

Work Instruction
Assigned Organization -
Perform Independent Quality
Assurance (QA)

Purpose

This work instruction is used to display the process for the Perform Independent QA/QC: Floodplain Mapping activity, but is applicable for all Perform Independent QA/QC activities.

Steps:

- Approve or reject the submission
- Enter appropriate comments
- Upload files

Prerequisites

- Produce Data Development activity is complete
 - Validate Content Submission activity is complete
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Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Perform Independent QA
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Work Steps

The screenshot shows the Mapping Information Platform Workbench interface. At the top, there is a navigation bar with links for Home, Map Modernization, News & Events, Tools & Links, Map Viewer, Workbench, and MIP User Care. Below this is a breadcrumb trail: Home > Workbench > Work Items. The main content area is titled "Work Item List - bobproducer - January 19, 2009". It contains a table with columns for Action, Activity Name, Case Number, Project Name, Date Posted, and CID. The table lists five activities, all of which are highlighted in light blue. The first activity is "Perform Independent QA/QC: Topographic Data" with Case Number 09-04-0015S and CID 47043C. The last activity is "Perform Independent QA/QC: Floodplain Mapping" with Case Number 09-04-0015S and CID 47043C.

Action	Activity Name	Case Number	Project Name	Date Posted ↑	CID
Claim	Perform Independent QA/QC: Topographic Data	09-04-0015S	Dickson County TN MapMod07	01/16/2009	47043C
Claim	Perform Independent QA/QC: Hydrologic Data	09-04-0015S	Dickson County TN MapMod07	01/16/2009	47043C
Claim	Perform Independent QA/QC: DFIRM Database	09-04-0015S	Dickson County TN MapMod07	01/16/2009	47043C
Claim	Perform Independent QA/QC: Hydraulic Data	09-04-0015S	Dickson County TN MapMod07	01/15/2009	47043C
Claim	Perform Independent QA/QC: Floodplain Mapping	09-04-0015S	Dickson County TN MapMod07	01/15/2009	47043C



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

1. Click on:  to claim the activity



Perform Independent QA/QC - This activity is performed on applicable tasks after the Validate Content Submission activity is complete. The activity is completed by the organization assigned during the Obligate Project Funds activity.

2. Click on: [Perform Independent QA/QC: Floodplain Mapping](#) to enter the Perform Independent QA/QC: Floodplain Mapping activity

Work Item Details - Project # 09-04-00155 ?

Task Information | Review

Perform Independent QA : Task Information (Dickson County-wide)

Approve or Reject the data submission. Comments are required when the submission is rejected. Rejecting the submission will return the work item to the producer and the comments will be viewable by the producer. To upload a QA report (in DOC or XLS format only), browse to the location of the file and click "Upload". Click "Continue" when complete.

Project and Task Information

Project Name: Dickson County TN MapMod07
 Task under QA: Perform Floodplain Mapping
 Perform Floodplain Mapping Description:
 Perform Floodplain Mapping Completed by: Watershed IV Alliance

Schedule Information

Baseline QA Start Date: 06/03/2007
 Baseline QA End Date: 06/17/2007

* Reviewer Name:

QA Status

Projected Preliminary Date: 09/30/2007
 Comments from Perform Floodplain Mapping:




* Approve or Reject QA: Approve Reject

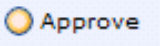
* Comments:


[Download Submission](#) | [Workflow History](#)

