Work Instruction Manager - Manage Data Development

Purpose

This work instruction is used to provide an overview of the process to provide monthly cost and schedule updates on Preliminary Map Production activities, and add any applicable leverage information.

This information is updated on at least a monthly basis while the project is in the Manage Data Development section of the workflow.

Prerequisites

- The Obligate Project Funds activity is complete
- If applicable, the Authorized Planned Data Development activity is complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items >
	and
	Claim > Manage Data Development



Work Steps

	PLATFORM	😵 FE	MA	
Home Map Modernization	News & Events Tools & Links Map Viewer Workbench	MIP User Care Process Admin		
Workbench Home Wo	rk Items / Project Dashboard / Reports & Form Letters / Sea	rch & Retrieve Data / Create Projec	t / SOMA / Compendium Panel 🧴	
Home » Workbench » Work	Items			
Work Item List - jar	nemanager - January 28, 2009			0 -
Claim a task by clicking the of filter your work item list. Options: Add, remove Refresh: Display new	Claim button. Clicking on the Activity Name link will display inform , and reorder columns in your Work Items list activities in your Work Items list and remove activities claimed b	nation in the Work Item Details (beli	ow). Click on column names to sort by that colum	in. The input fields below may be used to
 Activity Reference Gui 	big of the state o	tes accivicies		
Action	Activity Name	Case Number	Project Name	Date Posted ↑
All	All	All		
Claim	Manage Data Development	09-04-0019S	Dickson County TN MapMod 07	01/28/2009



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:



to claim the activity

Manage Data Development



Manage Data Development Task - This activity is performed by the Manager. The purpose of this activity is to capture cost, schedule, and applicable leverage data for the data development tasks, as well as cost and schedule information from the associated QA tasks.

2. Click on: activity

to enter the Manage Data Development

Vork It	em Details - Project # 09-04-0019S
ask Status	Leverage Review
	Save and Close Continue >
Manage	Data Development : Task Status
Jpdate the Vhen all ta	cost and schedule information for each data development task. Click "Update Status" to recalculate the estimated CPI and SPI. Isks are 100% complete, click "Continue".
(indicate	es a required field.
🔻 Expans	d All Collapse All
Project	t Information
Devel	pp Hydrologic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Indep	endent QA (Develop Hydrologic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Acqui	e Base Map: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Devel	op Topographic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Indep	endent QA (Develop Topographic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Perfor	m Field Survey: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Devel	op DFIRM Database: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Indep	endent QA (Develop DFIRM Database): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Devel	op Hydraulic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Indep	endent QA (Develop Hydraulic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Perfor	m Floodplain Mapping: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
Inden	endent OA (Perform Floodplain Manning): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0



This section of the work instruction outlines the process to update the Manage Data Development activity for the first time in the project.

3. Click a twistie to open a specific activity

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•	 There are five key steps to updating the project status: 1) Enter the Actual Start date 2) Enter the Actual Cost to date 3) Enter the As Of date 4) Enter the Percent Complete to date 5) Click Update Status
	Steps 1-4 can be added in any order

Project Information	1				
Develop Hydrologic	: Data: % Comp	lete, Estimated SP	I: 0.0 , Est	imated CPI:	0.0
Independent OA (D	evelon Hydrolo	gic Data): % Comr	loto Ectir	nated SDI: 0	0 Estimated CBI: 0.0
independent QA (D	evelop Hydroio	gie bataj. 90 comp	lete, Esti		o, Estimated CF1. 0.0
Acquire Base Map:	% Complete, E	stimated SPI: 0.0 ,	Estimated	CPI: 0.0	
 Develop Topograph Task Information Task Description: 	iic Data: % Con	plete, Estimated S	PI: 0.0 , E	stimated CPI	: 0.0
Current Negotiated Cos	t \$:	12601			
Baseline Task Start Dat	e:	12/03/2006			
Baseline Task End Date		03/03/2007			
Production Status					
Update production statu	s, cost and schedule	information for this tas	k.		
Task Area	Workflow Status		Area	Projected	•
Dickson County-wide	Develop Topograpi	hic Data : In Progress		09/30/2007	QA Comments Metaman Validation Results Workflow History
Cost and Schedule I	nformation				
* Actual Cost to Date	or Final Cost \$				
* As Of 1					¹ Do not enter an As Of date that is
* Percent Complete					earrier than a displayed As Of date
* Actual Start Date					
Actual End Date ¹					¹ Actual End Date cannot be entered until all areas are checked as complete and Percent Complete is 100%
Comments					2
					N
					Update Status
 Independent QA (D 	evelop Topogra	ipnic Data): % Con	ipiete, Est	imated SPI:	0.0 , Estimated CP1: 0.0
Perform Field Surve	ey: 20% Compl	ete, Estimated SPI:	0.2 , Estir	mated CPI: 0	.8
Develop DFIRM Dat	abase: % Com	plete. Estimated SP	PT: 0.0 . Est	timated CPI:	0.0
Develop Di Attri Dut	abaser // com	siece, Estimated of	1.010/25		

