

Work Instruction
Process Admin Tool for
Amendments, Revisions and
Studies Projects

Purpose

The purpose of this work instruction is to outline the functionality available in the Process Admin (PA) tool, including:

- Search for a project
- Open the Workflow History
- Change a project status
- Unclaim an activity
- Transfer an activity
- Update project data

The steps outlined in this work instruction are applicable for Studies, Revisions and Amendment projects, except to update project data.

For information to update Revisions and Amendments projects, refer to work instruction steps 41-55. For information to update Studies projects, refer to work instruction steps 51 to 90. For more information on the Process Admin tool for Studies projects, refer to the Studies Process Admin quick reference guide (QRG).

Prerequisites

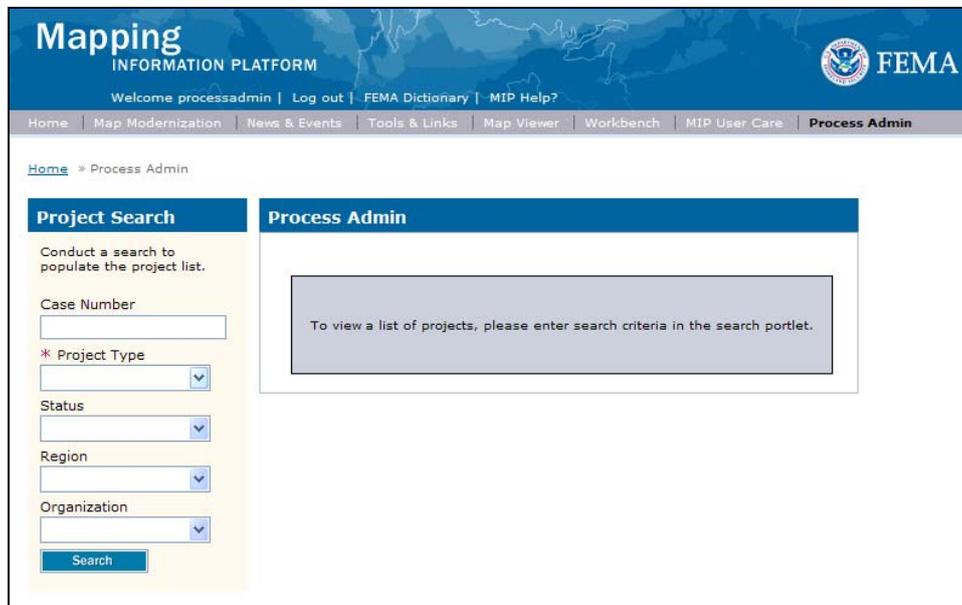
- A Studies, Revisions or Amendments project has been created in the MIP
-

Navigation

Via Menu Path	Log in to the MIP > Process Admin
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Work Steps

1. Log in to the MIP and click the  tab



The screenshot shows the 'Process Admin' section of the Mapping Information Platform. On the left, there is a 'Project Search' form with the following fields: 'Case Number' (text input), '* Project Type' (dropdown menu), 'Status' (dropdown menu), 'Region' (dropdown menu), and 'Organization' (dropdown menu). A 'Search' button is located at the bottom of the form. The main content area on the right is titled 'Process Admin' and contains a message box that reads: 'To view a list of projects, please enter search criteria in the search portlet.'



There are three ways to search for a project:

1. Use the dropdown boxes to filter for a set of projects
2. Enter part of the case number (wild card) to filter for all cases that include the specific text
3. Enter the full case number

The first section of the work instruction outlines the steps to search for a project using the dropdown boxes to filter for a set of projects.



To search for a project using the dropdown boxes:

1. Select the Project Type (required field)
2. Select the Status
3. Select the Region
4. Select the Organization
5. Click Search

2. Click the Project Type dropdown box and select the applicable option

	<p>Project Status Options:</p> <p>Active - An in-progress project anywhere in the workflow.</p> <p>Closed/Terminated - A project that does not continue processing through the workflow. The case is terminated somewhere in the workflow.</p> <p>Completed - A project that has gone through the workflow from beginning to end (all workflow steps are completed).</p> <p>Inactive – Only applicable to Revisions and Amendments projects, when a project has yet to be assigned a project resource or the project is awaiting requested data and/or fees.</p> <p>On-hold – Only applicable to Studies projects, a temporarily removed project from the Work Item List. On-hold projects are included in KPI 1 and 2 calculations (if there are actual and/or projected dates in the MIP).</p> <p>Suspended – Only applicable to Revisions and Amendments projects, a project is suspended due to data and/or fees or a violation.</p> <p>Withdrawn - A project that does not continue processing through the workflow. The case is terminated somewhere in the workflow because the requester wishes to withdraw their revision request.</p>
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3. Click the Status dropdown box and select the applicable option
4. Click the Region dropdown box and select the applicable option
5. Select the Organization dropdown box and select the applicable option
6. Click on:  to start the search

Mapping
INFORMATION PLATFORM

Welcome processadmin | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | Workbench | MIP User Care | **Process Admin**

Home » Process Admin

Project Search

Conduct a search to populate the project list.

Case Number

* Project Type
Amendment

Status
Active

Region
3

Organization
MOD HQ

Process Admin

The "Update Project" and "Change Project Status" buttons are available if those operations are allowed for the project and you have the authority to perform them. To change a project status, select a project and click "Change Project Status".

The Work Item list is viewable only if you have the appropriate authorization. With the appropriate authorization you can view the Work Item list by clicking on the number of Claimed Items, Unclaimed Items or Total No. of Items.

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-03-0145A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Active	3	WV	540002	0	2	2
09-03-0144A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Active	3	WV	540002	1	0	1
09-03-0134A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Active	3	WV	540002	1	0	1
09-03-0131A	SP16d project creation validation test	Active	3	WV	540001	0	1	1
09-03-0126C	CLOMA OAS Test - 1267 Maple Lane	Active	3	WV	540002	0	1	1
09-03-0125A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Active	3	WV	540002	0	1	1
09-03-0121A	CLOMA OAS test	Active	3	WV	540001	1	0	1
09-03-0118C	Prevalidation for DR 15260	Active	3	VA	510280	1	0	1
09-03-0058A	TEST - CLB	Active	3	VA	515519	1	0	1
09-03-0044A	Resulant Zone test	Active	3	WV	540001	1	0	1

1 to 10 of 51

« Previous | 1 | 2 | 3 | 4 | 5 | 6 | Next »

 Note there may be multiple pages of projects.

