

Meeting Minutes for November 17, 2016

These are the two purposes to the monthly Webinars:

1. Provide updates that may affect users
2. Provide a forum for MIP Users to ask questions and raise concerns to their peers as well as address challenges

System Structure:

- Master Project
 - Grouping of purchases
 - No geography associated
 - Captures contract information
- Purchase
 - Groups of tasks which are purchased together for a defined geography
 - Multiples can exist of the same purchase in a project
- Tasks
 - Activities within purchase types
 - Smallest unit of activity that can be assigned to and completed by different users
 - Cost & EV tracking will be captured at this level
 - Multiples of the same task can exist in a purchase

User Access Levels:

- **Task Access:** “Producer”. Complete tasks that are assigned to them. The large majority of MIP Users will fall in this category
- **Task + EV Access:** Able to view and manage financials and project status. Those currently managing financial and EV information will fall into this category
- **Project Access:** Project Creators/Owners. Create and manage projects and assign tasks. Champions and RPMLs will fall into this category

Available Actions	Access Level		
	Project	Task + EV	Task
Create Project	X		
Create Purchase	X		
Create Task	X		
Update Task Progress	X	X	
Assign Task	X	X	X
Receive Assigned Task	X	X	X
Complete Task	X	X	X

Hamburger Analogy

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Polls:

- Q: System Structure – Do you think you have a good understanding of the system structure (Project, Purchase, Task)?
 - A: Yes – 83.3% (15 votes)
 - A: No – 16.6% (3 votes)
- Q: Understanding Roles - Do you feel like you understand what your role will be like in the new system?
 - A: Yes – 89.4% (17 votes)
 - A: No – 10.5% (2 votes)

Updates:

- MIP Studies Redesign Progress Update: We have completed 6 of the 11 Development Iterations and finished gathering all requirements
 - Functionality developed:
 - Project Planning
 - Create
 - Workbenches
 - Discovery
 - Discovery
 - Data Development
 - Draft FIRM Database
 - Topographic (One task still pending)
 - Base Map
 - Terrain
 - Alluvial Fan
 - Hydraulics
 - Hydrology
 - Survey
 - Coastal
 - Flood Risk Products (FRPs)
 - Floodplain Mapping
 - Preliminary
 - Preliminary
- DEMONSTRATION OF FUNCTIONALITY

Impacts to users during the MIP Studies Freeze

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- A “freeze” of MIP Studies will be implemented while migration takes place ahead of deployment
 1. One weekend of MIP downtime to prepare for migration
 2. About three weeks of the MIP Studies freeze to migrate all data
 3. A final weekend of downtime to prepare for deployment
 4. Launch of the new system
- During the MIP Downtime all MIP functionality will be unavailable
- During the Studies freeze, users will have access to:
 - All Amendments functionality
 - All Revisions functionality
 - MARS and Crystal Reports (though Studies Reports will only pull results from the frozen Studies Data)
- During the Studies freeze, users will not have access to:
 - Create a new Study Project
 - Modify a Study Project in progress – all data will be frozen and only accessible through MARS
- FEMA is currently working with the FIRSTeam and MIP SMEs to iron out strategies and detailed guidance for continuation of business as usual for in-progress Studies
 - For example: Friday, February 17th will most likely be treated as an end of month for reporting purposes
- More details will be communicated in the coming months to ensure all essential processes are continued without interruption
- Users with any specific concerns about access to MIP Studies or reporting during the freeze should contact CDS to ensure all concerns are accurately captured and addressed with guidance

Reporting Changes

- The MIP Studies Transition page is now live – use “MIP Studies Transition” tab
- Transition topics include:

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- Objective
- Timeline
- Migration
- Freeze and Downtime
- Reporting
- Tool Integration
- Guidance
- Training
- This information may change, so check by regularly for updates!

Next MIP Webinar Topics:

- Our next call is December 15th, 2016 from 1-2pm ET
 - Call topics:
 - Planned Training Sessions
 - Developed Functionality Walkthrough
 - Others as necessary
- This presentation and call notes will be posted on MIP User Care
- Look out for periodic MIP Studies Redesign updates on the National Call, RMD News Flash, or user update emails
- Send any questions to the CDS Outreach Team at outreach@riskmapcads.com

Questions:

- Nathan Shields: When setting up tasks in the new redesign, can you add more than one funding year per task? Currently, you can only enter one funding year.
 - A: Yes, you are able to add as many contracts and task orders as necessary
- Vikram Shrivastava/ Sarah Milton: What would you enter for a watershed study for stream name if you are doing 1000+ study miles? Is this linked with GIS line work submitted?
 - A: Every segment name should be entered. CDS is working to prioritize an excel upload function to alleviate the effort, but it may be included in a future service pack
- Cheryl Johnson: When will the MIP go down on 2/17 - morning or evening?
 - It will be at midnight
- Ashley Horne: Will there be an alternative way to obtain updated study statuses online during the freeze?
 - A: No, there will not be. Any critical conflicts will be dealt with individually.
- Dawn Turner: Will there be the option to enter square miles in the Hydrology capture task instead of linear miles? In Florida, we have areas of swamp and delta that are measured in square miles. Is this something guidance would cover?
 - A: This functionality will be included in a future service pack. In the meantime, the Region will create guideline on how to enter the correct data

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- Q: What are the available HUC levels?
 - A: HUC 4, HUC 6, HUC 8, HUC 10, HUC 12