Independent QA	(Perform Floodplain Mapping): (% Complete, Estimated	SPI: 0.0 , Estimated CPI: 0.0



- 4. Click to enter Actual Start Date
- 5. Click to enter Actual Cost to Date



6. Click to enter As Of date



Note that the percent complete, along with the cost and schedule information impact EV calculations.

7. Click to enter current Percent Complete



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

- 8. Click on: Update Status to Update Status
- 9. Using the same process, continue to update the activities that started in this month



10. When updates are complete for this month, click

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Mappin INFORM Welcom	S MATION PLATFORM In Stream (Log out) - FEMA Dictionary 1 - MSP Instantion New Elements Taxata B Loka Nac	niejo 7 Arene: Wurkkensk Mill User Dave	FEMA	
Homa + Workbanch Work Item Lis	s - Work Items st - janemanager - January 28, 2009			o -
Claim a task by cick filter your work item • Optiongi Add • Refeathr Disp • Activity Refer	sing the Claim button. Clicking on the Activity Name Iter. J., remove, and reorder columns in your Work Items Jay new activities in your Work Items Bit and remov ance Quings Display an eventiew of information nee	link will display information in the Work Item D lat a activities claimed by others fed to complete Studies activities	stails (belon). Click on column names to sort by that col	imn. The input fields below may be used to
Action	Activity Name	Case Number	Project Name	Date Posted 1
All	All	All		



The Manage Data Development task remains claimed on your Work Item List until all activities are completed with the final cost, 100% complete and the actual end date. This allows you to enter your updates each month.

11. Click on: activity Manage Data Development to enter the Manage Data Development



This section of the work instruction outlines the process to complete a Manage Data Development activity in the project.

Acquire Base M	ap: 100% Comple	te, Estimated SPI: 1.0 , I	Estimated	CPI: 0.98	
 Develop Topogr Task Information 	aphic Data: 96% (Complete, Estimated SP	[: 0.96 , Es	stimated CPI: 0.	99
Task Description:					
Current Negotiated	Cost \$:	12601			
Baseline Task Star	t Date:	12/03/2006			
Baseline Task End	Date:	03/03/2007			
Production Statu	5				
Update production s	status, cost and schedu	le information for this task.			
Task Area	Workflow Status		Area	Projected	
Dickson County- wide	Perform Independent Complete	QA/QC: Topographic Data :	Complete	09/30/2007	QA Comments Metaman Validation Results
					 Workflow History
Cost and Schedu	le Information	10150	٦		
Actual Cost to L	acc of Final Cost a	12159			
* As Of 1		02/28/2007		¹ Do not e earlier th	enter an As Of date that is an a displayed As Of date
* Percent Comple	te	96			
* Actual Start Da	te	12/03/2006			
Actual End Date ¹	L			¹ Actual En until all a complete 100%	nd Date cannot be entered areas are checked as and Percent Complete is
 Independent Q/ 	A (Develop Topogr	aphic Data): % Complet	e, Estima	ted SPI: 0.0 , Es	Update Status
Perform Field S	Detelsess % Comp	lete, Estimated SPI: 0.2	, Estimate	ed CP1: 0.8	
Develop DF1KM	Database: % Com	ipiete, Estimated SPI: 0.	u , Estima		
Independent Q/	A (Develop DFIRM	Database): % Complete	, Estimate	ed SPI: 0.0 , Est	imated CPI: 0.0
Develop Hydrau	ilic Data: 88% Cor	nplete, Estimated SPI: 0	.88 , Estin	nated CPI: 1.05	
Independent Q/	A (Develop Hydrau	ilic Data): % Complete,	Estimated	I SP1: 0.0 , Estin	nated CPI: 0.0
Perform Floodp	lain Mapping: 30%	Complete, Estimated S	PI: 0.3 , E	stimated CPI: 0	.87
Independent Q	A (Perform Floodp	lain Mapping): % Compl	ete, Estim	ated SPI: 0.0 , I	Estimated CPI: 0.0
					Save and Close Continue >
	In order to c 1) Data dev 2) All assoc 3) Actual Er	complete a task, elopment task m iated QA activitie nd Date is entere	the foll just be es mus	owing mus completed t be comple	t occur: I by the Produce ete

