepare for Scoping

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the workflow history for this project.

Scoping Checklist

Notified Participants:	Yes
Contacted the Community:	Yes
Contacted FEMA/NSP to determine level of Community outreach support required:	Yes
Contacted FEMA/NSP to obtain leverage and capabilities:	Yes
Populated Scoping Tool with Meeting Data:	Yes
Prepared Draft Scope:	Yes
Set Scoping Meeting Date(s):	Yes
Entered MNUSS Data in Scoping Module:	Yes

Scheduled Meetings

Meeting Date	Meeting Time	Meeting Location
09/15/2006	07:30 PM	Dickson city hall

< Back   Complete Task

If there is no scoping for this project, click Continue to move to the next screen.

5. Use the calendar icon or click to enter the planned scoping Meeting Date

6. Click to enter the planned meeting time using the correct format: HH:MM AM

7. Click to enter the planned Meeting Location

Always click Add Meeting before continuing. If you click Save and Close or Continue before Add Meeting, all previously entered information will be lost.

8. Click on: Add Meeting

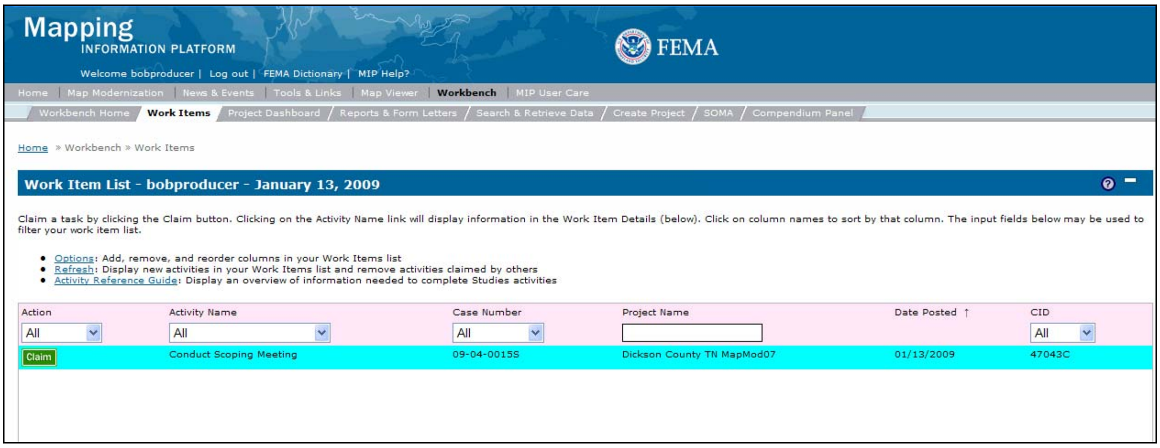
9. Follow the same steps to add planned scoping meetings, as applicable.

10. Click on: Continue > when all meetings are added, to move to the Review screen

Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

11. Review the information and when satisfied click on: Complete Task

The next activity in the workflow is Conduct Scoping Meeting.

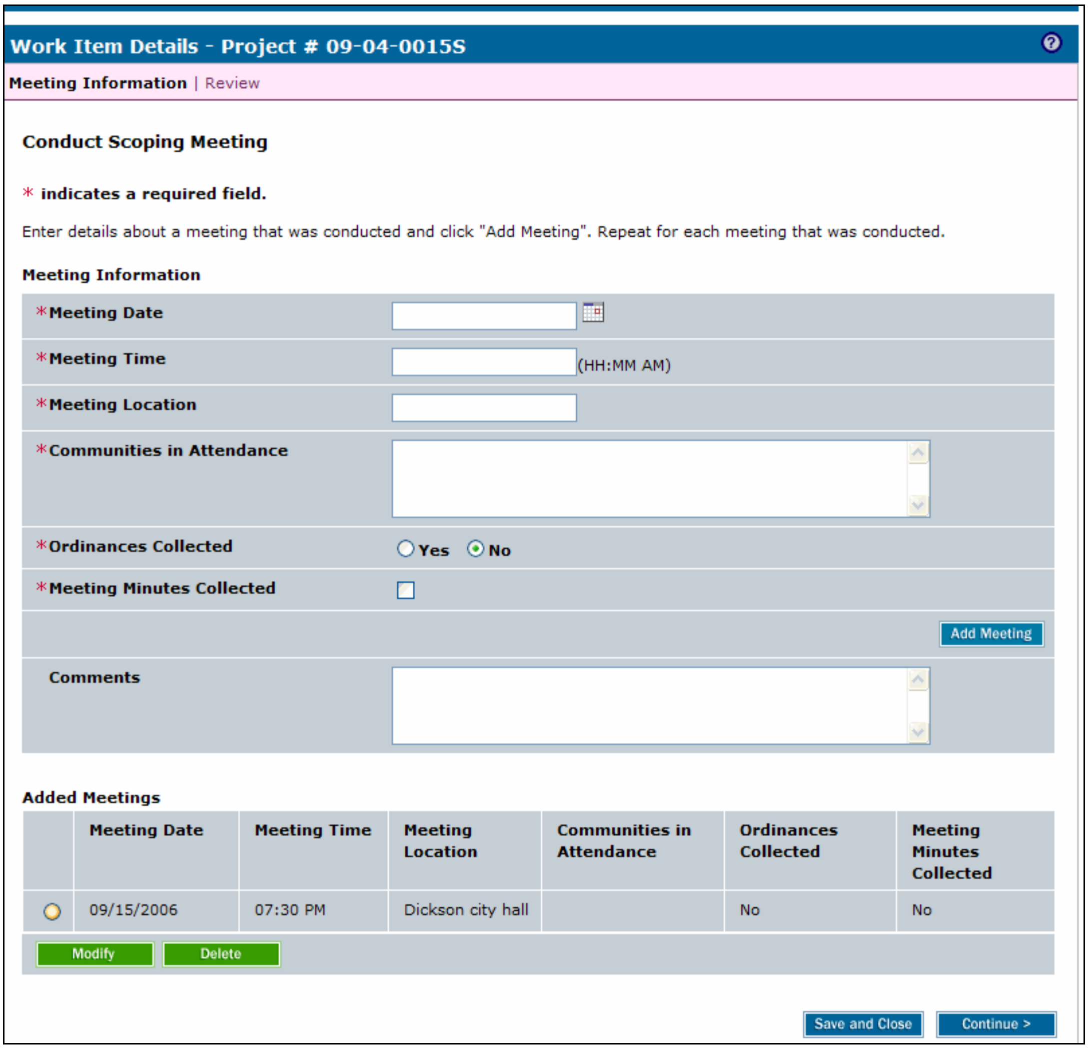


⚠	Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

12. Click on: Claim to claim the activity

ℹ	**Conduct Scoping Meeting** - This activity allows the user to modify planned meeting information and/or add additional scoping meetings. For information entered in the Prepare for Scoping activity, click Modify to capture the meeting date, time and location and click Add Meeting to save the information.

