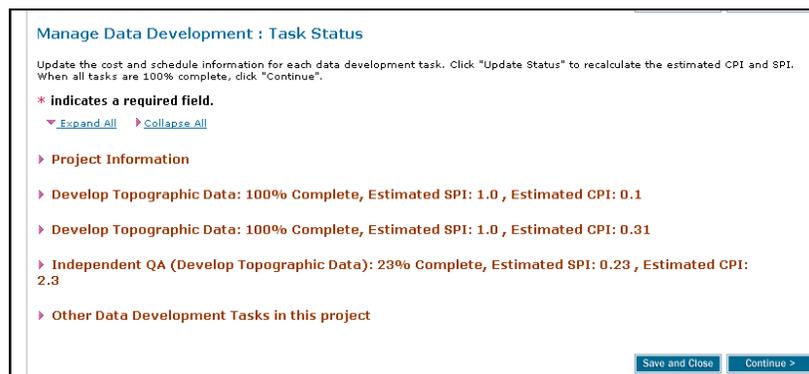


General guidelines for finalizing cost and schedule information in the Manage Data Development screen:

- All data development and associated QA validation activities must be complete before the Manager can complete the Manage Data Development task
- Click the Area Complete checkbox to indicate all activities are complete and QA validation steps have passed
- Once the Area Complete checkbox is checked, enter the Actual End Date and change Percent Complete to 100
- Once the Actual End Date is entered, users should not enter an As Of date later than the Actual End Date

Example:

- Initial Screen:
 - Each of the 3 activities below must have:
 - All data development and associated QA activities complete
 - Area Complete checkbox checked
 - Percent Complete to 100
 - An Actual End Date entered



* Note: the screens shots used in this document reflect the screen changes that will be introduced with SP15 (Spring, 2008) and may not look exactly the same as what is currently in the MIP

- Action for the First Activity:
 - Area Complete check box is checked
 - Enter Actual End Date: 12/31/2007
 - Change Percent Complete: 100
 - Change Actual Cost to Date or Final Cost \$: 500
 - Change As Of date: 12/31/2007

Manage Data Development : Task Status

Update the cost and schedule information for each data development task. Click "Update Status" to recalculate the estimated CPI and SPI. When all tasks are 100% complete, click "Continue".

* indicates a required field.

▼ Expand All ▶ Collapse All

▶ Project Information

▼ Develop Topographic Data: 23% Complete, Estimated SPI: 0.23, Estimated CPI: 0.23

Task Information

Task Description:	(Not Planned) Task Org: U of Massachusetts Ind QA Org: U of Massachusetts
Current Negotiated Cost \$:	234
Baseline Task Start Date:	09/19/2007
Baseline Task End Date:	09/19/2007

Update production status, cost and schedule information for this task.

Production Status

Task Area	Workflow Status	Area Complete	Projected Preliminary Date	
BETHEL, TOWN OF	Develop Topographic Data : UnComplete	<input checked="" type="checkbox"/>		QA Comments Metaman Validation Results Workflow History

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$	<input type="text" value="500"/>
* As Of	<input type="text" value="12/31/2007"/>
* Percent Complete	<input type="text" value="100"/>
* Actual Start Date	<input type="text" value="10/01/2007"/>
Actual End Date *	<input type="text" value="12/31/2007"/>

Actual end date cannot be entered until all Areas are checked as Complete and Percent Complete is 100%

Comments:

– Note: Once the Actual End Date is entered, an As Of date cannot be entered that is later than the Actual End Date

- Additional Activities:
 - Repeat these steps for every activity listed in the Manage Data Development task

- Result:
 - The MIP validated the information and now allows the user to move to the next screen and complete the task

▼ Develop Topographic Data: 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 0.47

Task Information

Task Description:	(Not Planned) Task Org: U of Massachusetts Ind QA Org: U of Massachusetts
Current Negotiated Cost \$:	234
Baseline Task Start Date:	09/19/2007
Baseline Task End Date:	09/19/2007

Update production status, cost and schedule information for this task.