7. The MIP displays a list of projects that fit those criteria.

The next section of the work instruction Block outlines the steps to search for a project using a wild card search.

Mapping
INFORMATION PLATFORM

Welcome processadmin | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | Workbench | MIP User Care | **Process Admin**

Home » Process Admin

Project Search

Conduct a search to populate the project list.

Case Number

* Project Type

Status

Region

Organization

Process Admin

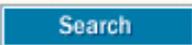
To view a list of projects, please enter search criteria in the search portlet.



To search for a project using the wild card search:

1. Enter part of the Case Number
2. Select the Project Type
3. Click Search

This is considered a wild card search and the MIP will search for any projects that include the text string.

8. Enter part of the Case Number
9. Click the Project Type dropdown box and select the appropriate option
10. Click on:  to view a list of projects that include a partial case number

Project Search

Conduct a search to populate the project list.

Case Number
09-03

* Project Type
Amendment

Status

Region

Organization

Search

Process Admin

The "Update Project" and "Change Project Status" buttons are available if those operations are allowed for the project and you have the authority to perform them. To change a project status, select a project and click "Change Project Status".

The Work Item list is viewable only if you have the appropriate authorization. With the appropriate authorization you can view the Work Item list by clicking on the number of Claimed Items, Unclaimed Items or Total No. of Items.

	Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
<input type="radio"/>	R6-96-09-036		Completed	6	TX	485494	0	0	0
<input type="radio"/>	R6-96-09-033		Completed	6	NM	350002	0	0	0
<input type="radio"/>	R6-96-09-032		Completed	6	NM	350002	0	0	0
<input type="radio"/>	R6-96-09-031		Completed	6	NM	350002	0	0	0
<input type="radio"/>	R6-96-09-030		Completed	6	TX	480624	0	0	0
<input type="radio"/>	R6-95-09-037		Completed	6	TX	480477	0	0	0
<input type="radio"/>	99-09-036A		Completed	9	NV	320005	0	0	0
<input type="radio"/>	99-09-035A		Completed	9	CA	060266	0	0	0
<input type="radio"/>	99-09-034A		Completed	9	CA	060403	0	0	0
<input type="radio"/>	99-09-033A		Completed	9	CA	060191	0	0	0

1 to 10 of 422

« Previous | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Next »

Update Amendment Project Change Project Status



Note there may be multiple pages of projects.

11. The MIP displays a list of projects that fit those criteria.

The next section of the work instruction outlines the steps to search for a project using a full project number.

The screenshot shows the 'Mapping INFORMATION PLATFORM' interface. The top navigation bar includes 'Home', 'Map Modernization', 'News & Events', 'Tools & Links', 'Map Viewer', 'Workbench', 'MIP User Care', and 'Process Admin'. The 'Process Admin' section is active, showing a 'Project Search' form and a 'Process Admin' panel. The 'Project Search' form includes fields for 'Case Number', '* Project Type' (dropdown), 'Status' (dropdown), 'Region' (dropdown), and 'Organization' (dropdown), with a 'Search' button. The 'Process Admin' panel contains a message: 'To view a list of projects, please enter search criteria in the search portlet.'



To search for a project with the full case number:

1. Enter the Case Number
2. Select the Project Type
3. Click Search

Note: the Case Number field is case sensitive.

12. Enter the exact case number
13. Click the Project Type dropdown box and select the appropriate option
14. Click on: 

The next section of the work instruction outlines the steps to open the Workflow History.

Project Search

Conduct a search to populate the project list.

Case Number
09-03-0144A

* Project Type
Amendment

Status

Region

Organization

Search

Process Admin

The "Update Project" and "Change Project Status" buttons are available if those operations are allowed for the project and you have the authority to perform them. To change status, select a project and click "Change Project Status".

The Work Item list is viewable only if you have the appropriate authorization. With the appropriate authorization you can view the Work Item list by clicking on the number of Items, Unclaimed Items or Total No. of Items.

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed
09-03-0144A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Inactive	3	WV	540002	0	2

One item found.

[Update Amendment Project](#) [Change Project Status](#)

15. Click the Project Name link to open a new Workflow History window

Workflow History for case 09-03-0144A

- Administer Fee
- **Assign Project Resource**

Assign Project Resource

Role: Amendment Resource Manager
Organization: Assigned
Description: This activity is performed by a Resource Manager after the project has been created. The Resource Manager selects a Workgroup and a Resource Name. The Resource Name is the Task Lead that the project is assigned to. That Task Lead will be responsible for all iterations of the Review Data Received, Process Request, and Distribution activities for the project, unless the project is Reassigned to another Task Lead using the Process Administration tool. When the Assign Project Resource activity is completed the project moves to the Review Data Received activity.

This activity is available to the following users:
KateAMResMgr
SumanBiswas
cjacksona1
dmmumerta1
hendrasugianto
kbrooks1
miptrstpt02
sgrava1
tpham
as of 02/23/2009 at 11:38:07 AM.

Possible next activities:

Task: **Review Data Received**
Role: Assigned Task Lead
Organization: Assigned

+ denotes claimed activities.
- denotes unclaimed activities.

16. A new window opens with the workflow history.

The next section outlines the process to change the project status.

Project Search

Conduct a search to populate the project list.

Case Number
09-03-0145A

* Project Type
Amendment

Status

Region

Organization

Search

Process Admin

The "Update Project" and "Change Project Status" buttons are available if those operations are allowed for the project and you have the authority to perform them. To change a project status, select a project and click "Change Project Status".

The Work Item list is viewable only if you have the appropriate authorization. With the appropriate authorization you can view the Work Item list by clicking on the number of Claimed Items, Unclaimed Items or Total No. of Items.

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
<input type="radio"/> 09-03-0145A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Inactive	3	WV	540002	0	2	2

One item found.

Update Amendment Project Change Project Status

17. Click the radio button next to the case number

18. Click on: 

Project Search

Conduct a search to populate the project list.