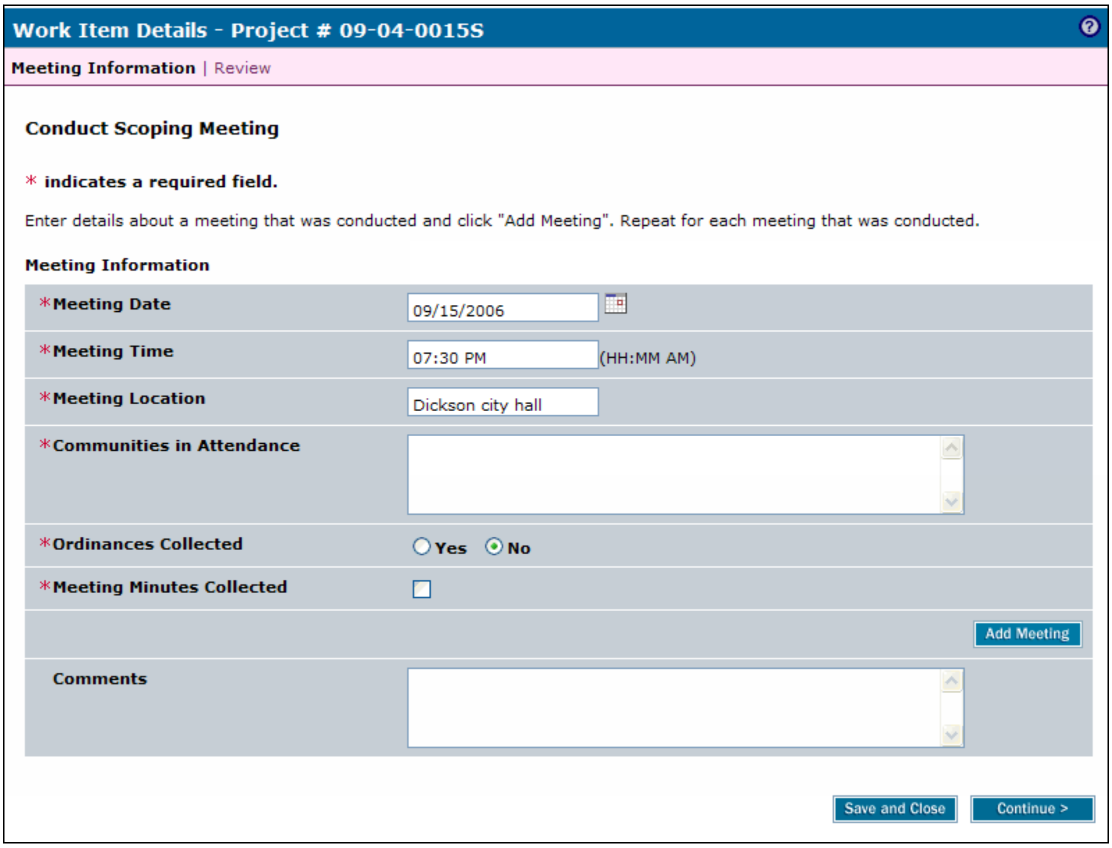
13. Click on: Conduct Scoping Meeting to enter the Conduct Scoping Meeting activity



⚠	If there is no scoping for this project, click Continue to move to the next screen
ℹ	If a meeting was entered in the Prepare for Scoping activity, it appears at the bottom of the screen. Modify that existing meeting to enter additional information required for this screen. If an additional meeting was conducted, use the Meeting Information section to add the meeting details.

