

Meeting Minutes for January 16, 2014

There are two purposes to these bi-monthly calls:

1. Provide updates that may affect workflow user studies
2. Provide a forum for MIP Studies Users to ask questions and raise concerns to their peers as well as address challenges around the work studies

Updates:

- DVT and Metaman Upgrade:
 - Complete scope and deployment date not yet finalized. There will be future upgrade phases, so this is not an end-all solution
 - Project is based on extensive lessons learned from working with the existing tools and the new schema(s). We have been working with PTS and other subject matter experts to identify errors and validate the check logic
 - The bulk of the checks have remained unchanged since 2003
 - Implements automatic QC of FIRM databases submitted to the MIP in the 2011 or 2013 FIRM database schema or the 2003-converted schema. Also makes additional updates to the validation for the 2003 schema
 - Users will be able to select the schema that DVT should use (2003, 2011, 2013) upon submission
 - The upgraded DVT will produce a report that details the “hybrid status” of a submission, so that reviewers can readily see what attributes are present. The completeness of a 2013 schema submission will determine its “hybrid status”
 - An update to the existing metadata validation process within MIP (Metaman) will be developed to accommodate the new metadata profile
 - This phase will not check against the entirety of the requirements. For instance, in the FIRM Database Technical Reference, it lists the mandatory FIRM database table at each Data Development activity. Eventually DVT should be expanded to include this, so that when you submit (e.g.) Alluvial Fan or Hydrologic Analysis, it will check against the specifics for each activity
 - We are also launching a new Metadata Test Submission tool (akin to DVT Test Submission) that will be hosted in Tools & Links
- MIP File Server Re-Architecture
 - As discussed previously, the MIP File Server Re-Architecture project will make changes to the MIP back end file system to make it more efficient and sustainable as the amount of data in the MIP continues to increase
 - The target launch date is late spring
 - A new backend process will be implemented to reduce data duplication between the J: and K: Drives on MIP:
 - When a Data Development task is complete, the Task Sys ID folder on J: will be locked and the contents will be copied to K: Drive. If QA fails, the files will be wiped from K: and unlocked on J: for further processing. If QA passes, the files on K: will be registered.
 - At designated points in the workflow (after the last Manage Data Development activity, Manage Preliminary Map Production activity, and Manage Post-Preliminary Map Production activity, respectively, for a Data Development task has been completed), the MIP will generate a notification informing the user

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that the corresponding J: Drive Task Sys ID files will be deleted in six months. A reminder will be sent two months later. Files will have been copied from J Drive to K Drive upon completion of designated workflow tasks, so no MIP data will be lost

- There will be a clean-up of historical data on J: Drive that will take place as part of the release. For each project, there will be a comparison made of the contents of the J: Drive folder and the K: Drive folder. The delta between the two (everything that is on J: but not K:) will be copied over into a “Cleanup” folder on K: Drive. After 6 months, the contents of the J: Drive folder will be deleted. *Everything that was on J: will now be stored and archived on K; so no data will be lost.* Notices will be sent out to the project owners along the way
- MIP File Explorer
 - A key part of the re-architecture involves sunseting the Citrix footprint, which carries with it costs and dependencies that make the system more inefficient
 - The MIP File Explorer is intended to replace Citrix, although the exact date at which point Citrix access will be removed has yet to be determined. After the Re-Architecture is deployed, please use the File Explorer (accessible through Tools & Links) to directly access and manipulate files on the J: and K: Drives instead of Citrix, and please let us know if you encounter any issues that way we can promptly address them

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Below are the questions and answers that were discussed on the Call:

Issue/Question	Answer
DVT and Metaman - Is the Metaman updated to validate the revised or new metadata profiles?	<ul style="list-style-type: none"> Metaman will be updated as part of this release to validate the new metadata profiles, which are outlined in the Metadata Profiles Technical Reference and can be found on the Risk MAP SharePoint site (please email outreach@riskmapcds.com if you would like assistance locating these documents
DVT and Metaman – What about closing tasks on the MIP Workbench? Will it work with the new metadata and schemas?	<ul style="list-style-type: none"> Yes, once this upgrade has been deployed, DVT and Metaman should (in most cases) properly validate submissions and allow you to complete and close tasks on the MIP Workbench as intended
DVT and Metaman – Are we able to use the MIP DVT tools for the 2003 schema? 2011? 2013?	<ul style="list-style-type: none"> Yes, users will have the option to select which of these three schema DVT should check against. If you are submitting a database in the new schema prior to the launch of this upgrade, you may use the STARR FMD tool to assist in bypass requests. Please contact your RSC Lead or RPML for guidance on this process
DVT and Metaman – Will the test DVT environment still exist?	<ul style="list-style-type: none"> Yes, the DVT Test Submission application will remain
MIP File Explorer – Can you please clarify where we as a mapping partner have to upload files to J: or K: Drives?	<ul style="list-style-type: none"> You will interact with the files in much the same way as you do now in Citrix. The business rules for when you are accessing the files, if ever, are not changing K: Drive is read-only. You will only ever upload files to J: Drive, and they would be auto-copied to K: based on set triggers
MIP File Explorer – Is there a size limit of what can be dragged and dropped in the MIP File Explorer?	<ul style="list-style-type: none"> The file size limit is 1 gigabyte
DVT and Metaman – Is there a Versioning Guide that we can use? How do we know which versioning number to use, since some of the Technical Reference Guidance documents don't show them?	<ul style="list-style-type: none"> Please contact your RSC Lead or RPML for information on the Risk MAP Version Guide and how to indicate versioning