

Work Instruction
Revision Project Administrator -
Create Revision Project

Purpose

This work instruction is used to outline the process conducted by the Revision Project Administrator to create a Revision Project in the MIP that represents a revision request submittal. This creates a project number specific to the case and launches a revision project into the workflow where it can then be tracked by various users through the life of the project.

Specific steps in this module include entering the following:

- Region and state in which the revision project resides
- Project data
- Contact details of main requestor and any other individuals
- Flooding source
- Community information

The project case number is created at the end of the activity.

Prerequisites

None

Navigation

Via Menu Path	Log in to the MIP → Workbench → Create Project → and Click Create Revision Project
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Work Steps



Only users with permissions to create a revision project will see the Create Project tab when they log in.

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INFORMATION PLATFORM

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Workbench

The Workbench provides access to MIP workflow functions available to you, including access to all Work Items that you can claim to work on.

For assistance in determining MIP workflow roles and access:

- Studies users: Contact your [Regional Management Center \(RMC\)](#). (PDF)
- Revisions and Amendments users: Contact your Subject Matter Expert (SME) or miphelp@mapmodteam.com.

[Work Items](#)
Displays the workflow activities the user has been assigned or potentially assigned to them.

[Project Dashboard](#)
Displays the health of a mapping effort from a geographical or project level perspective, particularly from a Cost, Schedule, Regulatory Requirement and Management Effectiveness perspective.

[Reports & Form Letters](#)
Enables user to create canned Amendment, Revision, and Study reports that provide status on a project within MIP. This activity also provides the ability to generate Amendment and Revision Form Letters supporting a project within the MIP workflow.

[Search & Retrieve Data](#)
Allows a MIP user to discover and access Engineering, Mapping, and/or DFIRM artifacts stored in MIP.

[Create Project](#)
Enables user to establish a new Amendment, Revision, or Study project in MIP.

1. Log into the MIP and click Workbench

2. Click on:



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Home > Workbench > Create Project

Create Project

Select a project type to begin the project creation process.

[Create Study Project](#) [Create Revision Project](#) [Create Amendment Project](#)

3. Click on:  to create a Revision project



The selection within each dropdown box on this screen will trigger the dropdown below it to populate with corresponding choices. This information will determine on whose workbenches the project will appear.


4. Click Organization Name dropdown box and select an organization



The region selected on this screen defines the case number. For instance, since Region 5 is selected, the case number will be 09-05-xxxxP.

5. Click Region dropdown box and select the region

6. Click State dropdown box and select the state

7. Click on:  to create the project

Initiate Revision Project ?

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Project Data

Enter or modify project information. Click "Continue".


*** indicates a required field.**

If the revision is associated with a previous revision enter the previous case number and click "Populate Project". Enter key project information about the revision. Click "Continue".


Previous Case #	<input type="text"/>
If Previous/Reference # entered:	<input type="button" value="Populate Project"/>
* Project Identifier	<input type="text"/>
* Project Type	<input type="text"/>
Fee Type	<input type="text"/>
Fee Exempt Type	<input type="text"/>
Fee Amount	<input type="text"/>
* Date Project Received	<input type="text"/> (MM/DD/YYYY)
Initial Request Date	<input type="text"/> (MM/DD/YYYY)
Related Case #	<input type="text"/>
Follows Conditional Case #	<input type="text"/>
* Fee Received with Initial Submittal	<input type="radio"/> Yes <input checked="" type="radio"/> No
Corrected Copy Case	<input type="radio"/> Yes <input checked="" type="radio"/> No

	On the subsequent screens, the Project Administrator enters as much information as possible based on the initial revision request submittal. The Task Lead will use this information throughout the workflow and will have the ability to modify/update if necessary.
	At any point the user can click the ? icon to view help text related to the contents of each field on the screen.


8. If applicable, enter a Previous Case number that the revision request may have been processed under, then click the Populate Project button. This will automatically fill in fields that are stored in the database for the previous case number that may be the same for the new case number. Once the fields are automatically populated they can be changed. If no previous case number exists, leave blank.

