Mapping
INFORMATION PLATFORM

Work Instruction
Manager - Manage Preliminary Map Production

Purpose

This work instruction is used to provide an overview of the steps to:

- Capture cost and schedule data monthly and upon completion

- Update status of Produce/Distribute Preliminary Map Products tasks

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

Prerequisites

- All data development and associated QA activities have been complete
- If applicable, Setup Map Production activity is complete

Navigation

Via Menu Path	**Log in to the MIP > Workbench > Work Items >**
	and
	Claim > Manage Preliminary Map Production

Work Steps

	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:

	Manage Preliminary Map Production - The purpose of this task is to capture cost and schedule data, as well as update the status of the Produce/Distribute Preliminary Map Products tasks. This information must be updated monthly as work progresses.

2. Click on: to enter the Manage Preliminary Map Production activity

The **Mapping** INFORMATION PLATFORM

Current SPI:	0.77	Current CPI:	0.93
Estimated SPI:	0.88	Estimated CPI:	1.02

▼ **Preliminary Map Production: 50% Complete, Estimated SPI: 0.5, Estimated CPI: 1.02**

Task Information

Task Description:
Current Negotiated Cost $:   21400
Baseline Task Start Date: 07/22/2007
Baseline Task End Date: 09/30/2007
* **Projected Preliminary Date**   10/15/2007

Production Status
Update production status, cost and schedule information for this task.

Workflow Status

Distribute Preliminary Map Products : Unclaimed   QA Comments   Metaman Validation Results   DFIRM DB QA Results   Workflow History

Cost and Schedule Information

* **Actual Cost to Date or Final Cost $**   10500

* **As Of** [1]   09/03/2007   [1] Do not enter an As Of date that is earlier than a displayed As Of date

* **Percent Complete**   50

* **Actual Start Date**   07/25/2007

Actual End Date [1]   [1] Actual End Date will not be accepted until Distribute Preliminary activity is completed and Percent Complete is 100%

Comments

[Update Status]

[Save and Close]   [Continue >]

(i)	The Projected Preliminary Date is critical. This information is used in CIS, as well as by FEMA HQ to report Key Performance Indicator (KPI) progress. It is also known as the Projected KPI 1.

The manager would be able to edit this field during this activity up until the Producer claims the Distribute Preliminary Map Products activity. At that point, only the Producer can change the date. |

3.   Update the Projected Preliminary Date, as applicable

(i)	In order to complete a task, the following must occur:

1) The Produce Preliminary Map Products and Distribute Preliminary Map Products tasks must be completed by the Producer

2) All associated QA activities must be complete

3) The Final Cost is updated

4) The As Of date is updated

5) The Percent Complete must be 100%

6) The Actual End Date is entered

Steps 3-6 can be completed in any order. |

4.   Click to enter Final Cost amount

(i)	Note you cannot enter an As Of date earlier than the one displayed. Contact MIP Help if an As Of date has been incorrectly entered and you need it removed.

5.   Click to update the As Of date

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

6. Click to enter new Percent Complete

7. Click to enter the Actual End Date

	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 save your work

9. Click on: **Continue >** 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.

10. Review the information and when satisfied, click **Complete Task**

Results
The next task is Manage Post Preliminary Map Production conducted by the Manager.

Last updated: March 2009