14. Click on: radio button to update information on a previously scheduled meeting

15. Click on: Modify to modify meeting information



16. Click Communities in Attendance area to enter who attended the meeting

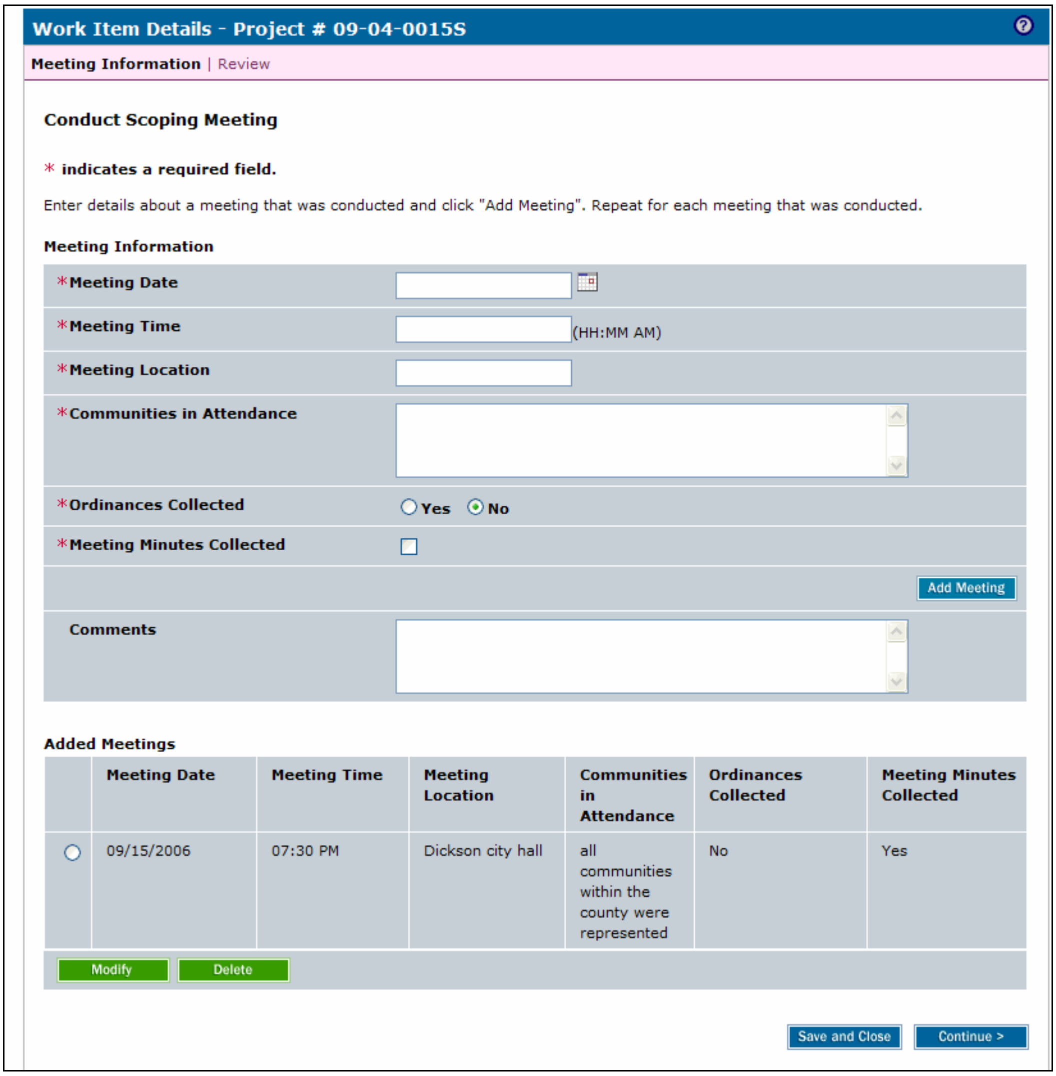
17. Click on: 

to indicate if Ordinances Collected. The default is No.

18. Click on:  to indicate meeting minutes were collected

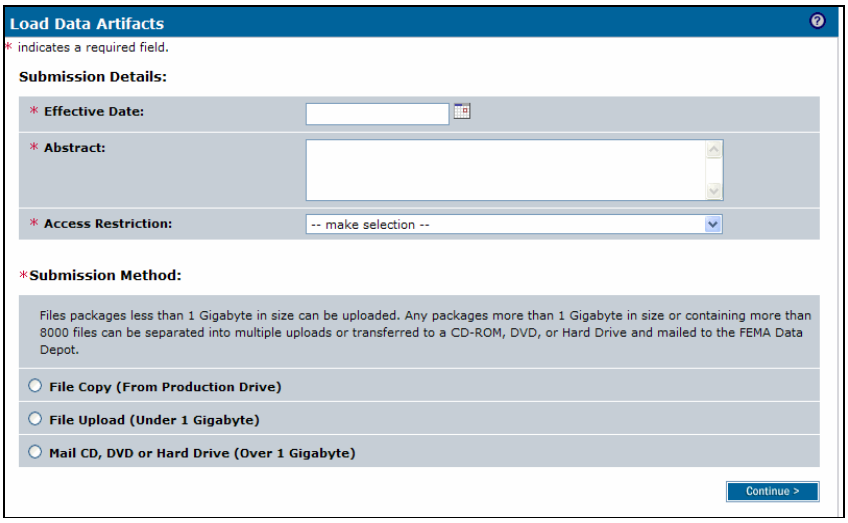
	Always click Add Meeting before continuing. If you click Save and Close or Continue before Add Meeting, all previously entered information will be lost.

19. Click on: 



20. If other meetings were conducted, enter the information above to add the meeting(s) to the table.

21. Scroll to the bottom of the screen to Load Data Artifacts section



Scoping files can also be uploaded through Tools & Links.

22. Add scoping report files in the Load Data Artifacts section.

23. Click Effective Date area to enter the Effective Date of the scoping report

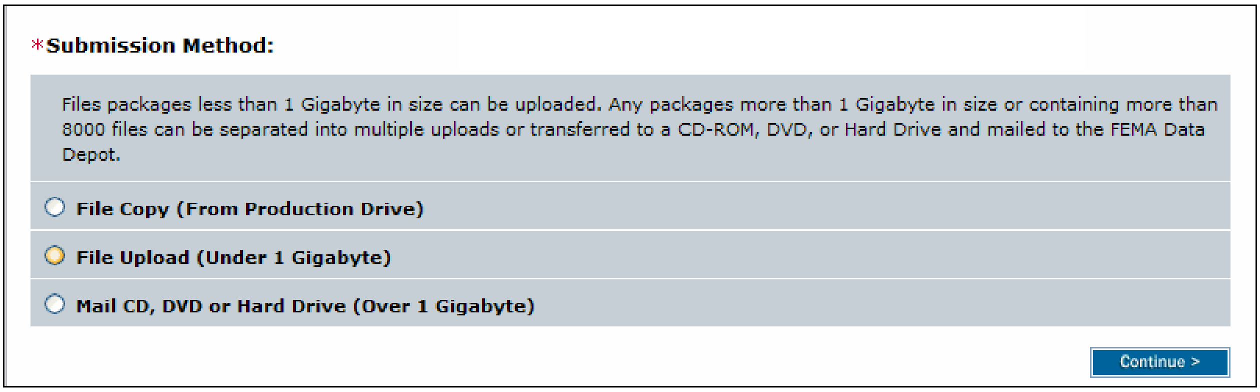
24. Click Abstract area to enter text to describe the material to be uploaded

The options for Access Restriction include:

- **No restriction**: Anyone can download the document(s)
- **R/W access to authorized users only**: Read and write access for only the user who uploads the material
- **R access is granted to all users**: Read only access is granted to any user

Once entered, the access restriction level cannot be changed. To adjust a restriction level for a document, contact MIP Help to remove the document and re-upload the document with the correct access restriction.

25. Click on the dropdown box to display the Access Restriction options



*Submission Method:

Files packages less than 1 Gigabyte in size can be uploaded. Any packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads or transferred to a CD-ROM, DVD, or Hard Drive and mailed to the FEMA Data Depot.