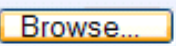
File Submission

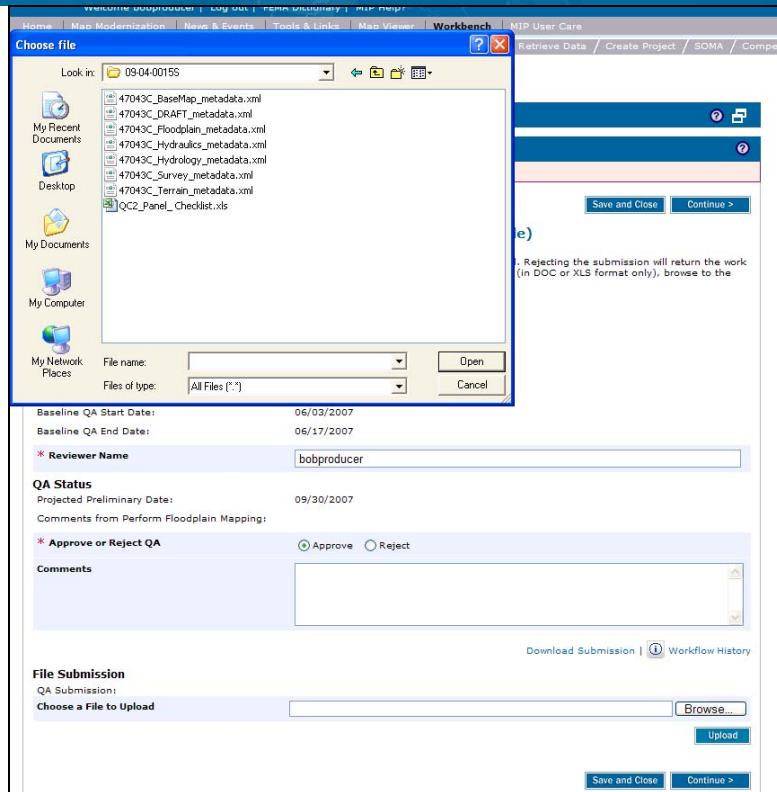
QA Submission:
 Choose a File to Upload

	The activity is approved or rejected, and any appropriate comments are entered. If the submittal is incomplete it will be sent back to the Producer for rework. If the submittal is complete, the workflow will be routed to Perform National QA or to the next step in the workflow.
	The default is set to Reject. If reject is selected, comments are required.
	Click the Download Submission and Workflow History links to view additional information regarding the project activities and the submission. Perform the usual procedures to validate the content and then return to the MIP to note your approval or rejection.

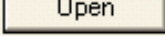
3. Click on:  to approve the submission

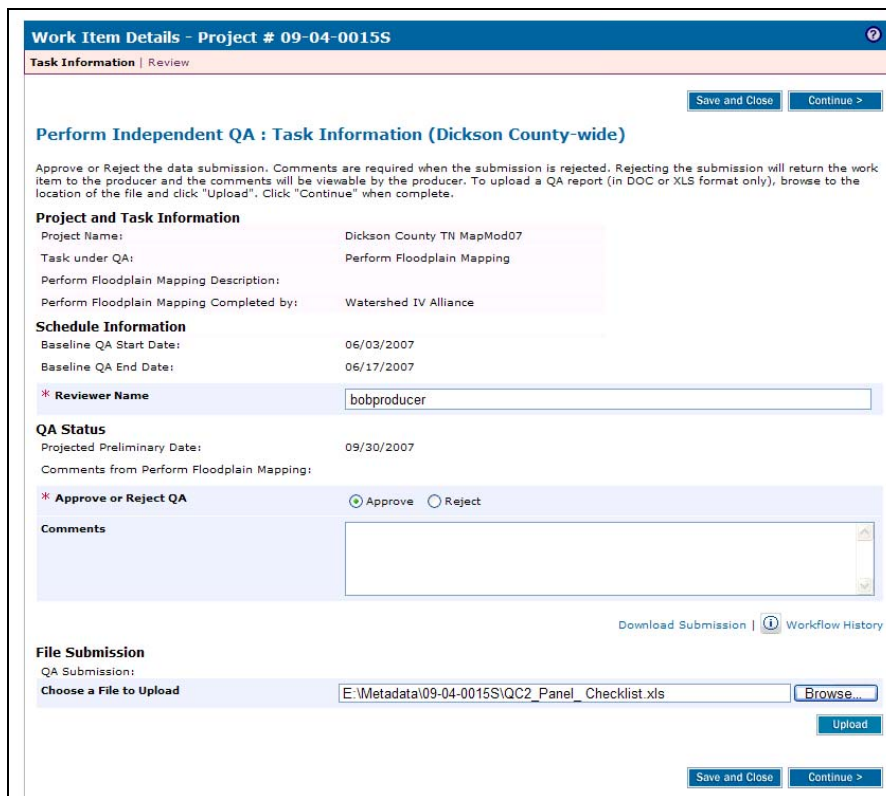
	An optional file submission upload is available to upload any relevant documents, such as a checklist of submitted data. These files are viewable by the Producer should the submission be rejected.
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4. Click on:  to locate the file to upload