Case Number
09-03-0144A

* Project Type
Amendment

Status

Region

Organization

Search

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-03-0144A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Inactive	3	WV	540002	0	2	2

Change Project Status

* indicates a required field.

* Status

Cancel Continue >

Project Type	Status Options and Definitions
Amendments or Revisions	<p>Withdrawn - A project (case) that does not continue processing through the workflow. The case is terminated somewhere in the workflow because the requester wishes to withdraw their request. The project will still appear in reports so that its history can be reviewed. These cases will have a reporting status of Closed.</p> <p>Removed - A project (case) that should not exist in the workflow and does not appear in reports. The project is manually terminated by Process Admin or MIP Help. An example would be if Project Admin opened up a duplicate case, the duplicate would be closed and have the status Removed.</p> <p>Closed - A project (case) that does not continue processing through the workflow. The case is terminated somewhere in the workflow for reasons other than Withdrawn. The project still appears in reports so that its history can be reviewed. The reporting status of Closed includes cases with the status Suspended, Withdrawn, and Closed/Terminated.</p>
Studies	<p>On-hold - A project that is temporarily removed from the Work Item List. On-hold projects continue to show up in reports and are included in KPI 1 and 2 calculations (if there are actual and/or projected dates in the MIP).</p> <p>Closed - A project that does not continue through the workflow process and is terminated somewhere in the workflow. A closed project will still show up in reports so that its history can be reviewed. If there are actual preliminary and/or effective dates associated with a closed project they will be included in the actual KPI 1 and 2 calculations.</p>

19. Click the Status dropdown box and select the appropriate option

	<p>Click Cancel to not save any entered data and return to the previous screen.</p>
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20. Click Continue to move to the Review Changes screen



- 21. Click to enter required Change Notes
- 22. Click Continue to move to the Complete screen

Updates are not saved until you click Complete.

- 23. Click on: Complete to save changes

The next section outlines the process to unclaim an activity.

- 24. Click the numbered link in the Total column

Project Search

Conduct a search to populate the project list.

Case Number: 09-03-0144A

* Project Type: Amendment

Status: [Dropdown]

Region: [Dropdown]

Organization: [Dropdown]

Search

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-03-0144A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Active	3	WV	540002	1	0	1

To transfer the owner of a work item, select an item and click "Transfer".

For authorized users:
To unclaim a work item, select an item and click Unclaim.

Activity Status	Item	Organization	Owner	Area
<input type="radio"/>	Claimed	Review Data Received	MOD HQ	MaxAMTaskLead

One item found.

Buttons: Cancel, Unclaim, Transfer

25. Click the radio button next to the activity to unclaim

26. Click on:  to return the activity to the Work Item List of any potential user.

Click  to move forward with the changes and follow the same steps to complete an update as show in this work instruction, steps 20-23.

If no changes were made, click  to return to the Update Study Project options

The next section outlines the process to transfer an activity to a different user.

Project Search

Conduct a search to populate the project list.

Case Number: 09-03-0144A

* Project Type: Amendment

Status: [Dropdown]

Region: [Dropdown]

Organization: [Dropdown]

Search

Process Admin

The "Update Project" and "Change Project Status" buttons are available if those operations are allowed for the project and you have the authority to perform them. To change a project status, select a project and click "Change Project Status".

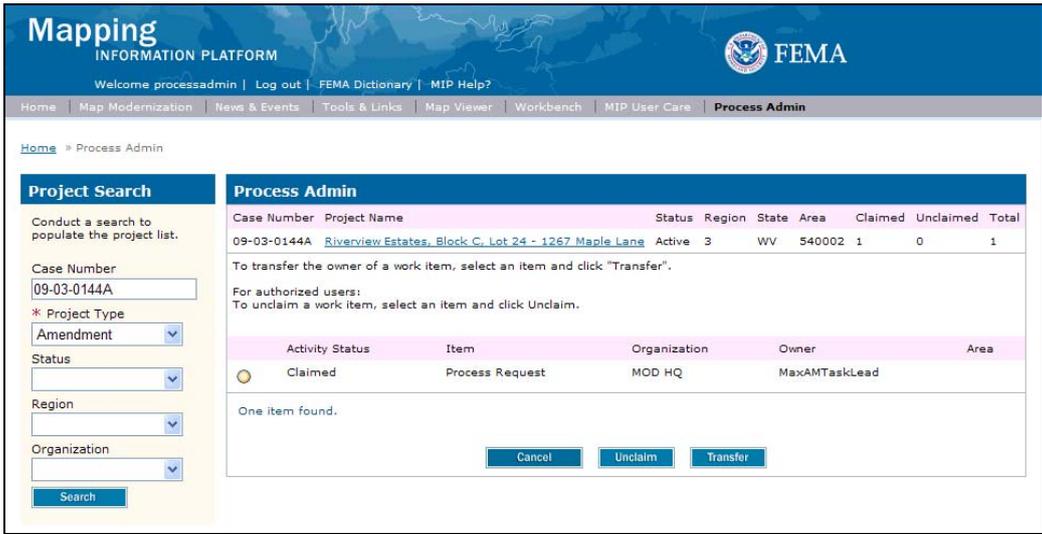
The Work Item list is viewable only if you have the appropriate authorization. With the appropriate authorization you can view the Work Item list by clicking on the number of Claimed Items, Unclaimed Items or Total No. of Items.

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-03-0144A	Riverview Estates, Block C, Lot 24 - 1267 Maple Lane	Active	3	WV	540002	1	0	1

One item found.