	For cases that are being done to update or correct a currently effective FIRM, include the word "update" in the Project Identifier for tracking purposes. Additionally, for cases that involve a levee, include the word "levee" in the Project Identifier for tracking purposes. Review the help text for more examples on entering the Project Identifier.
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9. Click to enter Project Identifier as noted on the MT-2 Form 1 Page 1

	The Project Type field determines whether the suffix of the case number is P (for LOMRs) or R (for CLOMRs). If a case needs to be changed from a CLOMR to a LOMR (or vice versa), that can be done by changing this field. The case number suffix will update only after the activity has been completed.
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10. Click the Project Type dropdown box to select the correct project type

	For fee exempt cases, Not applicable must be selected.
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11. Click the Fee Type dropdown box and select the appropriate fee type

	For non-fee exempt cases, Not exempt must be selected.
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12. Click the Fee Exempt Type dropdown box

	This should correspond with the fee amount required for the revision request. If the request is fee exempt, zero should be entered. For more fee information, go to the FEMA website: www.fema.gov/plan/prevent/fhm/frm_fees.shtm#content
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13. Click to enter Fee Amount

14. Click to enter Date Project Received in MM/DD/YYYY format

15. Click to enter Initial Request Date from the cover letter or memo received with the incoming request in MM/DD/YYYY format

	A related case could be a previously dropped case or a previously issued CLOMR. It is important to enter any related case numbers because they can be used for tracking purposes. If a value was entered above for the Previous Case # field, then this field will be automatically populated with the same value entered above. Multiple cases may be entered and separated with a comma.
	If this project is a follow up to a CLOMR, then that CLOMR case number must be entered in the Follows Conditional Case # field in order for it to be populated on the revisions determination document and cover letter. The value entered in this field is required to end in the suffix R.
	A corrected copy case is a correction case that ends with the suffix 'X'. If yes is selected then the case suffix will change to an 'X' once the activity is completed.

16. Click to enter Related Case #, Follows Conditional Case # and/or indicate a Corrected Copy Case

17. Click on:  to move to the Primary Address screen

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Org & Geo Info | Project Data | **Primary Address** | Other Addresses | Flooding Source | Community Information | Review

Main Requestor Mailing Address

Enter or modify the primary requestor's contact information. Click "Continue".

* indicates a required field.

* Requestor Code	<input type="text"/>
Title	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
Professional Designation	<input type="text"/>
Company/Organization	<input type="text"/>
* Street 1	<input type="text"/>
Street 2	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text"/>
* Zip	<input type="text"/>
E-mail Address	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>


< Back < Cancel & Back Continue >




The primary contact for the revision case should be entered on this screen. This information can be found on MT-2 Form 1, Page 2. The entry on this screen will be populated on the carbon copy list of the Determination Cover Letter.

18. Click the Requestor Code dropdown box to select the requestor type
19. Click the Title dropdown box and select the correct title of the requestor
20. Click to enter First Name
21. Click to enter Last Name
22. Click to enter Company/Organization
23. Click to enter Street
24. Click to enter City
25. Click the State dropdown box and select the correct state

26. Click to enter Zip

	If an e-mail address is entered in this field, an automatic e-mail will be sent to the requestor stating that a revisions case has been opened and providing the associated case number.
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27. Click to enter E-mail Address

	It is not recommended to enter the phone number when the name field is complete. This represents a Personally Identifiable Information security concern.
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28. Click on:  to move to the next screen

Initiate Revision Project


Org & Geo Info | Project Data | Primary Address | **Other Addresses** | Flooding Source | Community Information | Review

Other Mailing Addresses


Optional: Enter contact information for any additional recipients and click "Add Mailing Address". Repeat for each additional address recipient. Click "Continue".

*** indicates a required field.**

Title	Ms. <input type="text"/>
* First Name	Rebecca <input type="text"/>
* Last Name	Timmons <input type="text"/>
Professional Designation	CFM <input type="text"/>
Company/Org	The Villas at Dawson's Creek Community Association, Inc. <input type="text"/>
* Street 1	P.O. Box 250 <input type="text"/>
Street 2	<input type="text"/>
* City	Fort Wayne <input type="text"/>
* State	IN <input type="text"/>
* Zip	46802 <input type="text"/>
E-mail Address	rtimmons@villas.com <input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

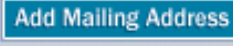

	Secondary contacts for the revision should be entered on the Other Addresses screen. This includes names and contact information listed on MT-2 Form 1, Page 2. Entries on this screen will be populated on the carbon copy list of the Determination Cover Letter. Entries are not required to be entered to continue to the next screen.
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29. Similar to the previous screen, enter the additional mailing address(es).

