

Work Instruction
Create Project - Pre-Scoping
Module

Purpose

This work instruction is used to out line the steps to complete the following Manage Pre-Scoping activities:

- Create Study Project (Pre-Scoping)
- Perform Pre-Scoping

Prerequisites

None

Navigation

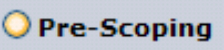

Via Menu Path	Log in to the MIP > Workbench > Create Project > and Claim > Create Study Project
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Work Steps



Only users with permissions to create a project will see the Create Project tab when they log in.

1. Click on:  to create a study project

2. Click on:  radio button
3. Click the Region dropdown box to select the Region in which the project occurs
4. Click on:  to create the project

Create Study Project ?





Project Information | Community Information | Review

Create Pre-Scoping Project : Project Information


* indicates a required field.


Enter the pre-scoping project information below and click "Continue".

Project Information

* Project Name	<input type="text"/>
* Planned Start Date	<input type="text"/> 
* Planned End Date	<input type="text"/> 
* Negotiated Cost \$	<input type="text"/>
* Organization Type	<input type="text"/> 
* Organization Name	<input type="text"/> 

[< Back](#) [Continue >](#)

	<p>Recommended information to create a project name may include:</p> <ul style="list-style-type: none">- Location of study- State- Fiscal year the project started- Type of project (pre-scoping)
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5. Click to enter the Project Name
6. Use the calendar icon or click to enter the Planned Start Date for pre-scoping activities
7. Use the calendar icon or click to enter the Planned End Date for pre-scoping activities
8. Click to enter the Negotiated Cost
9. Click the Organization Type dropdown box and select the organization type performing the pre-scoping activities
10. Click the Organization Name dropdown box and select the name of the organization performing the pre-scoping activities
11. Click on:  to move to the Community Information screen

Create Study Project ?

Project Information | **Community Information** | Review


Create Pre-Scoping Project : Community Information

*** indicates a required field.**

Enter a CID; or select a State, County, and Community from the dropdown lists. Click "Add Area". Repeat for each Community. Note: For a county-wide study, select "County-wide" under Community. In the Community dropdown, the * indicates an unincorporated community.


Select Area(s) to Study

* CID	OR	<input type="text"/>
* State		<input style="width: 90%;" type="text"/>
* County		<input style="width: 90%;" type="text"/>
* Community		<input style="width: 90%;" type="text"/>


	If you have the CID for the county or community, enter it in the CID field and click Add Area. That will populate the State, County and Community fields. OR If you do not know the CID, choose the State, County and Community from the dropdown boxes and click Add Area.
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12. Click the State dropdown box and select the state the project is in


13. Click the County dropdown box and select the county the project is in

	If doing a county-wide project, choose the option listed in lower-case. The community in upper-case and with an asterisk (*) indicates the portion of the county that is unincorporated.
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14. Click the Community dropdown box to choose the county or community to include in the project. If there are multiple communities in the project, add them one at a time.

	Always click Add Area before Continue. If you click Continue before Add Area, all previously entered information will be lost.
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15. Click on:

	If creating a county-wide project, only include the county-wide option. To add multiple communities, continue to add each community and click Add Area until all communities are listed.
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16. Once all areas are added, click to move to the Review screen

Create Study Project ?

Project Information | Community Information | **Review**

Create Pre-Scoping Project : Review

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.


Project Information

Project Name:	Dickson County TN Prescoping
Planned Start Date:	03/16/2006
Planned End Date:	06/29/2006
Negotiated Cost	\$6800
Organization Type	MOD-RMC
Organization Name	MOD RMC 4

Community Information


State	County	Community	CID
TN	Dickson County	Dickson County-wide	47043C

< Back
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.
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17. Review the information and when satisfied, click



	<p>The project is created and a project number is generated.</p> <p>The first two digits of the project number indicate the fiscal year in which the project was created, the second two digits indicate the Region, the next four digits are a sequentially generated number, and the letter at the end indicates the project type.</p> <p>The list below displays the letter options of the project types:</p> <ul style="list-style-type: none"> A: Amendment or eLOMA projects C: Amendment Conditional P: Revision R: Revision Conditional S: Study T: Pre-Scoping V: Amendment (V Zone) X: Amendment & Revision Corrected Copy Case
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The next activity, Perform Pre-Scoping, is completed by MOD HQ or the RSC.

Mapping
INFORMATION PLATFORM

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Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel

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Work Item List - rmcsm - January 19, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may filter your work item list.

- Options:** Add, remove, and reorder columns in your Work Items list
- Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑
All	All	All		
<input checked="" type="checkbox"/>	Perform Pre-Scoping	09-04-0024T	Dickson County TN Prescoping	01/19/2009

Perform Pre-Scoping - This activity allows the user to verify that certain required pre-scoping tasks were performed and enter cost and schedule information of this task.

After this activity is completed the user has the option to hold the pre-scoped project or continue the study project.