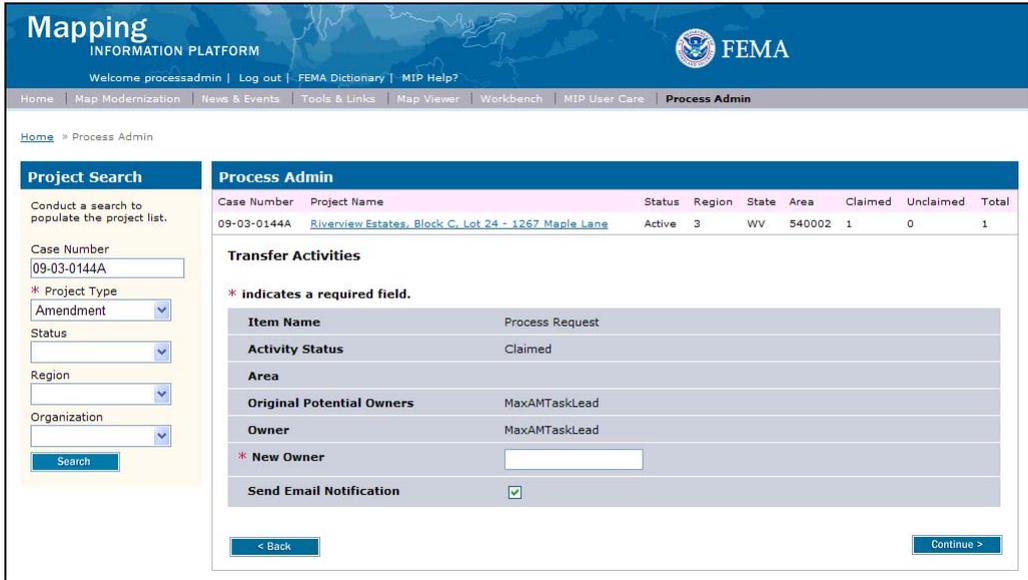
Buttons: Update Amendment Project, Change Project Status

27. Click the Total number link



28. Click the radio button next to the activity to Transfer

29. Click on: 



30. Click to enter the new owner's MIP user ID

31. Keep the Send Email Notification checkbox checked to send an email notification to both the user performing the transfer and the new owner of the task; uncheck the box to not send an email

32. Click on:  to move to the Review Changes screen

The next section outlines the options to update an Amendments or Revisions project.

The screenshot shows the 'Process Admin' section of the Mapping Information Platform. On the left is a 'Project Search' sidebar with fields for Case Number (09-03-0144A), Project Type (Amendment), Status, Region, and Organization. The main area, 'Process Admin', contains instructions and a table. The table has columns: Case Number, Project Name, Status, Region, State, Area, Claimed, Unclaimed, and Total. One row is visible with Case Number 09-03-0144A and Project Name Riverview Estates, Block C, Lot 24 - 1267 Maple Lane. Below the table are two buttons: 'Update Amendment Project' and 'Change Project Status'.

33. Click the radio button next to the case number to update

If a Revisions case, the button is **Update Revision Project**

34. Click on: Update Amendment Project

This screenshot shows the same 'Process Admin' page as before, but with a modal dialog open. The dialog has a title bar and contains the text: 'To update the project, click the section to modify.' Below this text are two links: 'Reassign Project Resource' and 'All Data Received'. At the bottom of the dialog is a 'Cancel' button.

The options available to update a Revisions or Amendments project are:

- Reassign Project Resources
- All Data Received

35. Click the Reassign Project Resource link

The screenshot shows the 'Process Admin' section of the Mapping Information Platform. On the left is a 'Project Search' sidebar with fields for Case Number (09-03-0144A), Project Type (Amendment), Status, Region, and Organization, along with a Search button. The main area displays a table with one row: Case Number 09-03-0144A, Project Name Riverview Estates, Block C, Lot 24 - 1267 Maple Lane, Status Active, Region 3, State WV, Area 540002, Claimed 1, Unclaimed 0, Total 1. Below the table is the 'Reassign Project Resource' form, which includes a note that an asterisk indicates a required field. The form has two dropdown menus: '* Project Resource Workgroup' set to 'MT 1 Region 3' and '* Resource Name' set to 'MaxAMTaskLead'. There are 'Cancel' and 'Continue >' buttons at the bottom of the form.



Reassign vs. Transfer:

Reassigning the resource will make all task lead activities appear on the selected resource's Work Item List.

Transferring only transfers one activity to a different user.

36. Use the dropdown boxes to update the Project Resource Workgroup and/or Resource Name



Click  to move forward with the changes and follow the same steps to complete an update as show in this work instruction, steps 20-23.

If no changes were made, click  to return to the update project options

This screenshot shows the same 'Process Admin' page as before, but with a confirmation dialog box overlaid. The dialog has a title bar 'Reassign Project Resource' and a message: 'To update the project, click the section to modify.' Below the message, the 'Reassign Project Resource' section is highlighted in blue. At the bottom of the dialog is a 'Cancel' button.



The All Data Received link only appears after a date has been entered in the All Data Received field in the Review Data Received activity.

37. Click the All Data Received link

The screenshot shows the 'Process Admin' page in the Mapping Information Platform. On the left is a 'Project Search' sidebar with fields for Case Number (09-03-0144A), Project Type (Amendment), Status, Region, and Organization. The main area displays a table with one row: Case Number 09-03-0144A, Project Name Riverview Estates, Block C, Lot 24 - 1267 Maple Lane, Status Active, Region 3, State WV, Area 540002, Claimed 1, Unclaimed 0, Total 1. Below the table is the 'All Data Received' section, which shows 'All Data Received Date' as 12/27/2008 and a green 'Modify' button.

38. Click on:  to update the All Data Received date

This screenshot shows the 'All Data Received' form after clicking the 'Modify' button. It includes a note '* indicates a required field.' and a text input field for 'All Data Received Date' containing '12/27/2008' with '(MM/DD/YYYY)' as a placeholder. A green 'Modify' button is visible at the bottom right of the form area.

39. Click to enter a new date

40. Click on:  to save the changes

 Click  to move forward with the changes and follow the same steps to complete an update as show in this work instruction, steps 20-23.

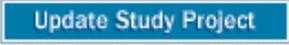
If no changes were made, click  to return to the Update Study Project options

The next section of the simulation outlines the functionality for each link in the Update Study Project section of PA.

 There are two levels of Process Admin users:

1. Study Process Administrator
2. Study Process Administrator Auditor

The only difference is that the Auditor has the Update Study Project button.

41. Click on: 

Mapping
INFORMATION PLATFORM

Welcome processadmin | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | Workbench | MIP User Care | **Process Admin**

Home > Process Admin

Project Search

Conduct a search to populate the project list.

Case Number
09-04-0033S

* Project Type
Study

Status

Region

Organization

Search

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	1	7	8

To update the project, click the section to modify.