	,
	2) All associated QA activities must be complete
	3) Actual End Date is entered
(i)	4) As Of date is updated
·ν·	5) Percent Complete must be 100%
	6) Final Cost is updated
	7) Area Complete checkbox must be checked
	Steps 3-7 can be completed in any order.

12. Click to enter the Actual End Date



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The As Of date must be on or before the Actual End Date. Do not enter an As Of date that is earlier than the one displayed. Contact MIP Help if an As Of date has been incorrectly entered and you need it removed.

- **13.** Click to replace the As Of date
- **14.** Click to add the Final Cost



The percent complete, along with the cost and schedule information impact EV calculations.

- **15.** Click to add the final Percent Complete
- **16.** Click the Area Complete checkbox



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

17. When all updates have been made, click



This section of the work instruction outlines the process to update the Independent IQA activity in the project that started and completed in the same month.

Develop Topogra	phic Data: 100%	Complete, Estimated	SPI: 1.0 ,	Estimated CPI	: 0.98
Independent OA	(Develop Topogr	anhic Data): % Comple	to Ectin	nated SPT· 0.0	Estimated CDI: 0.0
Task Information	(bereiop topogn	apine bacaji ve compre	ice, Estin		
Current Negotiated	Cost \$:	1260			
Baseline Task Start	Date:	03/04/2007			
Baseline Task End D)ate:	03/18/2007			
Production Status	i				
Update production st	atus, cost and schedul	e information for this task.			
Task Area	Workflow Status			Projected Preliminary Date	
Dickson County-wide	Perform Independer	nt QA/QC: Topographic Data	: Complete	09/30/2007	 QA Comments Metaman Validation Results Workflow History
Cost and Schedule	e Information				
* Actual Cost to Da	te or Final Cost \$				
* As Of 1				¹ Do r earlie	not enter an As Of date that is er than a displayed As Of date
* Percent Complete	e				
* Actual Start Date	2				
Actual End Date 1				¹ Actu until comp 1009	al End Date cannot be entered all areas are checked as lete and Percent Complete is 6
Comments					
					~
					Update Status
Doufourn Field Cu	many 2006 Comp	ate Estimated CDI: 0) Estima	ted CDT: 0.0	
Perform Field Su	rvey: 20% Comp	lete, Estimated SPI: 0.	z, estima	ited CPI: 0.8	
Develop DFIRM D	atabase: % Com	plete, Estimated SPI: ().0 , Estin	nated CPI: 0.0	
Independent QA	(Develop DFIRM	Database): % Complet	te, Estima	ated SPI: 0.0 ,	Estimated CPI: 0.0
Develop Hydraul	ic Data: 88% Con	nplete, Estimated SPI:	0.88 , Es	timated CPI: 1	.05
Independent QA	(Develop Hydrau	lic Data): % Complete	, Estimat	ed SPI: 0.0 , Es	stimated CPI: 0.0
	ain Manning: 2004	Complete Estimated	SPT: 0.2	Estimated CP	F 0.87
			and the strength of	L SUIDALEU UP	