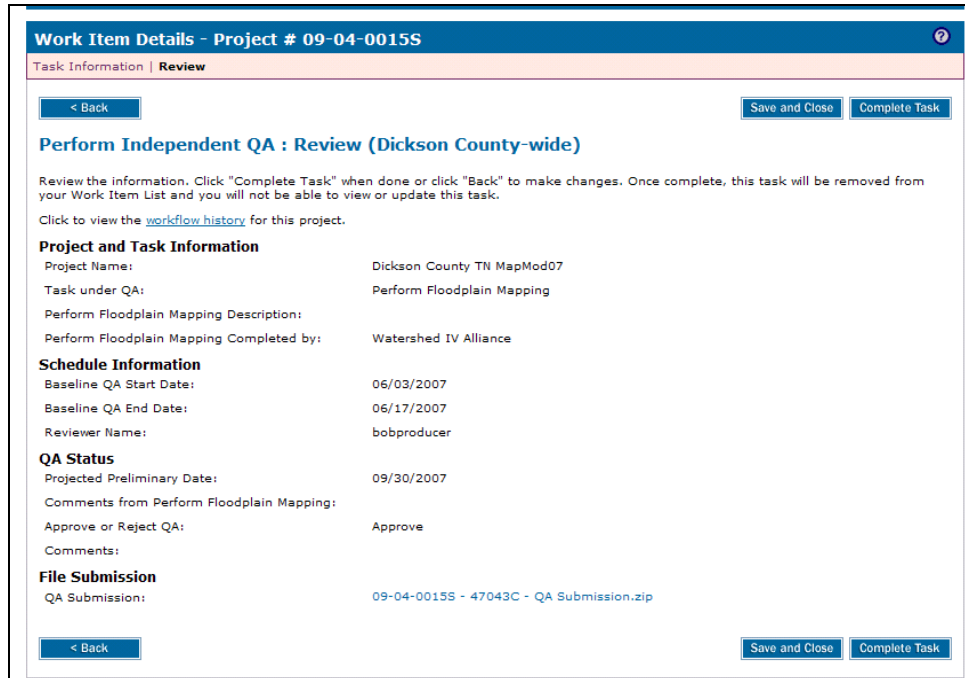
5. Navigate to the file and click to select it

6. Click on: 



7. Click on:  to upload the file(s)

8. Click on:  to move to the Review screen



Work Item Details - Project # 09-04-00155

Task Information | **Review**

[< Back](#) [Save and Close](#) [Complete Task](#)

Perform Independent QA : Review (Dickson County-wide)

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.

Project and Task Information

Project Name:	Dickson County TN MapMod07
Task under QA:	Perform Floodplain Mapping
Perform Floodplain Mapping Description:	
Perform Floodplain Mapping Completed by:	Watershed IV Alliance

Schedule Information

Baseline QA Start Date:	06/03/2007
Baseline QA End Date:	06/17/2007
Reviewer Name:	bobproducer

QA Status

Projected Preliminary Date:	09/30/2007
Comments from Perform Floodplain Mapping:	
Approve or Reject QA:	Approve
Comments:	

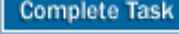
File Submission

QA Submission:	09-04-00155 - 47043C - QA Submission.zip
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[< Back](#) [Save and Close](#) [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.

9. Review the information and when satisfied, click 

Results

Complete the rest of the Perform Independent QA/QC activities for the project to advance the project to the next activity in the workflow.