- [Add an Area/Community](#)
- [Project Scoping Information](#)
- [Data Development Tasks](#)
- [Prelim and Post-Prelim Tasks](#)
- [Letter Dates](#)

Cancel



Before the project is obligated, the only link available is Project Scoping Information.

42. Click the Project Scoping Information link

09-04-0033S

* Project Type
Study

Status

Region

Organization

Search

* indicates a required field.

* Project Name: Dickson County, TN Ma

Scoping Organization Type: Study contractor/IDIQ

Scoping Organization: Watershed IV Alliance

Baseline Cost and Schedule

* Baseline Task Start Date: 08/02/2006 (MM/DD/YYYY)

* Baseline Task End Date: 12/02/2006 (MM/DD/YYYY)

* Amount \$

* Federal Fiscal Year

* Cost Type

* Contract or Agreement Number

Task Order Number

Add Cost Add Cost

Amount	\$23500	Modify	Delete
Federal Fiscal Year	2007		
Cost Type	Study Contract		
Contract or Agreement Number	EMA-2002-CO-0011A		
Task Order Number	16		

Actual Cost and Schedule

* Actual Start Date: 02/13/2009 (MM/DD/YYYY)

* Actual End Date: 02/13/2009 (MM/DD/YYYY)

* Federal Fiscal Year

* FEMA Funds Spent \$

Add Cost Add Cost

FEMA Funds Spent	\$20100	Modify	Delete
Federal Fiscal Year	2007		

Cancel Continue >



There are three different sections of this screen:

1. **Project** - allows the user to update the project name. The organization type and organization cannot be updated because the scoping tasks are already complete.
2. **Baseline Cost and Schedule**
 - enter additional costs in the top section
 - click Modify or Delete to change previously entered information
3. **Actual Cost and Schedule**
 - enter additional costs in the top section
 - click Modify or Delete to change previously entered information

43. Click on:  to update the previously entered baseline and/or actual cost and schedule information

Case Number
09-04-0033S

* Project Type
Study

Status

Region

Organization

Search

Project Scoping Information

* indicates a required field.

* Project Name: Dickson County, TN Ma

Scoping Organization Type: Study contractor/IDIQ

Scoping Organization: Watershed IV Alliance

Baseline Cost and Schedule

* Baseline Task Start Date: 08/02/2006 (MM/DD/YYYY)

* Baseline Task End Date: 12/02/2006 (MM/DD/YYYY)

* Amount \$

* Federal Fiscal Year

* Cost Type

* Contract or Agreement Number

Task Order Number

Add Cost Add Cost

Amount	\$23500	Modify	Delete
Federal Fiscal Year	2007		
Cost Type	Study Contract		
Contract or Agreement Number	EMA-2002-CO-0011A		
Task Order Number	16		

Actual Cost and Schedule

* Actual Start Date: 02/13/2009 (MM/DD/YYYY)

* Actual End Date: 02/13/2009 (MM/DD/YYYY)

* Federal Fiscal Year: 2007

* FEMA Funds Spent \$: 20100

Add Cost Add Cost

Cancel Continue >



When you click Modify, the previously entered data is removed from the table. Always click Add Cost to re-add it to the table before continuing. If you click Continue before Add Cost, all previously entered information will be lost.

44. Click on: 

Continue >

45. Confirm the change displays and click on:  to move to the Contact List screen

Tips for the Contact List screen:



Names are not required. Titles can be used in these fields, especially if turnover is likely in the position.

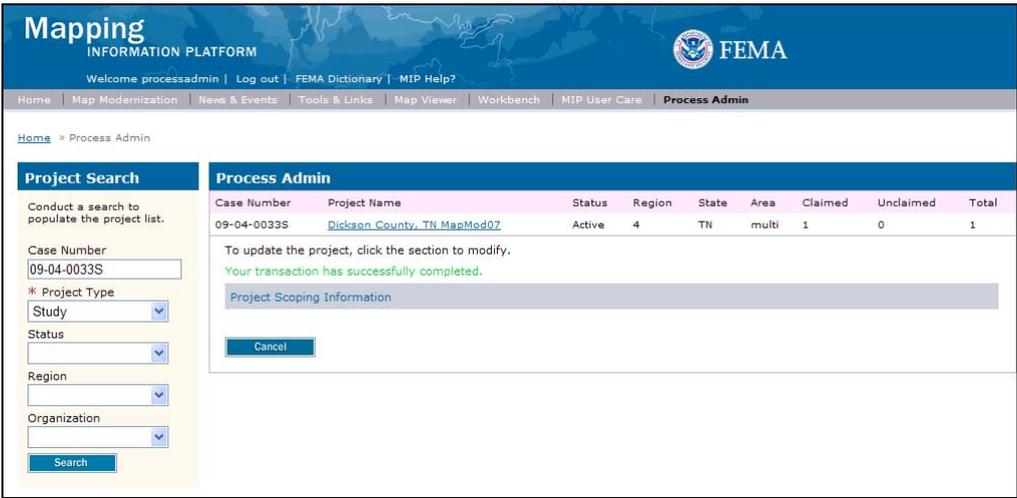
Be consistent with names and titles across all projects. For example, don't use Bob Smith as RSC Manager for this project and Mr. B. Smith in a different project.

FEMA Regional Engineer and FEMA Regional Floodplain Manager are fields that appear in MARS reports.

