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

Prerequisites

- The Create Revision Project activity is complete

Navigation

| Via Menu Path | Log in to the MIP → Workbench → Work Items → and Claim → Assign Project Resource |
Work Steps

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

   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: Continue > 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
   ▶ Funding Source
   ▶ Fee Invoice Information
   ▶ Community 100003 Information:
   ▶ Assign Project Resource
   ▶ Administer Fee/Receive Additional Fee

   Continue >

6. Click on: Expand All, to expand all sections
7. Review the information on the screen

8. Click on: Continue > to move to next 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.
9. Click on: Complete Task to complete task

<table>
<thead>
<tr>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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