The Area Complete checkbox does not display for any Independent QA activity.
In order to complete the task, the following must occur:

The independent QA activity must be complete
Enter the Actual Start Date

- 3) The Actual End Date is entered
- 4) The Final Cost is updated
- 5) The As Of date is updated
- 6) The Percent Complete must be 100%
- Steps 2-6 can be completed in any order.
- **18.** Click to enter the Actual Start Date
- **19.** Click to enter the Actual End Date
- **20.** Click to enter the Final Cost





The As Of date must be on or before the Actual End Date. Do not enter an As Of date that is earlier than the one displayed. Contact MIP Help if an As Of date has been incorrectly entered and you need it removed.

21. Click to enter the As Of date



Note that the percent complete, along with the cost and schedule information impact EV calculations.

22. Click to enter the Percent Complete



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

23. Click on: Update Status to update the status

This section of the work instruction outlines the process to make a monthly update for any activity.

ndependent QA (D	evelop DFIRM D	atabase): % Con	nplete, Est	imated SPI: 0.0	, Estimated CPI: 0.0
Develop Hydraulic I Task Information	Data: 88% Com	plete, Estimated	SPI: 0.88 ,	Estimated CPI:	1.05
Task Description:	+ ć.	22614			
Baseline Task Start Dat	e:	01/03/2007			
Baseline Task End Date		04/03/2007			
Production Status					
Update production status	s, cost and schedule	information for this ta	isk.		
Task Area	Workflow Status		Area Complete	Projected Preliminary Date	
Dickson County-wide	Develop Hydraulic	Data : In Progress		09/30/2007	 QA Comments Metaman Validation Result Workflow History
Cost and Schedule Ir	nformation				
* Actual Cost to Date	or Final Cost \$	19825			
* As Of 1		02/28/2007		¹ Drea	o not enter an As Of date that rlier than a displayed As Of dat
* Percent Complete		88			
* Actual Start Date		01/10/2007			
Actual End Date ¹				¹ Ac un coi 10	tual End Date cannot be enter- til all areas are checked as mplete and Percent Complete i 0%
Comments					
					Update St
adapandant OA (D	avalar Undered		lata Catin	and CDT: 0.0	Estimated CDI: 0.0
ndependent QA (D	evelop Hydraul	ic Data): % Comp	lete, Estin	lated SPI: 0.0 ,	Estimated CPI: 0.0
Perform Floodplain	Mapping: 30%	Complete, Estima	ted SPI: 0	3 , Estimated C	PI: 0.87
indopondont OA (P	orform Floodel-	in Manning): 06 (omplate I	ctimated CDT- (0 Ectimated CDT-0.0
naepenaent QA (P	епогт ноодріа	in mapping): % C	Joinpiete, I	sunated SPI: (, Estimated CPI: 0.0



Note the Area Complete box is not available to check if that task is still in progress.

24. Click to update the Actual Cost to Date



Note the new As Of date cannot be a date earlier than the existing As Of date. For more information on the As Of date, refer to **Displaying Cost** and **Schedule Information on MDD Screens** on MIP User Care > Guides & Documentation > User Guidance

25. Click to enter a new As Of date



Note that the percent complete, along with the cost and schedule information impact EV calculations.

26. Click to enter the updated Percent Complete



Mapping INFORMATION PLATFORM

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

Save and Close

- 27. Click on: Update Status to update the status
 Using the same process, continue to update the activities for this month.
- **28.** When updates are complete for this month, click

 Mapping INFORMATION PLATFORM
 Image: Dog out | FEMA Dictionary | MID Help?

 Welcome janemanager | Log out | FEMA Dictionary | MID Help?
 More & E Deats | Tools & Links | Map Viewer | Workhench | MID User Care | Process Admin

 Workbeach Hom
 Work terms
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 Home * Work Items
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 Project Dashboard | Reports & Form Latters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel

 Home * Work Item List - janemanager - January 28, 2009
 Image: Project | SOMA | Compendium Panel

 Claim a task by clicking the Claim button. Clicking on the Activity Name list.
 Image: Project Name Data | Soldware | Soldware

29. Click on: Click on: Anage Data Development to re-open the Manage Data Development activity



This section of the work instruction outlines the process to update the Develop DFIRM Database task. A new field appears to update the Projected Preliminary Date.