18. Click on: [Perform Pre-Scoping](#) to enter the Perform Pre-Scoping activity

Work Item Details - Project # 09-04-0024T

Pre-Scoping Checklist | Review

Perform Pre-Scoping

* indicates a required field.


Select the items that were completed as part of pre-scoping. Select the result of pre-scoping and click "Continue".



* Identified Existing Data	<input type="checkbox"/>
* Contacted Communities	<input type="checkbox"/>
* Organization that Contacted Communities	<input type="text"/>
* Initiated Population of Scoping Tool with Effective Data	<input type="checkbox"/>
* Actual or Final Cost \$	<input type="text"/>
* Pre-Scoping Result	<input type="text"/>
Have Potential Obstacles?	<input type="checkbox"/>
If yes, describe Potential Obstacles	<input type="text"/>

Save and Close Continue >

19. Click on: the Identified Existing Data checkbox
20. Click on: the Contacted Communities checkbox
21. Click the Organization that Contacted Communities dropdown box to select the organization that contacted the communities

- 22. Click the Initiated Population of Scoping Tool with Effective Data checkbox
- 23. Click to enter the Actual or Final Cost for pre-scoping

	<p>Selecting 'Hold study project' creates a new activity on the Work Item List: Hold Pre-Scoped Project.</p> <p>Selecting 'Continue to study project' moves the workflow directly to Initiate Study Project.</p>
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- 24. Click the Pre-Scoping Result dropdown box to indicate whether to continue with the project
- 25. If potential obstacles exist, click the Have Potential Obstacles checkbox 
- 26. Click to enter text for any potential obstacles
- 27. Click on:  to move to the Review screen

Work Item Details - Project # 09-04-0024T ?


Pre-Scoping Checklist | **Review**


Perform Pre-Scoping


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.

Identified Existing Data:	Yes
Contacted Communities:	Yes
Organization that Contacted Communities:	Watershed IV Alliance
Initiated Population of Scoping Tool with Effective Data:	Yes
Actual or Final Cost:	\$6800
Pre-Scoping Result:	Hold
Have Potential Obstacles:	Yes
Potential Obstacles Description:	Delay gathering appropriate data from communities





	<p>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.</p>
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- 28. Review the information and when satisfied, click 

The next activity in the workflow, **Hold Pre-Scoped Project**, is completed by MOD HQ or the RSC.

Mapping INFORMATION PLATFORM

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Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel

Home » Workbench » Work Items

Work Item List - rmcsam - January 19, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- **Options:** Add, remove, and reorder columns in your Work Items list
- **Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- **Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑
<input checked="" type="checkbox"/>	Hold Pre-Scoped Project	09-04-0024T	Dickson County TN Prescoping	01/19/2009



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.

29. Click on  to claim the activity



Hold Pre-Scoped Project - This activity is performed if additional time is required to determine the needs of a project. The hold can be removed or set to expire on a certain date.

If Hold is selected, a reason is listed and the project only advances after the date has expired. The project then moves to Initiate Study Project, completed by the RSC, MOD HQ or FEMA.

30. Click on:  to enter the Hold Pre-Scoped Project activity

Work Item Details - Project # 09-04-0024T

Hold Information | Review

Hold Pre-Scoped Project

* indicates a required field.

Enter the date on which the project hold expires and the reason for the Hold. To continue the Study without a Hold, check Do not Hold, continue Study. Click "Continue".

Do not hold, continue study

Hold Expires On

Reason for Hold

Save and Close Continue >

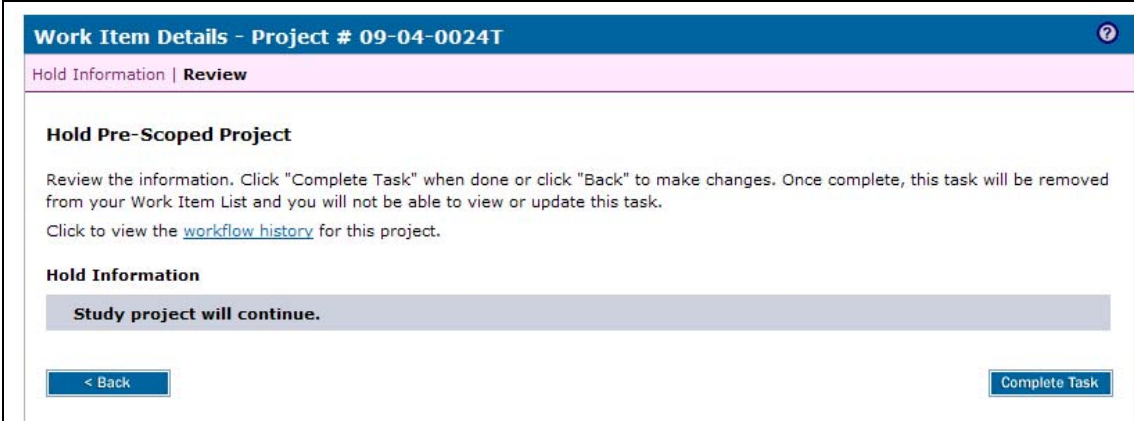


To continue the hold, enter a date in the Hold Expires On field and enter text in the Reason for Hold field. Once the date expires, the next activity (Initiate Study Project) appears on the Work Item List.

