

Work Instruction
RSC/MODHQ
1. Authorized Planned Task
2. Setup Map Production
3. Set Up Post Preliminary Processing

Purpose

This work instruction is used to provide an overview to complete the following tasks conducted by the RSC or MOD HQ:

- **Authorize Planned Data Development** - This task only occurs if a Data Development task or associated QA task was checked as Planned during the Obligate Project Funds task.
- **Setup Map Production** - This task only occurs if the Produce Preliminary Map Products task was checked as Planned during Obligate Project Funds.
- **Setup Post Preliminary Processing** - This task only occurs if the Post Preliminary Processing task was checked as Planned during Obligate Project Funds.

The process to complete each task is the same and the steps to complete the task are show in this simulation. Contract cost and schedule information is required to be entered in each activity.

Prerequisites

- Obligate Project Funds activity is complete and the activity was indicated as Planned

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Authorize Planned Data Development Task
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Work Steps

Mapping INFORMATION PLATFORM
FEMA

Welcome modhjill | Log out | FEMA Dictionary | MIP Help?

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Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project | SOMA | Compendium Panel

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Work Item List - modhjill - January 19, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input fields below may be used to filter your work item list.

- Options:** Add, remove, and reorder columns in your Work Items list
- Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date Posted ↑	Workflow History
All	All	All			
Claim	Authorize Planned Data Development Task	09-04-0018S	Dickson County TN MapMod07	01/19/2009	i
Claim	Validate Content Submission: Preliminary Map	08-03-0291S	MOD basin wide - 4 communities	01/15/2009	i
Claim	Prepare LFD Docket	09-04-0006S	PM42 Training 1	01/14/2009	i
Claim	Initiate Study Project	06-01-A313T	Matt_test_SP10134134	01/12/2009	i



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: [Claim](#) to claim the activity



Authorize Planned Data Development Task - This task is performed by the RSC or MOD HQ and only occurs if a Data Development Task was checked as Planned during Obligate Project Funds.

The contract information, dates, and cost figures for the planned data development tasks and QA (if applicable) is entered. Once completed, the data development task is then available on authorized users' Work Item List.

2. Click on: [Authorize Planned Data Development Task](#) to enter the Authorize Planned Data Development Task activity

Work Item Details - Project # 09-04-0018S

Planned Activities

[Save and Close](#) [Complete Task](#)

Authorize Planned Data Development : Planned Activities

Click "Modify" to select the planned data development task to be updated. Click "Complete Task" to complete this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

Task Information [Modify](#)

Task Name: Acquire Base Map

Task Description:

[Save and Close](#) [Complete Task](#)

3. Click on: [Task Information](#) twisty

Work Item Details - Project # 09-04-0018S ?

Planned Activities

Save and Close
Complete Task

Authorize Planned Data Development : Planned Activities

Click "Modify" to select the planned data development task to be updated. Click "Complete Task" to complete this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

▼ **Task Information**
Modify

Task Name: Acquire Base Map

Task Description:

Affected Areas

Task Area : Dickson County-wide 47043C

Contract Information

Organization Type:

Organization Name:

Baseline Task Start Date:

Baseline Task End Date:

Task Cost

Independent QA

Independent QA Required: No

Save and Close
Complete Task

	<p>There are four key steps to ensure the task is added to the project:</p> <ol style="list-style-type: none"> 1) Click Modify 2) Add the organization, baseline start and end dates and cost information for the task 3) When all contract information is added, click Add Task Cost If applicable, add QA contract and cost information and click Add QA Cost 4) Click Apply Changes to add the task to the project <p>If you do not apply changes, the information entered is not saved. Complete each step to add contracted tasks to the project.</p>
	<p>If two organizations are contracted to perform the same data development task, create two separate tasks for each organization to complete.</p>

4. Click on: Modify

Work Item Details - Project # 09-04-0018S

Planned Activities

Authorize Planned Data Development : Planned Activities

Update the planned activity as needed.

* indicates a required field.

Task Information

Task Name: Acquire Base Map

Task Description:

Affected Areas

Dickson County-wide 47043C

Contract Information

If task is beyond the planning stage, enter organization, date and cost information.

* Organization Type:

* Organization Name:

* Baseline Task Start Date:

* Baseline Task End Date:

Task Cost

Enter or modify a negotiated cost associated with the task. Click "Add Task Cost". Repeat for each negotiated cost.

* Cost Type:

* Current Negotiated Cost \$:

* Federal Fiscal Year:

* Contract or Agreement Number:

Task Order Number:

Independent QA

If Independent QA is required, enter or modify organization and date information.

5. Add Contract Information, including the organization, task start and end date, and associated costs. Click to select Organization Type
6. Click to select Organization Name
7. Click to enter Baseline Task Start Date
8. Click to enter Baseline Task End Date
9. Click Cost Type dropdown box and select the cost type
10. Click to enter Current Negotiated Cost \$
11. Click Federal Fiscal Year dropdown box and select the fiscal year
12. Click to enter Contract or Agreement Number
13. Click to enter Task Order Number, if applicable

	Always click Add Task Cost before continuing. If click Apply Changes before Add Task Cost, all previously entered information will be lost.
	Click the Independent QA Required check box to add additional information, as required.

14. Click on: **Add Task Cost**

	Always click Apply Changes to save changes.
	Use the Modify button to make any changes to the information entered

15. Click on: **Apply Changes** to apply changes and enter the Review screen

16. Continue to add data development tasks, as applicable.

Work Item Details - Project # 09-04-0018S ?

Planned Activities

Save and Close **Complete Task**

Authorize Planned Data Development : Planned Activities

Click "Modify" to select the planned data development task to be updated. Click "Complete Task" to complete this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

Task Information **Modify**

Task Name: Acquire Base Map

Task Description:

Affected Areas

Task Area : Dickson County-wide 47043C

Contract Information

Organization Type: Contractor

Organization Name: Watershed IV Alliance

Baseline Task Start Date: 12/03/2006

Baseline Task End Date: 01/03/2007

Task Cost

Cost Type	Current Negotiated Cost	Federal Fiscal Year	Contract or Agreement Number	Task Order Number
Study Contract	\$11328	2007	EMA-2002-CO-0011A	16

Independent QA

Independent QA Required: No

Save and Close **Complete Task**

	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.
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17. Review the information and when satisfied, click **Complete Task**

Results

Subsequent tasks to this module vary based on its position in the workflow:

Authorize Planned Data Development is followed by the data development tasks and Manage Data Development conducted by the Producer and Manager.

Setup Map Production is followed by Manage Preliminary Map Production and Produce Preliminary Map Products conducted by the Manager and Producer.

Setup Post Preliminary Processing is followed by Manage Post Preliminary Map Production and Determine Community Meeting Schedule conducted by the Manager and Producer.

Last updated: March 2009