- File Copy (From Production Drive)
- File Upload (Under 1 Gigabyte)
- Mail CD, DVD or Hard Drive (Over 1 Gigabyte)

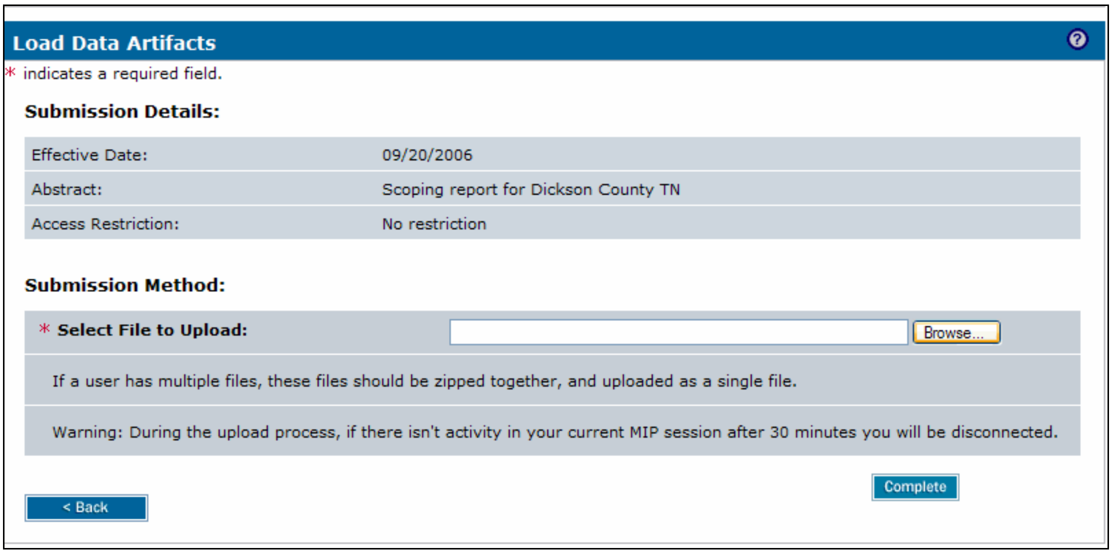
Continue >

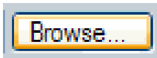
Submission Method options:

- **File Copy**: Used by DFIRM Tools users to copy files from the J to the K drive (must be logged into Citrix).
- **File Upload**: Upload individual or zipped files from the user's workstation to the K drive. Recommended for files smaller than 1G.
- **Mail CD, DVD or HD**: Indicates that files will be mailed to the Data Depot. Recommended for files over 1G.

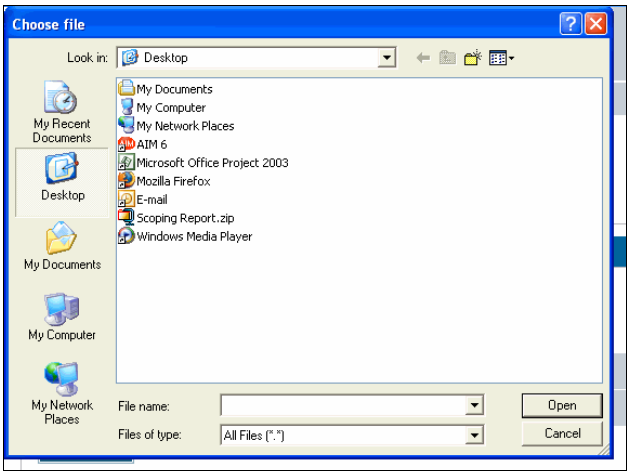
26. Select the Submission Method option

27. Click on: Continue > to proceed with the File Upload option



28. Click on: 

to locate the file to upload. Only one individual or zipped file can be uploaded at a time.



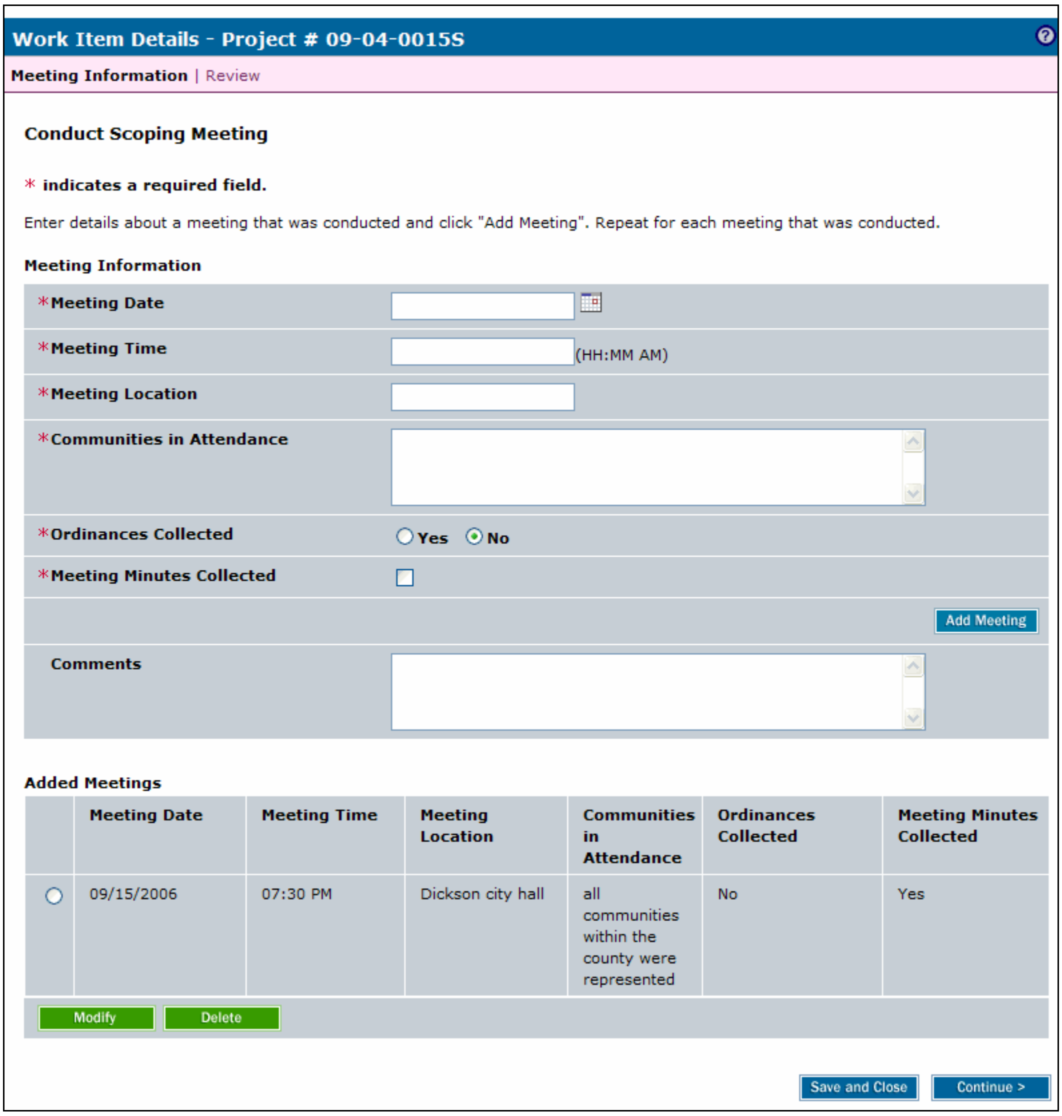
29. Navigate to the file and click on: 