To continue the study without a hold, click the Do not hold, continue study checkbox

31. Click the checkbox to proceed with the study project, or enter the date that the hold expires on

32. Click on:  to move to the Review screen



Work Item Details - Project # 09-04-0024T

Hold Information | **Review**

Hold Pre-Scoped Project

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.


Hold Information

Study project will continue.

< Back 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.

33. Review the information and when satisfied, click 

The next activity, **Initiate Study Project**, is completed by the RMC, MOD HQ, or FEMA.

Mapping INFORMATION PLATFORM

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Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel

Home » Workbench » Work Items

Work Item List - rmcsam - January 19, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- [Options](#): Add, remove, and reorder columns in your Work Items list
- [Refresh](#): Display new activities in your Work Items list and remove activities claimed by others
- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑
All	All	All		
<input checked="" type="checkbox"/>	Initiate Study Project	09-04-0024T	Dickson County TN Prescoping	01/19/2009



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.

34. Click on: **Claim** to claim the activity



Initiate Study Project - In this activity, all scoping costs are captured and added to the project. The map panel numbers for the study area are added to the MIP, along with the tasks necessary to produce new DFIRMs. The project area is added to complete the task.

Completion of this activity triggers the Obligate Project Funds activity, completed by the RSC, MOD HQ, or FEMA.

35. Click on: **Initiate Study Project** to enter the Initiate Study Project activity

Work Item Details - Project # 09-04-0024T ?

Project Information | [Contact List](#) | [Review](#)

Initiate Study Project

* indicates a required field.

Enter the scoping information listed below and the associated negotiated costs. Click "Add Cost". Repeat for each cost. Click "Continue".

Scoping Task Information

*Planned Start Date	<input type="text"/>	
*Planned End Date	<input type="text"/>	
*Organization Type	<input type="text"/>	
*Organization Name	<input type="text"/>	

Scoping Negotiated Cost

*Amount \$	<input type="text"/>
*Federal Funding Year	<input type="text"/>
*Cost Type	<input type="text"/>
*Contract or Agreement Number	<input type="text"/>
Task Order Number	<input type="text"/>

[Add Cost](#)

[Continue >](#)

36. Use the calendar icon or click to enter the Planned Start Date for scoping, as per the contract
37. Use the calendar icon or click to enter the Planned End Date for scoping, as per the contract
38. Click the Organization Type dropdown box to select the organization type
39. Click the Organization Name dropdown box to select the organization name
40. Click to enter the Amount
41. Click to select the Federal Funding Year dropdown box
42. Click the Cost Type dropdown box to select the cost type
43. Click to enter the Contract or Agreement Number and Task Order Number, if applicable

	Always click Add Cost before continuing. If you click Save and Close or Continue before Add Cost, all previously entered information will be lost.
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44. Click on:

45. Click on: to move to the Contact List screen

Work Item Details - Project # 09-04-0024T ?


Project Information | **Contact List** | Review

Initiate Study Project

If known, please create a contact list with the following information: Name, Address, Phone Number, and Email Address.

FEMA Headquarters Lead	<input type="text"/>
FEMA Regional Engineer	<input type="text"/>
FEMA Regional Floodplain Manager	<input type="text"/>
Mapping Partner Project Lead	<input type="text"/>
NSP Territory Manager	<input type="text"/>
RMC Manager	<input type="text"/>

< Back < Cancel & Back Continue >



These fields are not required, but the information is useful when running reports on the project.

Tips:

- 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.

Add contact names for each of these fields, except NSP Territory Manager.

46. Enter the information on the Contact List screen

47. Click on:  to move to the Review screen

Work Item Details - Project # 09-04-0024T

Project Information | Contact List | **Review**

Initiate Study Project

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.

Scoping Task Information

Planned Start Date:	08/02/2006
Planned End Date:	12/02/2006
Organization Type:	Contractor
Organization Name:	Watershed IV Alliance

Scoping Negotiated Cost

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

Contact List

FEMA Headquarters Lead:	Dahlia Kasperski
FEMA Regional Engineer:	Laura Algeo
FEMA Regional Floodplain Manager:	Janice Mitchell
Mapping Partner Project Lead:	Daryl Fontenot
NSP Territory Manager:	
RMC Manager:	Stephen King

[← Back](#) [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.

48. Review the information and when satisfied, click

[Complete Task](#)

Results

The next activity in the workflow is Obligate Project Funds, completed by MOD HQ, the RSC or FEMA.

Last updated: March 2009