Perform Field St	urvey: 20% Comp	lete, Estimated SPI: 1.0	, Estimate	ed CPI: 4.02	
 Develop DFIRM Task Information 	Database: 98% C	omplete, Estimated SPI:	0.98 , Est	imated CPI: 1.0	99
Current Negetiated	Contra	22941			
Current Negotiated	Cost s:	22841			
Baseline Task Stan	Date:	05/03/2007			
Baseline Task End	Date:	07/03/2007			
Production Statu	5				
Update production s	tatus, cost and schedu	le information for this task.			
Task Area	Workflow Status		Area Complete	* Projected Preliminary Date	
Dickson County- wide	Perform Independent Complete	: QA/QC: DFIRM Database :		09/30/2007	QA Comments Metaman Validation Results DFIRM DB QA Results Workflow History
Cost and Schedu	le Information				
* Actual Cost to D	ate or Final Cost \$	20456			
* As Of 1		06/30/2007		¹ Do not earlier th	enter an As Of date that is aan a displayed As Of date
* Percent Comple	te	98			
* Actual Start Dat	te	05/05/2007			
Actual End Date ¹				¹ Actual E until all a complete 100%	nd Date cannot be entered areas are checked as a and Percent Complete is
Comments					<
Independent Q4	(Develop DETRM	Database): % Complete	. Estimate	ed SPI: 0.0 . Est	Update Status
· 4.		,	,	,,	
Develop Hydrau	lic Data: 100% Co	omplete, Estimated SPI:	1.0 , Estin	nated CPI: 1.0	
▶ Independent QA	(Develop Hydrau	ılic Data): 100% Comple	ete, Estima	nted SPI: 1.0 , E	stimated CPI: 1.0
Perform Floodpl	ain Mapping: 100	% Complete, Estimated	SPI: 1.0 ,	Estimated CPI:	0.99
Independent QA 1.0	(Perform Floodp	lain Mapping): 100% Co	mplete, Es	timated SPI: 1	.0 , Estimated CPI:
					Save and Close Continue >

Within the Develop DFIRM Database section, you have the option to update the Projected Preliminary Date, also known as Projected KPI 1.
 In order to complete a task, the following must occur:

 The data development task must be completed by the Producer
 All associated QA activities must be complete
 The Area Complete checkbox must be checked
 The Actual End Date is entered
 The Final Cost is updated
 The As Of date is updated
 The Percent Complete must be 100%

- **30.** Click on: the Area Complete checkbox
- **31.** Click to enter the Actual End Date
- **32.** Click to enter the Final Cost



The As Of date must be on or before the Actual End Date. Do not enter an

As Of date that is earlier than the one displayed. Contact MIP Help if an

This section of the work instruction outlines the process to add leverage information for particular activities.



Mapping

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For more information on leverage, refer to **Entering Leverage in the MIP** posted on MIP User Care > Guides & Documentation > User Guidance

The leverage screen cannot be accessed unless there is an Actual Start Date entered in every activity on the previous screen.

- **37.** Click on: to open the activity to add leverage to
- **38.** Click to enter the Quantity
- **39.** Click the Type dropdown box to select the type



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

- **40.** Click the Contribute By dropdown box to select the organization that contributed the leverage
- **41.** Click the Federal Fiscal Year dropdown box to select the year the leverage was contributed.



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

42. Click on: Add Task Leverage

to add the task leverage

Continue to add additional leverage for this activity, as applicable. The task name identifies which activity has leverage included.

