Mapping
INFORMATION PLATFORM

Work Instruction

Manager - Manage Post
Preliminary Process

Purpose

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

- Capture monthly updates to cost and schedule data for the Produce Post Preliminary Map Products activities

- Enter Projected Effective Date

Prerequisites

All Preliminary Map Production activities are completed.

Navigation

Via Menu Path	**Log in to the MIP > Workbench > Work Items >** **and** **Claim > Manage Post 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: **Claim** to claim the activity

| | **Manage Post Preliminary Map Production** - The purpose of this task is to capture cost and schedule data for the Produce Post Preliminary Map Products task.

This activity cannot be completed until 45 days before the effective date, all LOMCs are categorized, and the Distribute Revalidation Letter activity is complete.

This status information is updated on a monthly basis. |

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

3. Click Expand All to view information in the twisties

	It is critical to update the Projected LFD Date as soon as you know that the schedule has changed from the baseline. This field sets the Projected Effective Date, also known as the KPI 2 date. The Manager can project the LFD date up until the Producer claims the Prepare LFD Docket Activity. At that point, only the Producer can change that date. Click the Workflow History link to confirm completed activities.
	The Projected Effective Date is automatically populated to six months after the Projected LFD Date and is the projected KPI 2 date.

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4.   Click to select Projected LFD Date

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

5.   Click to enter Actual Cost to Date

6.   Click to enter the As Of date

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

7.   Click to enter Percent Complete

8.   Click to enter Actual Start 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.

9.   Click on: **Update Status** to refresh screen display

10.   Click on: **Save and Close** to save changes for the month

11.   At the next monthly update, click on: Manage Post Preliminary Map Production to re-enter the Manage Post Preliminary Map Production activity

Field	Value
Baseline Task Start Date:	10/01/2007
Baseline Task End Date:	12/26/2008
Actual Preliminary Date:	09/30/2007
Appeal Period Start Date:	12/14/2007
Appeal Period End Date:	03/13/2008
Proposed Rule Publication Date:	11/25/2007
Are There Any Appeals Received?	Yes
Appeal Resolution Date:	01/22/2009
LFD Date:	06/16/2008
Effective Date:	12/16/2008
Revalidation Letter Distribution Date:	12/06/2008

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

Workflow Status

Complete   QA Comments   Metaman Validation Results   DFIRM DB QA Results   Workflow History

Cost and Schedule Information

* **Actual Cost to Date or Final Cost $**   39475

* **As Of** ¹   11/30/2008   ¹Do not enter an As Of date that is earlier than a displayed As Of date

* **Percent Complete**   92

* **Actual Start Date**   10/10/2007

Actual End Date ¹   _____   ¹Actual End Date will not be accepted until Submit MSC Deliverable and Revalidation processes have been completed and Percent Complete is 100%

Comments

[Update Status]

[Save and Close] [Continue >]

(info icon)	In order to complete this activity, the following must occur: 1) All LOMCs are categorized 2) It is no more than 45 days prior to the effective date 3) The Submit MSC Deliverable activity and Revalidation process are complete 4) The Final Cost is updated 5) The As Of date is updated 6) The Percent Complete must be 100% 7) The Actual End Date is entered Steps 4-7 can be completed in any order.
(warning icon)	This activity cannot be completed until 45 days before the effective date, all LOMCs are categorized, and the Distribute Revalidation Letter activity is complete. Until those steps are complete, click Save and Close and return at a later date.

12. Click to enter Final cost $

(warning icon)	The As Of date must be on or before the Actual End Date

13. Click to enter the new As Of date

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

14. Click to enter the new Percent Complete

15. Click to enter 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.

16. Click on: **Update Status** to refresh screen display

17. Click on: **Continue >** to go to the Review screen

Work Item Details - Project # 09-04-0017S

Task Status | **Review**

< Back   Save and Close   Complete Task

Manage Post Preliminary Map Production: 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.

▼ Expand All   ▶ Collapse All

▶ **Project Information**

▶ **Post Preliminary Processing: 100% Complete, Estimated SPI: 1.0, Estimated CPI: 0.95**

< 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.

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

Results
The Studies project is now complete for the Manager. There are no further activities for the Manager in the workflow.

Last updated: March 2009