to select the file to be uploaded

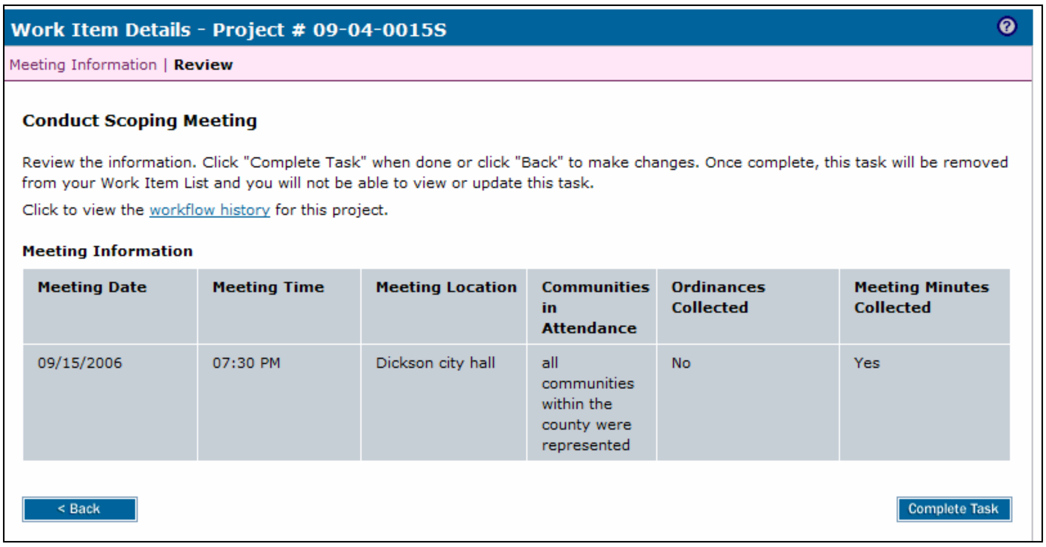
	The zipped file is automatically unzipped and the files are displayed.

30. Click on: 

and return to the top of the screen



31. Click on: Continue > to move to the Review screen



Work Item Details - Project # 09-04-0015S

Meeting Information | **Review**

Conduct Scoping Meeting

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the workflow history for this project.

Meeting Information

Meeting Date	Meeting Time	Meeting Location	Communities in Attendance	Ordinances Collected	Meeting Minutes Collected
09/15/2006	07:30 PM	Dickson city hall	all communities within the county were represented	No	Yes