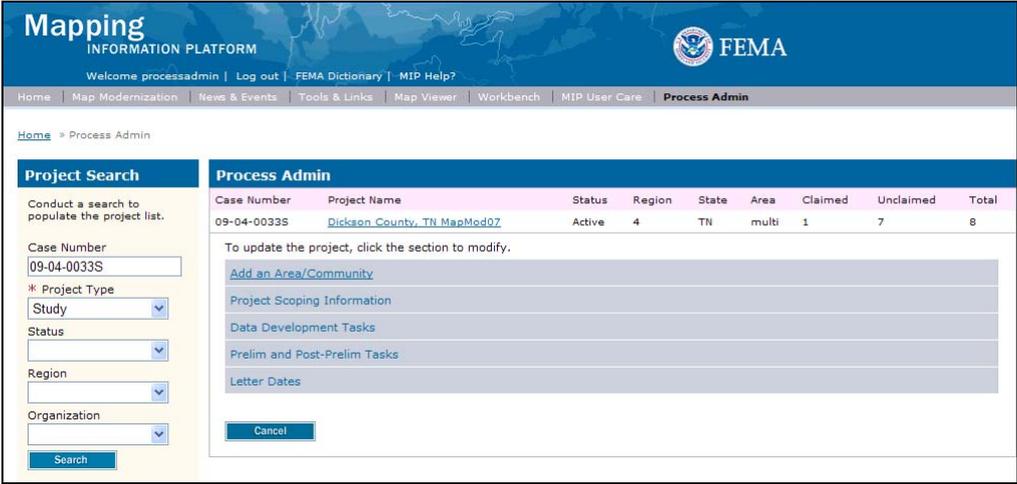


Click  to move forward with the changes and follow the same steps to complete an update as show in this work instruction, steps 20-23.

If no changes were made, click  to return to the Update Study Project options



46. Confirm the transaction successfully completed and click on:  to return to the main screen



47. Click the Add an Area/Community link



Note: Additional communities cannot be added to a county-wide project and vice versa; a county-wide project cannot be added to a single or multiple community project. At least one area is required.

48. Use this screen to add additional communities to the project.



Click  to move forward with the changes and follow the same steps to complete an update as show in this work instruction, steps 20-23.

If no changes were made, click  to return to the Update Study Project options

49. Click the Data Development Tasks link

Project Search

Conduct a search to populate the project list.

Case Number
09-04-0033S

* Project Type
Study

Status

Region

Organization

Search

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	1	7	8

Data Development Tasks

[Add Task](#)

- ▶ 1116910 - Acquire Base Map 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide
- ▶ 1116911 - Develop DFIRM Database 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide
- ▶ 1116913 - Develop Hydraulic Data 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide
- ▶ 1116915 - Develop Topographic Data 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide
- ▶ 1116917 - Perform Field Survey 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide
- ▶ 1116918 - Perform Floodplain Mapping 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

Cancel
Continue >



The option to delete a task or add a task is only available before the project moves to Preliminary Map Production. The X icon and Add Task button are not longer available when the Manage Preliminary Map Production activity is generated.

50. Click the twistie to open a specific task

▶ 1116911 - Develop DFIRM Database		 
Task Description		
Organization	Watershed IV Alliance	
Community	Dickson County-wide	
▼ Task Information		 
1116913 - Develop Hydraulic Data		
Task Description		
Organization Type	Study contractor/IDIQ	
Organization	Watershed IV Alliance	
Task Areas		
Community	Dickson County-wide	
Baseline Cost and Schedule		
Baseline Task Start Date	01/03/2007	
Baseline Task End Date	03/03/2007	
Cost Type		Study Contract
Amount	\$23614	
Federal Fiscal Year	2007	
Contract or Agreement Number	EMA-2002-CO-0011A	
Task Order Number	16	
Actual Cost and Schedule		Not set
Independent QA		
Organization Type	Study contractor/IDIQ	
Organization	Watershed IV Alliance	
Baseline Cost and Schedule		
Baseline QA Start Date	04/04/2007	
Baseline QA End Date	04/18/2007	
Cost Type		Study Contract
Amount	\$3610	
Federal Fiscal Year	2007	
Contract or Agreement Number	EMA-2002-CO-0011A	
Task Order Number	16	
Actual Cost and Schedule		Not set
▶ 1116915 - Develop Topographic Data		 
Task Description		
Organization	Watershed IV Alliance	
Community	Dickson County-wide	
▶ 1116917 - Perform Field Survey		 
Task Description		



Note: Actual cost and schedule information has not yet been entered for this task. Only baseline information can be updated when actual cost and schedule information is not set.

51. Click on:  to enter the activity

* Indicates a required field.

Task	1116913 Develop Hydraulic Data
Task Description	<input type="text"/>
Planned Task	<input type="checkbox"/>
* Organization Type	Study contractor/IDIQ
* Organization	Watershed IV Alliance
Task Areas	
Dickson County-wide	47043C <input type="button" value="X"/>
Baseline Cost and Schedule	
* Baseline Task Start Date	01/03/2007 <input type="button" value="..."/>
* Baseline Task End Date	03/03/2007 <input type="button" value="..."/>
* Cost Type	<input type="text"/>
* Amount \$	<input type="text"/>
* Federal Fiscal Year	<input type="text"/>
* Contract or Agreement Number	<input type="text"/>
Task Order Number	<input type="text"/>
Add Cost	<input type="button" value="Add Cost"/>
Cost Type	Study Contract <input type="button" value="X"/>
Amount	\$23614
Federal Fiscal Year	2007
Contract or Agreement Number	EMA-2002-CO-0011A
Task Order Number	16
Independent QA	
Independent QA is required for this task	<input checked="" type="checkbox"/>
* Organization Type	Study contractor/IDIQ
* Organization	Watershed IV Alliance
Baseline Cost and Schedule	
* Baseline QA Start Date	04/04/2007 <input type="button" value="..."/>
* Baseline QA End Date	04/18/2007 <input type="button" value="..."/>
* Cost Type	<input type="text"/>
* Amount \$	<input type="text"/>

52. Click on:  to update the previously entered information

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
9-04-00335	Dickson County, TN MapMod07	Active	4	TN	multi	1	7	8

Process Admin

Data Development Tasks

* indicates a required field.

Task 1116913 Develop Hydraulic Data

Task Description

Planned Task

* **Organization Type** Study contractor/IDIQ

* **Organization** Watershed IV Alliance

Task Areas

Dickson County-wide 47043C

Baseline Cost and Schedule

* **Baseline Task Start Date** 01/03/2007

* **Baseline Task End Date** 03/03/2007

* **Cost Type** Study Contract

* **Amount \$** 23614

* **Federal Fiscal Year** 2007

* **Contract or Agreement Number** EMA-2002-CO-0011A

Task Order Number 16

Add Cost

Independent QA

Independent QA is required for this task

* **Organization Type** Study contractor/IDIQ

* **Organization** Watershed IV Alliance

Baseline Cost and Schedule

* **Baseline QA Start Date** 04/04/2007

* **Baseline QA End Date** 04/18/2007

* **Cost Type**

53. Click to update the Baseline Task End Date



Always click Add Cost before continuing. If you continue before clicking Add Cost, all previously entered information will be lost.

