

**Work Instruction**  
**Resource Manager - Assign**  
**Project Resource**

## Purpose

This work instruction is used to outline the process in which the Revisions Resource Manager assigns the project to an engineer for processing.

This simulation will review the following steps:

- Assign the Project Resource Workgroup
- Assign the Resource
- Review the project information

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## Prerequisites

- The Create Revision Project activity is complete

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## Navigation

Via Menu Path	<b>Log in to the MIP → Workbench → Work Items →</b> <b>and</b> <b>Claim → Assign Project Resource</b>
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## Work Steps

Mapping INFORMATION PLATFORM  
FEMA

Welcome miptestrpt01 | Log out | FEMA Dictionary | MIP Help?

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

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

Home > Workbench > Work Items

**Work Item List - miptestrpt01 - February 11, 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 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	09-05-0009P		
<a href="#">Claim</a>	<a href="#">Assign Project Resource</a>	09-05-0009P	The Villas at Dawson's Creek	02/11/2009



Only claim an activity that you are certain you own or have been instructed to claim. Process Admin can be used to correct incorrectly claimed activities.

1. Click on: [Claim](#) to claim the activity



All created projects matching a Resource Manager's geography and organization will appear on their workbench. They should claim the ones they want to own and complete the activity of Assigning a Project Resource which will push the project through the workflow to the selected Task Lead's workbench.

2. Click on: [Assign Project Resource](#) to enter the Assign Project Resource activity

Work Item Details - Project # 09-05-0009P

**Assign Project Resource** | Review

**Assign Project Resource**

Select a Project Resource Workgroup. Select a Resource Name. Click "Continue".

\* indicates a required field.

\* Project Resource WorkGroup

\* Resource Name

Continue >

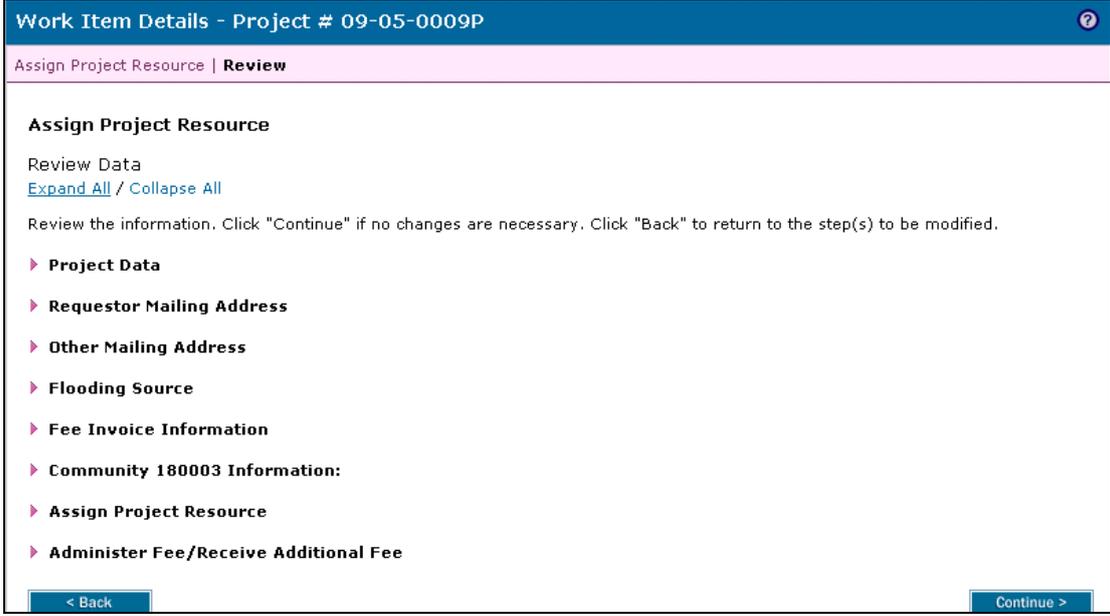


At any time, click the ? to see helpful hints regarding each screen.



Selecting the Project Resource Workgroup will auto-populate the Resource Names within that workgroup.

3. Click the Project Resource WorkGroup dropdown box to select the project resource workgroup
4. Click Resource Name dropdown box to select the correct resource's MIP user ID
5. Click on:  to move to the Review screen



Work Item Details - Project # 09-05-0009P

Assign Project Resource | Review

**Assign Project Resource**

Review Data  
[Expand All](#) / [Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**

< Back Continue >

6. Click on: [Expand All](#) , to expand all sections

Zip:	46802
E-mail:	rtimmons@villas.com
Phone:	
Fax:	
<b>▼ Flooding Source</b>	
Flooding Source:	Becketts Run
<b>▼ Fee Invoice Information</b>	
Fee Amount:	\$4,800.00
Balance Due:	\$4,800.00
Invoice Amount:	\$0.00
<b>▼ Community 180003 Information:</b>	
State:	IN
County(ies):	Allen County
Community Name:	FORT WAYNE, CITY OF
<b>Map Panels Affected</b>	
Map Panel Number:	18003C0100F
<b>▼ Assign Project Resource</b>	
Project Resource Workgroup:	MT 2 Region 5
Resource Name:	AaronTaskLead
<b>▼ Administer Fee/Receive Additional Fee</b>	
Fee Required:	\$4,800.00
Invoice Amount:	\$0.00
Fee Balance :	\$4,800.00
Payment Received with Application:	No
<input type="button" value=" &lt; Back"/> <span style="float: right;"><input type="button" value=" Continue &gt;"/></span>	

7. Review the information on the screen

8. Click on:  to move to next screen

Assign Project Resource | Review

**Assign Project Resource**

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

The Revisions Resource Manager assigns the project to an engineer for processing.

Click to view the [workflow history](#) for this project.



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.

9. Click on: [Complete Task](#) to complete task

**Results**

Assign Project Resource is now complete. The next activity in the workflow is Review Data Received to be conducted by the Task Lead. No other activities require the attention of the Resource Manager role for this revision.