	Automatic e-mails are not sent to anyone listed on this screen.
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The Add Mailing Address button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved.

30. Once the information is entered, click  to add the entry to the table
31. If applicable, enter additional addresses the same way.
32. Click on:  to move to the Flooding Source screen

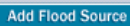
Initiate Revision Project ?

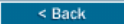

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Flooding Source

Enter or modify a Flooding Source and click "Add Flood Source". Repeat for additional Flood Sources. Click "Continue".

*** indicates a required field.**

Flooding Source	<input style="width: 95%;" type="text"/>	
		





Enter the flooding source(s) information as it appears on the Flood Insurance Rate Map (FIRM). All flooding sources affecting the revision should be entered.

33. Click to enter the Flooding Source



The Add Flood Source button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved

34. Click on:  to add the entry to the table.
35. If applicable, enter additional flooding sources the same way.
36. Click on:  to move to the Community Information screen

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Community Information

Step 1: Enter Community Information

Add a Community:

- Select a State, County and a Community. OR Enter a Community ID (CID).
- Add map panel(s) for the community.
- Click "Add Community".
- Repeat for additional Communities.
- Click "Continue".

* indicates a required field.

*State

*County

*Community

or

CID

Step 1A: Map Panel(s) for this Community.



Select or modify a Map Panel and click "Add Map Panel". Repeat for each Map Panel affected by the project.

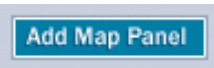
Map Panel Number


or

Other Map Panel Number

[Add Map Panel](#)

	The CID entered must match the Region selected on the first screen.
	If there are multiple communities in the project, add them one at a time.

37. Choose the State, County and Community from the dropdown boxes or enter the CID in order to populate these fields.
38. Click Map Panel Number dropdown box and select the appropriate panel number
39. Click on:  to add the map panel number to the table
40. Follow the same steps to add more map panels as appropriate, clicking Add Map Panel after *each* selection.

	Always click Add Map Panel and then Add Community before Continue. If you click Continue first, all previously entered information will be lost.
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41. Click on:  to add the community to the table

42. Follow the same steps to add more communities as appropriate, clicking Add Community after *each* selection.

43. Click on:  to move to the Review screen

Initiate Revision Project ?

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Review Data
[Expand All](#) / [Collapse All](#)


Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Organization and Geography Information**
- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**

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[Continue >](#)

44. Click Expand All to review the entries

	The Collapse All link will reduce the content to the previous display.
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▼ Other Mailing Address	
Title:	Ms.
First Name:	Rebecca
Last Name:	Timmons
Company/Org:	The Villas at Dawson's Creek Community Association, Inc.
Professional Designation:	CFM
Street 1:	P.O. Box 250
Street 2:	
City:	Fort Wayne
State:	IN
Zip:	46802
E-mail:	rtimmons@villas.com
Phone:	
Fax:	
▼ Flooding Source	
Flooding Source:	Becketts Run
▼ Fee Invoice Information	
Fee Amount:	\$4,800.00
Balance Due:	\$4,800.00
Invoice Amount:	\$0.00
▼ Community 180003 Information:	
State:	IN
County(ies):	Allen County
Community Name:	FORT WAYNE, CITY OF
Map Panels Affected	
Map Panel Number:	18003C0100F

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Continue >

45. At the bottom of the screen, click 

Initiate Revision Project ?


Org & Geo Info | Project Data | Primary Address | Other Addresses | Flooding Source | Community Information | Review

[Complete Project](#)

[Complete Project](#)

Click "Complete Project" when you have completed the steps for initiating a project.

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Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

46. Click on: 

Initiate Revision Project ?

The project has been successfully created. The project number for the project is 09-05-0009P . To create another project, click "Create Another Project".

[Create Another Project](#)

	Note your project number before you leave this screen.
	<p>The first two digits of the project number indicate the fiscal year in which the project was created, the second two digits indicate the Region, the next four digits are a sequentially generated number, and the letter at the end indicates what type of project it is.</p> <p>The letter options for a revision project type include:</p> <p>P: Revision R: Revision Conditional X: Amendment & Revision Corrected Copy Case</p>

Results

The revision project has been successfully created and a project number is generated.

The next activity in the workflow is Assign Project Resource to be conducted by the Revision Resource Manager with the appropriate geography and organization related to the particular project. There are no further activities for the Project Administrator for this revision project.