54. Click on:



* Cost Type

* Amount \$

* Federal Fiscal Year

* Contract or Agreement Number

Task Order Number

Add Cost Add Cost

Cost Type Study Contract ✖

Amount \$23614

Federal Fiscal Year 2007

Contract or Agreement Number EMA-2002-CO-0011A

Task Order Number 15

Independent QA

Independent QA is required for this task

* Organization Type

* Organization

Baseline Cost and Schedule

* Baseline QA Start Date

* Baseline QA End Date

* Cost Type

* Amount \$

* Federal Fiscal Year

* Contract or Agreement Number

Task Order Number

Add Cost Add Cost

Cost Type Study Contract ✖

Amount \$3610

Federal Fiscal Year 2007

Contract or Agreement Number EMA-2002-CO-0011A

Task Order Number 16

Cancel Add Task



Always click Add Task before continuing. If you continue before clicking Add Task, all previously entered information will be lost.

55.

Click on:

Add Task

Project Search

Conduct a search to populate the project list.

Case Number

* Project Type

Status

Region

Organization

Search

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	1	7	8

Data Development Tasks

Add Task Add Task

▶ 1116910 - Acquire Base Map ✖

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

▶ 1116911 - Develop DFIRM Database ✖

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide



Data development tasks can only be added until the project moves to Produce Preliminary Map Products. Once that section of the workflow has started, no additional tasks can be added to the project.

56. Click on:  to add an additional data development task

Process Admin								
Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
9-04-00335	Dickson County, TN MapMod07	Active	4	TN	multi	1	7	8

Data Development Tasks

* indicates a required field.

* Task

Task Description

Planned Task

* Organization Type

* Organization

Task Areas

* Community

Add Area

Baseline Cost and Schedule

* Baseline Task Start Date

* Baseline Task End Date

* Cost Type

* Amount \$

* Federal Fiscal Year

* Contract or Agreement Number

Task Order Number

Add Cost

Independent QA

Independent QA is required for this task

* Organization Type

* Organization

Baseline Cost and Schedule

* Baseline QA Start Date

57. Enter the task, organization and area information

	Always click Add Area before continuing. If you continue before clicking Add Area, all previously entered information will be lost.
---	---

58. Click on: 

59. Enter Baseline Cost and Schedule information for this task

	Always click Add Cost before continuing. If you continue before clicking Add Cost, all previously entered information will be lost.
---	---

60. Click on: 

61. Add additional baseline cost and schedule information, as applicable.

* Baseline Task Start Date	12/03/2006																					
* Baseline Task End Date	03/03/2007																					
* Cost Type	<input type="text"/>																					
* Amount \$	<input type="text"/>																					
* Federal Fiscal Year	<input type="text"/>																					
* Contract or Agreement Number	<input type="text"/>																					
Task Order Number	<input type="text"/>																					
Add Cost	<input type="button" value="Add Cost"/>																					
<table border="1"> <tr> <td>Cost Type</td> <td>Study Contract</td> <td></td> <td></td> </tr> <tr> <td>Amount</td> <td>\$8205</td> <td></td> <td></td> </tr> <tr> <td>Federal Fiscal Year</td> <td>2007</td> <td></td> <td></td> </tr> <tr> <td>Contract or Agreement Number</td> <td>EMA-2002-CO-0011A</td> <td></td> <td></td> </tr> <tr> <td>Task Order Number</td> <td>16</td> <td></td> <td></td> </tr> </table>			Cost Type	Study Contract			Amount	\$8205			Federal Fiscal Year	2007			Contract or Agreement Number	EMA-2002-CO-0011A			Task Order Number	16		
Cost Type	Study Contract																					
Amount	\$8205																					
Federal Fiscal Year	2007																					
Contract or Agreement Number	EMA-2002-CO-0011A																					
Task Order Number	16																					
Independent QA																						
Independent QA is required for this task	<input type="checkbox"/>																					
* Organization Type	<input type="text"/>																					
* Organization	<input type="text"/>																					
Baseline Cost and Schedule																						
* Baseline QA Start Date	<input type="text"/>																					
* Baseline QA End Date	<input type="text"/>																					
* Cost Type	<input type="text"/>																					
* Amount \$	<input type="text"/>																					
* Federal Fiscal Year	<input type="text"/>																					
* Contract or Agreement Number	<input type="text"/>																					
Task Order Number	<input type="text"/>																					
Add Cost	<input type="button" value="Add Cost"/>																					
<input type="button" value="Cancel"/>	<input type="button" value="Add Task"/>																					

62. Add Independent QA information, as applicable

	Always click Add Cost before continuing. If you continue before clicking Add Cost, all previously entered information will be lost.
--	---

63. Click on:



64. Add additional IQA cost and schedule information, as applicable.

	Always click Add Task before continuing. If you continue before clicking Add Task, all previously entered information will be lost.
--	---

65. Click on:



Add Task
Add Task

▶ 1116910 - Acquire Base Map 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

▶ 1116911 - Develop DFIRM Database 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

▶ 1116913 - Develop Hydraulic Data 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

▶ 1116915 - Develop Topographic Data 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

▶ 1116917 - Perform Field Survey 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

▶ 1116918 - Perform Floodplain Mapping 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

▶ 1116924 - Develop Hydrologic Data 📄 ✕

Task Description

Organization Watershed IV Alliance

Community Dickson County-wide

Cancel
Continue >



Click Continue > to move forward with the changes and follow the same steps to complete an update as show in this work instruction, steps 20-23.

If no changes were made, click Cancel to return to the Update Study Project options

Mapping
INFORMATION PLATFORM



Welcome processadmin | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | Workbench | MIP User Care | **Process Admin**

Home » Process Admin

Project Search

Conduct a search to populate the project list.

Case Number

* Project Type

Status

Region

Organization

Search

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	1	7	8

To update the project, click the section to modify.