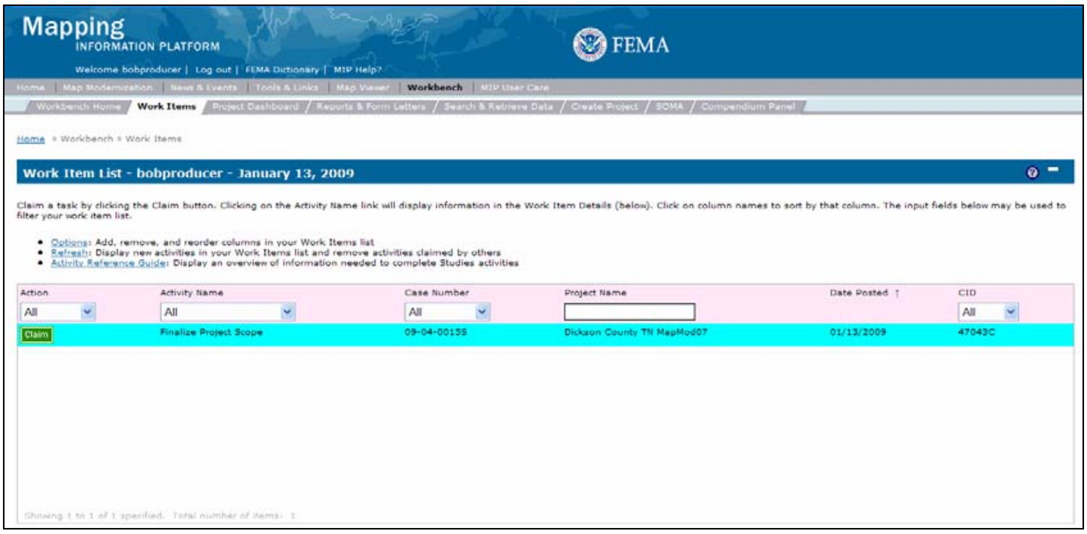
< Back

Complete Task

	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

32. Review the information and when satisfied, click on: Complete Task

The next activity in the workflow is Finalize Project Scope

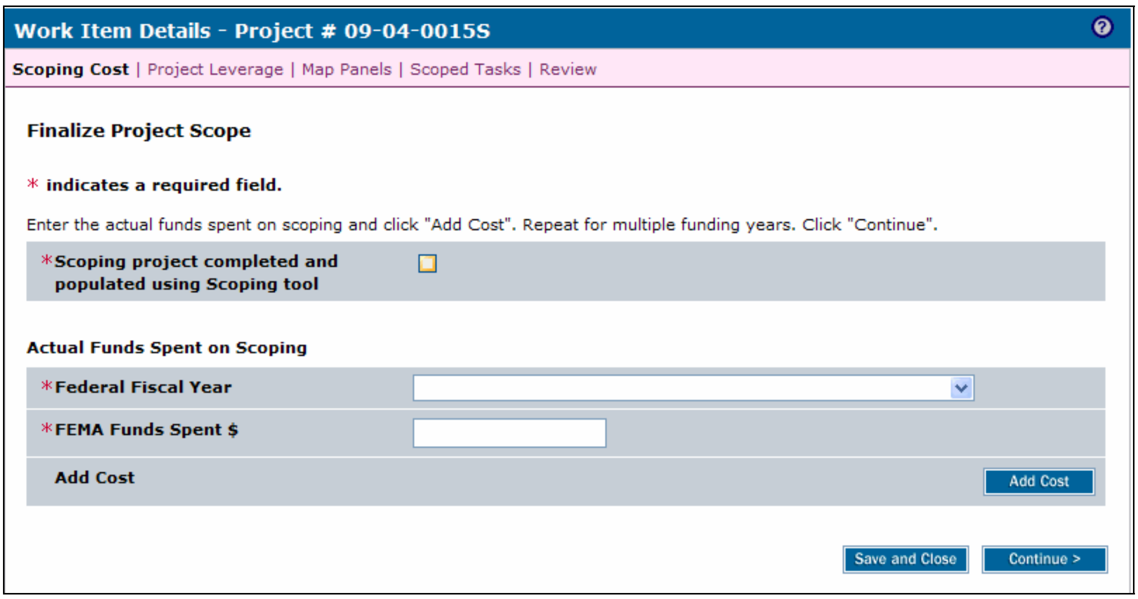


⚠	Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

33. Click on: Claim to claim the activity

ℹ	**Finalize Project Scope** This activity allows the user to capture all scoping costs. The map panel numbers for the study area are added to the MIP, along with the tasks necessary to produce new DFIRMs and the project area to be studied.

34. Click on: Finalize Project Scope to enter the Finalize Project Scope activity



⚠	Even if there is no scoping for this project, the fields on this screen are required. 1. Click the check box 2. Select the Federal Fiscal Year for the project 3. Enter 1 for FEMA Funds Spent. 4. Click Add Cost For projects with scoping, enter the accurate data in the fields on this screen.

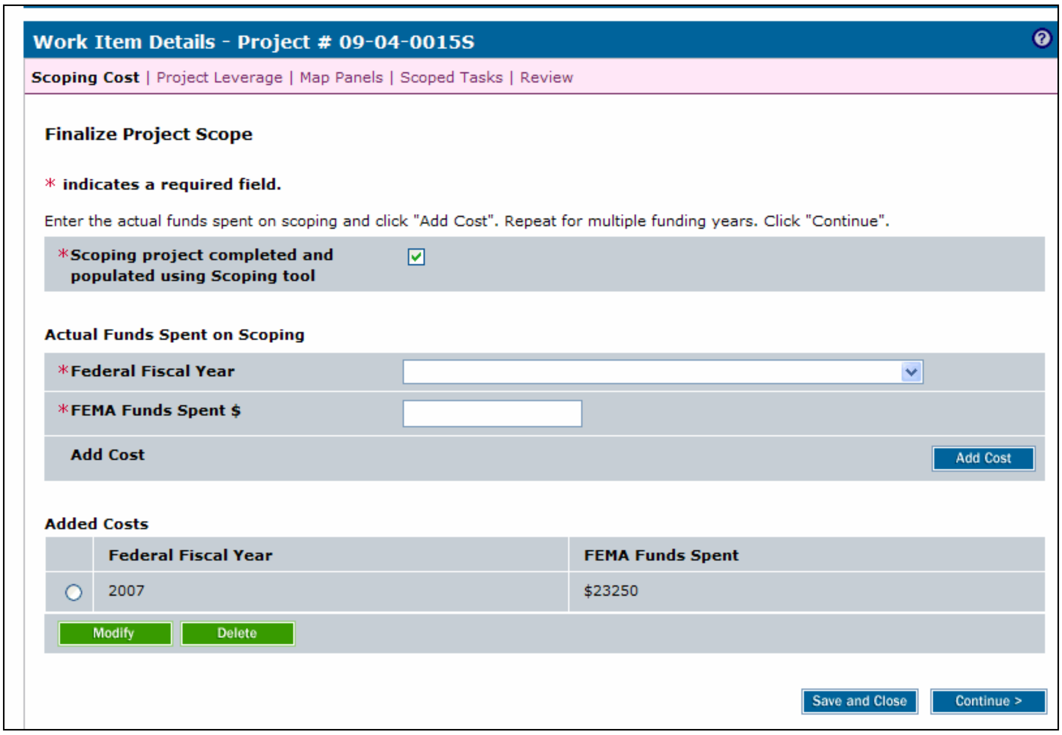
35. Click on: ☐ to indicate the scoping project was completed and populated using the scoping tool