43. Click on: Continue >

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to move to the Review screen

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ik Status Leverage K	eview					
< Back					Save and Close	Complete Task
anage Data Dev	elopment : Re	eview				
view the information. C ur Work Item List and v	lick "Complete Task ou will not be able t	" when done or click "Back" t o view or update this task.	o make changes. On	ce complete, this	s task will be n	emoved from
ck to view the workflow	history for this proje	et.				
Expand All Collap	se All					
Project Informatio	on					
Project Name:		Dickson County TN M	apMod 07			
Case Number:		09-04-0019S				
Current SPI:	0.76	0	urrent CPI:	1.09		
Estimated SPI:	0.84	Es	itimated CPI:	1.09		
Task Information Task Description:	ic Data. 100%)	Complete, Estimated 8	SPI: 1.0, Estimat	ed CPI: 0.99		
Task Information Task Description: Current Negotiated Co Baseline Task Start D Baseline Task End Da Production Status Task Area	ost \$: ate: te:	8205 12/03/2006 03/03/2007 Workflow Status	PI: 1.0, Estimat	Area	Projected	
Task Information Task Description: Current Negotiated Cr. Baseline Task Start D Baseline Task End Da Production Status Task Area Dickson County-wide	bat \$: ate: te:	S205 12/03/2006 03/03/2007 Workflow Status Parform Independent Data : Complete	SPI: 1.0, Estimat QA/QC: Hydrologic	Area Complete	Projected Preliminary Date 09/30/2007	 Comments Metaman Validation Results Workflow History
Task Information Task Description: Current Negotiated Cr. Baseline Task Start D Baseline Task Start D Production Status Task Area Dickson County-wide	Information	S205 12/03/2006 03/03/2007 Workflow Status Perform Independent Data : Complete	PI: 1.0, Estimat	Area Complete	Projected Preliminary Date 09/30/2007	 Comments Metaman Validation Results Workflow History
Task Information Task Description: Current Negotiated C/ Baseline Task Start D Baseline Task End Da Production Status Task Area Dickson County-wide Cost and Schedule Actual Cost to Date of	Information	S205 12/03/2006 03/03/2007 Workflow Status Perform Independent Data : Complete	\$PI: 1.0, Estimat	Area Complete	Projected Preliminary Date 09/30/2007	 Comments Metaman Validation Results Workflow History
Task Information Task Description: Current Negotiated Cc Baseline Task End Da Production Status Task Area Dickson County-wide Cost and Schedule Actual Cost to Date or As Of: Durch Complete:	Information	S205 12/03/2006 03/03/2007 Workflow Status Perform Independent Data : Complete 8250 03/01/2007	\$PI: 1.0, Estimat	Area Complete	Projected Preliminary Date 09/30/2007	 Comments Metaman Validation Results Workflow History
Task Information Task Description: Current Negotiated CC Baseline Task Start D Baseline Task End Da Production Status Task Area Dickson County-wide Cost and Schedule Actual Cost to Date or As Of: Percent Complete:	Information	Complete, Estimated S 8205 12/03/2006 03/03/2007 Workflow Status Perform Independent Data : Complete 8250 03/01/2007 100 12/15/2006	QA/QC: Hydrologic	Area Complete	Projected Preliminary Date 09/30/2007	Comments Metaman Validation Validation Workflow History
Task Information Task Description: Current Negotiated CC Baseline Task End Da Production Status Task Area Dickson County-wide Actual Cost to Date or As Of: Percent Complete: Actual Start Date:	Information Final Cost \$:	Complete, Estimated S 8205 12/03/2006 03/03/2007 Workflow Status Perform Independent Data : Complete 8250 03/01/2007 100 12/15/2006 03/01/2007	QA/QC: Hydrologic	Area Complete	Projected Preliminary Date 09/30/2007	 Comments Metaman Validation Workflow History



Note that this Manage Data Development task can stay open on your Work Item List until all invoices are received and cost information is entered. Do not complete the task until you have entered all cost information. Click Save and Close and return to this task when you have additional cost data to enter. When all cost information is entered, click 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.

44. Review the information and when satisfied, click

Complete Task

Results

The Manage Data Development activity is complete. The workflow now moves to the Preliminary Map Production portion of the workflow. The next activity for the Manager is Manage Preliminary Map Production.



Last updated: March 2009