Production Status

Task Area	Workflow Status	Area Complete	Projected Preliminary Date
BETHEL, TOWN OF	Develop Topographic Data : Complete	<input checked="" type="checkbox"/>	

[QA Comments](#)
[Metsman Validation Results](#)
[Workflow History](#)

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$	500
* As Of	12/31/2007
* Percent Complete	100
* Actual Start Date	10/01/2007
Actual End Date	12/31/2007

Actual end date cannot be entered until all Areas are checked as Complete and Percent Complete is 100%

Comments

[Update Status](#)

- Additional Actions (CORRECT WAY):
 - An invoice arrives on January 15, indicating a charge for more money
 - When entering cost information after you have already entered the Actual End Date, make sure the As Of date is the same as the Actual End Date*
 - Change Actual Cost to Date or Final Cost: 750
 - Keep As Of date: 12/31/2007
- Result:
 - The only change as a result of the change in cost is a change in the Estimated CPI

▼ Develop Topographic Data: 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 0.31

Task Information

Task Description:	(Not Planned) Task Org: U of Massachusetts Ind QA Org: U of Massachusetts
Current Negotiated Cost \$:	234
Baseline Task Start Date:	09/19/2007
Baseline Task End Date:	09/19/2007

Update production status, cost and schedule information for this task.

Production Status

Task Area	Workflow Status	Area Complete	Projected Preliminary Date
BETHEL, TOWN OF	Develop Topographic Data : Unclaimed	<input checked="" type="checkbox"/>	

[QA Comments](#)
[Metsman Validation Results](#)
[Workflow History](#)

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$	750
* As Of	12/31/2007
* Percent Complete	100
* Actual Start Date	10/01/2007
Actual End Date	12/31/2007

Actual end date cannot be entered until all Areas are checked as Complete and Percent Complete is 100%

Comments

[Update Status](#)

- Additional Actions (INCORRECT WAY):
 - An invoice arrives on January 15, indicating a charge for more money
 - Change Actual Cost to Date or Final Cost: 750
 - Change As Of date: 01/15/2008
- Result
 - The MIP returns an error message indicating the As Of date must be equal to or before the Actual End Date
 - The user can not save and close the information without changing the As Of date back to be prior or equal to the Actual End Date

* indicates a required field.
Please correct the following error(s) before proceeding:

- Develop Topographic Data: As Of Date must be equal to or before Actual End Date.

▼ Expand All ▶ Collapse All

▶ Project Information

▶ Develop Topographic Data: 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 0.1

▼ Develop Topographic Data: 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 0.31

Task Information

Task Description:	(Not Planned) Task Org: U of Massachusetts Ind QA Org: U of Massachusetts
Current Negotiated Cost \$:	234
Baseline Task Start Date:	09/19/2007
Baseline Task End Date:	09/19/2007

Update production status, cost and schedule information for this task.

Production Status

Task Area	Workflow Status	Area Complete	Projected Preliminary Date
BETHEL, TOWN OF	Develop Topographic Data : Unclaimed	<input checked="" type="checkbox"/>	

[QA Comments](#)
[Metaman Validation Results](#)
[Workflow History](#)

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$	<input type="text" value="750"/>
* As Of	<input type="text" value="01/15/2008"/>
* Percent Complete	<input type="text" value="100"/>
* Actual Start Date	<input type="text" value="10/01/2007"/>
Actual End Date *	<input type="text" value="12/31/2007"/>

* Actual end date cannot be entered until all Areas are checked as Complete and Percent Complete is 100%

Comments

[Update Status](#)

Common Questions:

Q: What steps need to be taken before I can enter my Actual End Date?

A: To be able to enter the Actual End Date, the Area Complete checkbox must be checked and Percent Complete must be 100%. Don't forget, a user can't check Area Complete until the QA Validation is complete.

Q: If I get an invoice after I've entered the actual end date, which As Of date do I use?

A: Once a user has added the Actual End Date, this is the last date that should be used. If you get an invoice 2 weeks after the actual end date, input the actual end date into the As Of date field. The system will not allow a user to enter a future date.

Q: I submit for QA on my contract date, but can't complete the task (add Actual End Date) until I pass QA. But sometimes it takes weeks/months for the QA results. Then I have to contact MIP Help to change the Actual End Date back to the contract date. How can I avoid changing the date with MIP Help?

A: The Actual End Date for a task in the contract (or Mapping Activity Statement) should include time for Independent QA. A data development task is not be considered complete until it has a passing QA report and therefore the time for the review should be included for the overall due date for that task. You should not have MIP Help change the Actual End Date back to the contract date.

Q: If there has not been any progress on my project in the last month, do I still have to update the MIP? If so, how do I indicate there has been no progress?

A: Yes. It is required that mapping partners update their information on the MIP monthly. Even if you have had no progress on your project, enter in a new As Of Date, but leave the Percent Complete and Actual Cost fields the same. Further, if a project has been stalled for several months, work with your Regional Project Officer to determine if the project should be put on hold.

Q: Is there a way to update information on multiple projects at the same time?

A: No. You must enter into each project to update costs and schedule information. Each project needs to be updated individually to ensure that mapping partners are looking at and reviewing the data.