36. Click on the Federal Fiscal Year dropdown box and select the fiscal year the funds were actually spent for scoping

37. Click to enter the actual FEMA Funds Spent on scoping

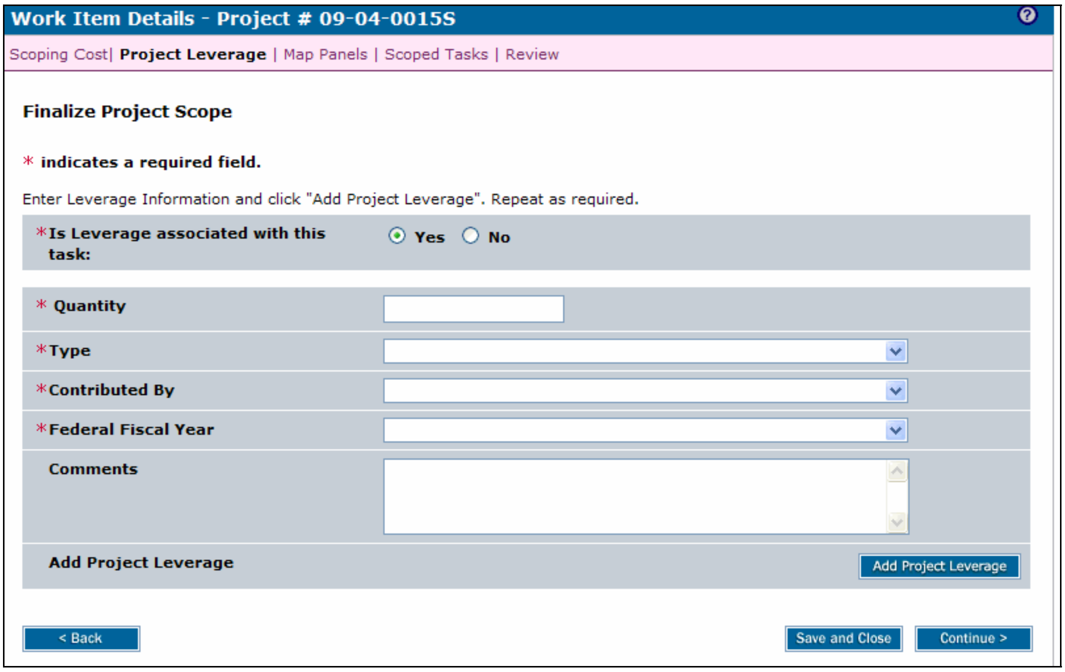
⚠	Always click Add Cost before continuing. If you click Save and Close or Continue before Add Cost, all previously entered information will be lost.

38. Click on: Add Cost



39. Follow the same steps to add all FEMA costs associated with scoping to the Added Costs table, as applicable.

40. Click on Continue > to move to Project Leverage screen



	The default for leverage is Yes. If no leverage was used in scoping, click No and Continue. For more information on leverage, refer to **Entering Leverage Information in the MIP** posted on MIP User Care > Guides & Documentation > User Guidance

41. Click to enter the Quantity of leverage used

42. Click on the Type dropdown box and select Panels

43. Click the Contributed By dropdown box to select organization

	If the organization that contributed the leverage is not included in the dropdown, contact MIP Help to have it added.

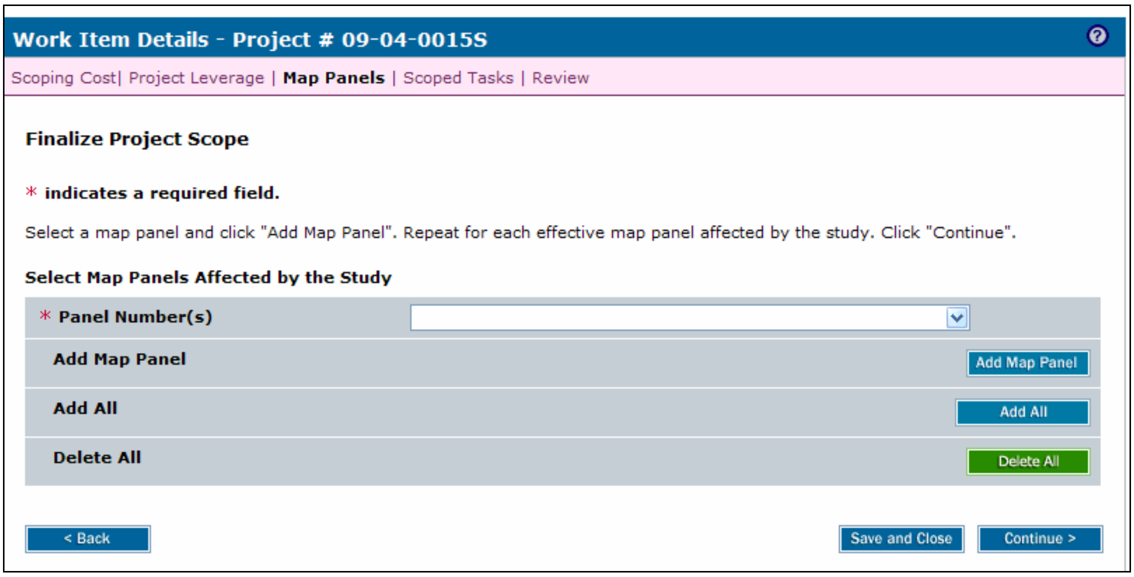
44. Click on Federal Fiscal Year dropdown box to select the fiscal year the leverage was contributed

⚠	Always click Add Project Leverage before continuing. If you click Save and Close or Continue before Add Project Leverage, all previously entered information will be lost.

