

Meeting Minutes for December 15, 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

Upcoming User Trainings:

- Executive Summary:
 - Audience: Light or non- MIP Studies Users (high-level awareness)
 - Content: How to manage a project, important changes from the old system, user roles, benefits, impacts to other systems, User Care changes, Q&A
 - Dates Offered:
 - Tuesday, February 14th 1-2pm ET
 - Thursday, February 23rd 2-3 ET
- Detailed Walk-Through (Project Level Access):
 - Audience: MIP Study Project creators and managers only
 - Content: User roles and limitations, terms, creating a project, review of purchases, managing a project end-to-end, quality assurance, tracking Earned Value, User Care Resources, Q&A
 - Dates Offered:
 - Thursday, February 16th 2-4 ET
 - Tuesday, February 28th 1-3 ET
- Detailed Walk-Through (Task Level Access):
 - Audience: All MIP Studies Users
 - Content: User roles and limitations, terms, review of purchases and tasks, demonstration of all tasks, User Care Resources, Q&A
 - Dates Offered:
 - Tuesday, February 21st 1-3 ET
 - Thursday, March 2nd 2-4 ET
- Reporting:
 - Audience: All MIP Studies Users
 - Content: User roles and reporting permissions, redesigned reporting functionality training, User Care Resources, Q&A
 - Dates Offered:
 - Tuesday, March 7th 1-2 ET
 - Thursday, March 9th 2-3 ET

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- The February MIP Users Webinar will be moved to Thursday, February 9th and will focus almost entirely on the processes for Migration and the MIP Studies downtime and freeze as well as any remaining concerns
- FIRST (Regional Champions, Black Belts, and RPMLs) may provide supplementary Regional trainings as necessary to cover more Region specific details and variations from the national approach



Progress:

- We have completed 7 of the 11 Development Iterations and are currently working on Iteration 8



Walkthrough:

- Functionality: Create Project, Discovery, Survey, Coastal, and Alluvial Fan
- Questions:
 - Q: Is a Grant Agreement Number something you can put in the Task Order Number field?
 - A: Yes, title it whatever the first MAS is called
 - Q: What file types can you upload to the Validation Task?
 - A: Word, Excel, PDF

Next Time:

- Our next call is January, 19th 2017 from 1-2pm ET
 - Call topics:
 - Reporting

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- Detailed Freeze Guidance
- Other System Impacts
- Developed Functionality Walkthrough
- Others as necessary
- This presentation and call notes will be posted on MIP User Care
 - Fixing unavailability now
- 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@riskmapcdfs.com