- Add an Area/Community
- [Project Scoping Information](#)
- Data Development Tasks
- Prelim and Post-Prelim Tasks
- Letter Dates

Cancel

66. Click the Prelim and Post-Prelim Tasks link

Mapping INFORMATION PLATFORM
Welcome processadmin | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | Workbench | MIP User Care | **Process Admin**

Home » Process Admin

Project Search

Conduct a search to populate the project list.

Case Number: 09-04-0033S

* Project Type: Study

Status: [Dropdown]

Region: [Dropdown]

Organization: [Dropdown]

Search

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	1	6	7

Prelim and Post-Prelim Tasks

- ▶ Preliminary Map Production for Dickson County-wide
Organization: Watershed IV Alliance
- ▶ Post-Preliminary Processing for Dickson County-wide
Organization: Watershed IV Alliance

Cancel Continue >

67. Click the twistie to open the specific activity

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	1	1	2

Prelim and Post-Prelim Tasks

- ▼ Preliminary Map Production for Dickson County-wide
Organization Type: Study contractor/IDIQ
Organization: Watershed IV Alliance
- Baseline Cost and Schedule
Baseline Task Start Date: 07/22/2007
Baseline Task End Date: 09/30/2007
- Cost Type: Study Contract
Amount: \$21400
Federal Fiscal Year: 2007
Contract or Agreement Number: EMA-2002-CO-0011A
Task Order Number: 16
- Actual Cost and Schedule: Not set
- Post-Preliminary Processing for Dickson County-wide
Organization Type: Study contractor/IDIQ
Organization: Watershed IV Alliance
- Baseline Cost and Schedule
Baseline Task Start Date: 10/01/2007
Baseline Task End Date: 12/26/2008
- Cost Type: Study Contract
Amount: \$41599
Federal Fiscal Year: 2007
Contract or Agreement Number: EMA-2002-CO-0011A
Task Order Number: 16
- Actual Cost and Schedule: Not set

Cancel Continue >



Actual cost and schedule information cannot be updated through PA until the corresponding workflow activity is complete. (i.e., you cannot update actual cost and schedule information for Preliminary Map Products through PA while the Preliminary Map Products activity is still available on a user's Work Item List)

68. Click on:  to open the activity

Preliminary Map Production for Dickson County-wide

* Organization Type: Study contractor/IDIQ
 * Organization: Watershed IV Alliance
 Planned Task:

Baseline Cost and Schedule

* Baseline Task Start Date: 07/22/2007
 * Baseline Task End Date: 09/30/2007
 * Cost Type:
 * Amount \$:
 * Federal Fiscal Year:
 * Contract or Agreement Number:
 Task Order Number:
 Add Cost:

Cost Type	Study Contract
Amount	\$21400
Federal Fiscal Year	2007
Contract or Agreement Number	EMA-2002-CO-0011A
Task Order Number	16

Post-Preliminary Processing for Dickson County-wide

* Organization Type: Study contractor/IDIQ
 * Organization: Watershed IV Alliance
 Planned Task:

Baseline Cost and Schedule

* Baseline Task Start Date: 10/01/2007
 * Baseline Task End Date: 12/26/2008
 * Cost Type:
 * Amount \$:
 * Federal Fiscal Year:
 * Contract or Agreement Number:
 Task Order Number:
 Add Cost:

69. Click on:  to update the organization type and organization and/or add and/or modify the baseline organization and cost and schedule information.

 Even if no changes have been made, always click Add Cost to add the existing data back to the project. If you don't click Add Cost, all previously entered information will be lost.

70. Click on:  to save the changes

 Even if no changes have been made, always click Add Area to add the existing data back to the project. If you don't click Add Area, all previously entered information will be lost.

71. Click on: 


Continue >
 Click Continue > to move forward with the changes and follow the same steps to complete an update as show in this work instruction, steps 20-23.

If no changes were made, click Cancel to return to the Update Study Project options



Project Search
 Conduct a search to populate the project list.
 Case Number: 09-04-0033S
 * Project Type: Study
 Status: [Dropdown]
 Region: [Dropdown]
 Organization: [Dropdown]

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	1	2	3

Process Admin
 To update the project, click the section to modify.
[Project Scoping Information](#)
[Data Development Tasks](#)
[Prelim and Post-Prelim Tasks](#)
[Letter Dates](#)
Cancel

72. Click the Letter Dates link



Project Search
 Conduct a search to populate the project list.
 Case Number: 09-04-0033S
 * Project Type: Study
 Status: [Dropdown]
 Region: [Dropdown]
 Organization: [Dropdown]

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	2	1	3

Process Admin
Letter Dates
 For Countywide, once you make a change for the date(s), the system will update the date(s) for all communities belong to the project.

Community	Dickson County-wide	
CID	47043C	
Projected Preliminary Date	09/30/2007	
Projected LFD Date	06/16/2008	
Projected Firm Effective Date	12/16/2008	
Preliminary Map Actual Date		
Final Determination Date (LFD)		
Firm Effective Map Actual Date		

Cancel
Continue >

73. Click on:



Project Search

Conduct a search to populate the project list.

Case Number
09-04-0033S

* Project Type
Study

Status

Region

Organization

Search

Process Admin

Case Number	Project Name	Status	Region	State	Area	Claimed	Unclaimed	Total
09-04-0033S	Dickson County, TN MapMod07	Active	4	TN	multi	2	1	3

Letter Dates

* indicates a required field.

Community: Dickson County-wide

CID: 47043C

* Projected Preliminary Date: 09/30/2007

* Projected LFD Date: 06/16/2008

Projected Firm Effective Date: 12/16/2008

Preliminary Map Actual Date

Final Determination Date (LFD)

Firm Effective Map Actual Date

Cancel Modify

	Actual dates cannot be updated until the project is complete. Use the workflow tasks to add the actual dates.
	Note: The Projected FIRM Effective Date is updated to six months after the Projected LFD Date.

74. Click to update the Projected Preliminary Date and/or Projected LFD Date.

75. Click on: to save the data

	<p>Click to move forward with the changes and follow the same steps to complete an update as show in this work instruction, steps 20-23.</p> <p>If no changes were made, click to return to the Update Study Project options</p>
--	--

76. When complete in the Update Study Project section, click on: to return to the main screen

Results

All Revisions, Amendments, and Studies PA functionality has been outlined in this simulation.