45. Click on: [Add Project Leverage]

46. Follow the same steps to add any leverage information associated with scoping to the Added Project Leverage table

47. Click on: [Continue >] to move to the Map Panels screen



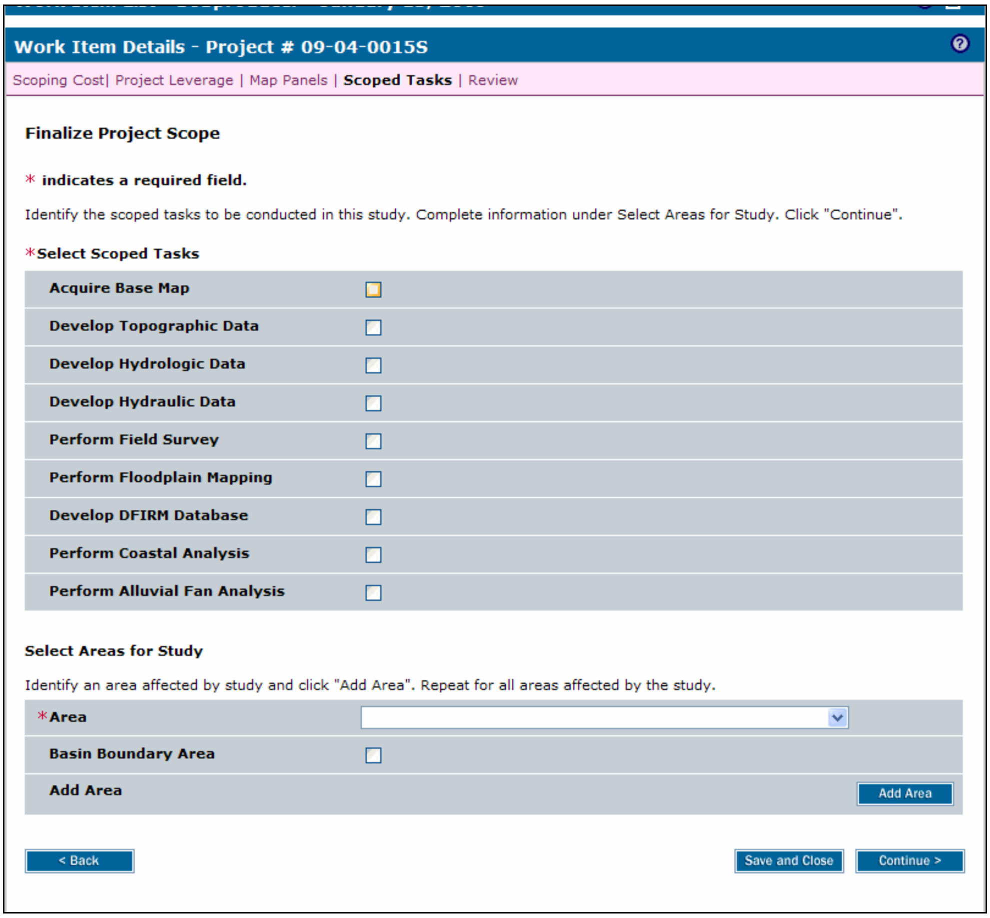
⚠	Even if there is no scoping for this project, you must add at least one map panel. For projects with scoping, enter the map panels to be included in the project.

48. Click on the Panel Number(s) dropdown box and select individual panels or…

49. Click on: [Add All] to add all the Map Panels at once

	Panels can also be individually deleted after selecting Add All. To delete, click the radio button next to the map panel number to delete and click the Delete button.

50. Click on: Continue > to move to Scoped Tasks screen



	At least one task must be selected to continue to the next screen

51. Click on each task to be included in the study project

52. Click on the Area dropdown box and select area

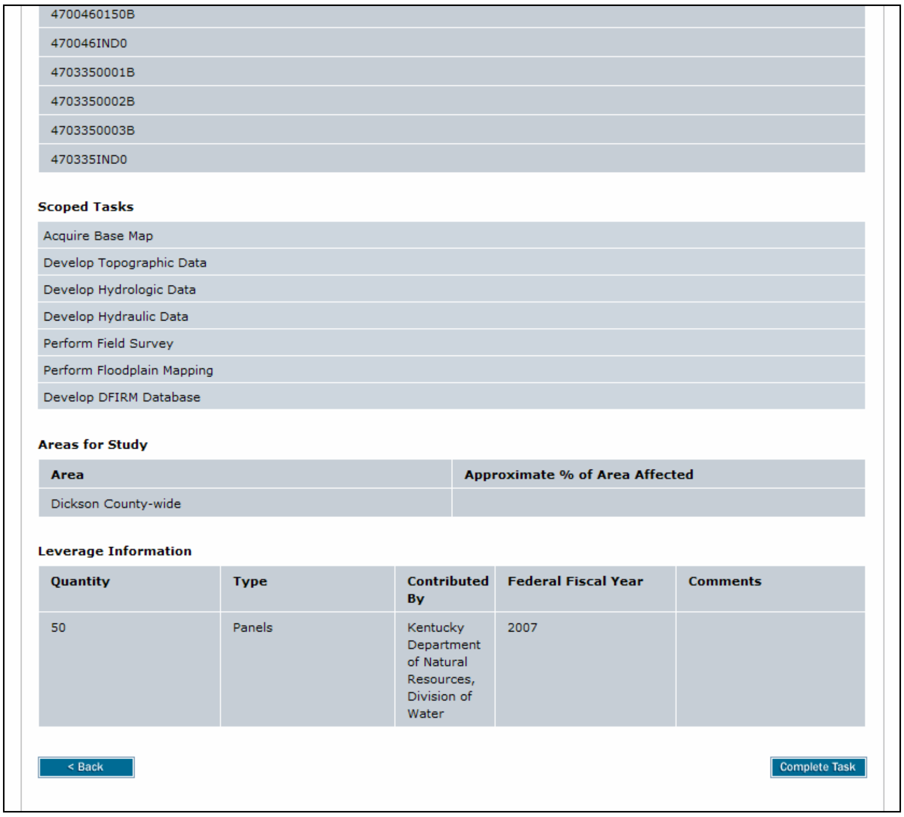
	Always click Add Area before continuing. If you click Save and Close or Continue before Add Area, all previously entered information will be lost.

53. Click on: Add Area

54. Continue to Add Areas, as applicable

	The Select Scoped Tasks section and Select Areas for Study section are not connected. Clicking certain tasks in the top section does not associate it to the county or community selected in the bottom section. Actual identification of which tasks to include in the project occurs in the next task (Obligate Project Funds). The intent of this screen is to indicate which tasks and county/community(ies) will be included in the project, as based on the scoping previously conducted.

55. Click on: Continue > to move to the Review screen



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470335IND0

Scoped Tasks

Acquire Base Map
Develop Topographic Data
Develop Hydrologic Data
Develop Hydraulic Data
Perform Field Survey
Perform Floodplain Mapping
Develop DFIRM Database

Areas for Study

Area	Approximate % of Area Affected
Dickson County-wide	

Leverage Information

Quantity	Type	Contributed By	Federal Fiscal Year	Comments
50	Panels	Kentucky Department of Natural Resources, Division of Water	2007	

< Back   Complete Task

	Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

56. Review the information and when satisfied, click on: Complete Task

Results
Manage Scoping activities are complete. The next activity in the workflow is Obligate Project Funds, completed by FEMA, MOD HQ or the RSC. Once Obligate Project Funds is complete, the next Producer activity(ies) will be the Data Development activities.

Last updated: March 2009