Work Instruction
Project Dashboard

Purpose

The purpose of this module is to provide an overview of how to use the Project Dashboard in the MIP, including searching for projects based on:

- Geographic Area
- Project Level
- Project Health

This work instruction displays screens for a Studies project, but the process to navigate the Project Dashboard is applicable for Revisions and Amendments projects as well. The work instruction highlights any changes between the Studies and Revisions and Amendments functionality.

Prerequisites

None

Navigation

| Via Menu Path | Log in to the MIP ➔ Workbench and Project Dashboard |
Work Steps

1. Log in to the MIP and click the Workbench tab

2. Click Project Dashboard

3. Click on: to view help text for the screen
The help text for Project Dashboard displays:

**Complex View**

**Goal**
Select a Project Type in Show Me Areas and then click 'Search' to populate the Composite View. This will generate a list of projects listed by Region. Click on a Region to generate a list by County. This process can continue to the Community Name level. If the user would like to go back a level higher they may use the navigation menu bar.

The following information gives more details on how studies CPI and SPI are calculated on a project level:

**Earned Value Management (EVM) Example**

**TERMINOLOGY**

- **ACWP (AC)** Actual Cost of Work Performed
- **BCWP (CV)** Budgeted Cost of Work Performed
- **BCWS (PV)** Budgeted Cost of Work Scheduled (planned)

**PERFORMANCE INDICES**

- **Cost Performance**
  - Cost Variance (CV) = BCWP - ACWP
  - Cost Performance Index (CPI) = BCWP/ACWP

- **Schedule Performance**
  - Schedule Variance (SV) = BCWP - BCWS
  - Schedule Performance Index (SPI) = BCWP/BCWS

**Project Name = Example**

<table>
<thead>
<tr>
<th>Task</th>
<th>Baseline Budgeted Cost</th>
<th>% of Work Actually Completed</th>
<th>Days since Baseline Task Start/Total Duration of Task in Days</th>
<th>BCWP</th>
<th>ACWP</th>
<th>BCWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoping</td>
<td>8,000</td>
<td>1</td>
<td>14/14</td>
<td>9,000</td>
<td>7,000</td>
<td>9,000</td>
</tr>
<tr>
<td>Develop EFIRM Database</td>
<td>70,000</td>
<td>1</td>
<td>96/90</td>
<td>70,000</td>
<td>72,000</td>
<td>70,000</td>
</tr>
<tr>
<td>Perform Floodplain Mapping</td>
<td>30,000</td>
<td>0.5</td>
<td>180/180</td>
<td>15,000</td>
<td>17,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Preliminary Map Production</td>
<td>85,000</td>
<td>0.15</td>
<td>98/90</td>
<td>12,750</td>
<td>10,000</td>
<td>85,000</td>
</tr>
<tr>
<td>Post Preliminary Processing</td>
<td>109,000</td>
<td>0.3</td>
<td>38/90</td>
<td>10,000</td>
<td>15,700</td>
<td>36,323</td>
</tr>
<tr>
<td></td>
<td>300,000</td>
<td></td>
<td></td>
<td>114,610</td>
<td>121,700</td>
<td>127,303</td>
</tr>
</tbody>
</table>

**Example**

- **BCWP = Task Baseline Budgeted Cost x % of Work Actually Completed**  
  e.g. Preliminary Map Production $85,000 x 0.15 = $12,750

- **BCWS = Task Baseline Budgeted Cost x Days Since Baseline Start/Total Duration of Task in Days**  
  e.g. Post Preliminary Processing $109,000 x 38/90 = $36,323

**CPI = BCWP / ACWP = 114,610/121,700 = 0.94**
The next section of the work instruction outlines the process to search for a project and navigate the Composite View, Project List and Project Summary sections.

4. Click the Project Type dropdown box and select the appropriate option

5. Click the Region dropdown box and select the appropriate region

6. Click the State dropdown box and select the appropriate state

7. Click on:

All users have access to the Project Dashboard. A search can be conducted for Amendments, Revisions, and Studies.

The Project Type of Amendments and Revisions have similar Geographic Area search criteria with the addition of searching by the community.
Counties that meet the search criteria now appear. The search could be further refined by selecting a county in the dropdown box or within the Composite View.

8. Click the links at the bottom right of the screen to navigate through the list of counties.

Aside from the health column, each project type shows different data columns in the Composite View.

**Studies** display:
- Cost
- Cumulative CPI
- Schedule
- Cumulative SPI

**Amendments** display:
- 60 Day Indicator
- Turnaround Time
- 30 Day Indicator
- Turnaround Time

**Revisions** display:
- Regulatory
- Regulatory Turnaround Time
- Management
- Internal Turnaround Time
9. Click the # of Projects link for more details

The projects now display separately in the Project List section.

10. Click the Project # link to view more details on this project
Amendments, Studies and Revisions projects all contain the following data fields:

- Project Number
- Project Type
- Affected Region
- Affected State
- Affected Counties & FIPS codes
- Affected Communities & CIDs
- Flooding Sources
- Last Completed Activity
- Overall Health Status
- Schedule Status
- Baseline Project Start Date
- Baseline Project End Date
- Actual Cost To Date / Actual Final Cost
- Baseline Project Cost
- Cumulative Cost Performance Index (CPI) 1.06
- Cumulative Schedule Performance Index (CPI) 0.98
- Cumulative To Complete Performance Index (TCPi) 0.24

Amendments and Revisions also include these fields:

- 60 Day Status
- 30 Day Status
Studies differs by adding the following fields:

- Actual Cost to Date / Actual Final Cost
- Baseline Project Cost
- Percent Spent
- Cumulative Cost Performance Index (CPI)
- Cumulative Schedule Performance Index (SPI)
- Cumulative To Complete Performance Index (TCPI)

Note that only those users that are allowed to have access to cost data on a particular project will be able to view it.

11. The Flood Map Viewer also displays the location of the project.
The next section of the work instruction outlines the process to further refine a project search.

12. The search can be further refined by any of the Status Indicators. Click the Cost dropdown box and select the appropriate option.

13. Click the Schedule dropdown box and select the appropriate option.

14. Click the Overall Health dropdown box and select the appropriate option.

15. Click on:
16. The refined search results now appear. Click to view more details on project(s) that meet these criteria.

17. Click the Project # to display the Project Summary

Results

The user is able to navigate Project Dashboard functionality.

Last updated: March 2009