

Work Instruction
Manager - Manage Data
Development

Purpose

This work instruction is used to provide an overview of the process to provide monthly cost and schedule updates on Preliminary Map Production activities, and add any applicable leverage information.

This information is updated on at least a monthly basis while the project is in the Manage Data Development section of the workflow.

Prerequisites

- The Obligate Project Funds activity is complete
- If applicable, the Authorized Planned Data Development activity is complete

Navigation

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

Mapping INFORMATION PLATFORM

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Work Item List - janemanager - January 28, 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 ↑
Claim	Manage Data Development	09-04-00195	Dickson County TN MapMod 07	01/28/2009



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:  to claim the activity



Manage Data Development Task - This activity is performed by the Manager. The purpose of this activity is to capture cost, schedule, and applicable leverage data for the data development tasks, as well as cost and schedule information from the associated QA tasks.

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

Work Item Details - Project # 09-04-0019S ?

[Task Status](#) | [Leverage](#) | [Review](#)

[Save and Close](#) [Continue >](#)

Manage Data Development : Task Status

Update the cost and schedule information for each data development task. Click "Update Status" to recalculate the estimated CPI and SPI. When all tasks are 100% complete, click "Continue".

* indicates a required field.

▼ Expand All ▶ Collapse All

▶ **Project Information**

- ▶ **Develop Hydrologic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Independent QA (Develop Hydrologic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Acquire Base Map: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Develop Topographic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Independent QA (Develop Topographic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Perform Field Survey: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Develop DFIRM Database: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Independent QA (Develop DFIRM Database): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Develop Hydraulic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Independent QA (Develop Hydraulic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Perform Floodplain Mapping: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**
- ▶ **Independent QA (Perform Floodplain Mapping): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

[Save and Close](#) [Continue >](#)

	This status information must be updated on a monthly basis.
	At any time during the data entry, click Save and Close to save the data entered.

This section of the work instruction outlines the process to update the Manage Data Development activity for the first time in the project.

3. Click a twistie to open a specific activity

	<p>There are five key steps to updating the project status:</p> <ol style="list-style-type: none"> 1) Enter the Actual Start date 2) Enter the Actual Cost to date 3) Enter the As Of date 4) Enter the Percent Complete to date 5) Click Update Status <p>Steps 1-4 can be added in any order</p>
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▶ **Project Information**

▶ **Develop Hydrologic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Independent QA (Develop Hydrologic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Acquire Base Map: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▼ **Develop Topographic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

Task Information
Task Description:
Current Negotiated Cost \$: 12601
Baseline Task Start Date: 12/03/2006
Baseline Task End Date: 03/03/2007

Production Status
Update production status, cost and schedule information for this task.

Task Area	Workflow Status	Area Complete	Projected Preliminary Date	
Dickson County-wide	Develop Topographic Data : In Progress	<input type="checkbox"/>	09/30/2007	<ul style="list-style-type: none"> • QA Comments • Metaman Validation Results • Workflow History

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$

* As Of ¹  ²Do not enter an As Of date that is earlier than a displayed As Of date

* Percent Complete

* Actual Start Date 

Actual End Date ¹  ²Actual End Date cannot be entered until all areas are checked as complete and Percent Complete is 100%

Comments

▶ **Independent QA (Develop Topographic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Perform Field Survey: 20% Complete, Estimated SPI: 0.2 , Estimated CPI: 0.8**

▶ **Develop DFIRM Database: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Independent QA (Develop DFIRM Database): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Develop Hydraulic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Independent QA (Develop Hydraulic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Perform Floodplain Mapping: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Independent QA (Perform Floodplain Mapping): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

	<p>The Task Information section contains the planned data that was entered in Obligate Project Funds.</p> <p>The Production Status section denotes the current status of the data development task.</p> <p>The Cost and Schedule Information section allows you to enter updates.</p>
	<p>The Area Complete checkbox is not available to check until the Producer has completed the data development task and any applicable QA activities have been completed. When the Area Complete box is checked, the Percent Complete must be entered as 100% and the Actual End Date is entered.</p>

4. Click to enter Actual Start Date
5. Click to enter Actual Cost to Date

6. Click to enter As Of date

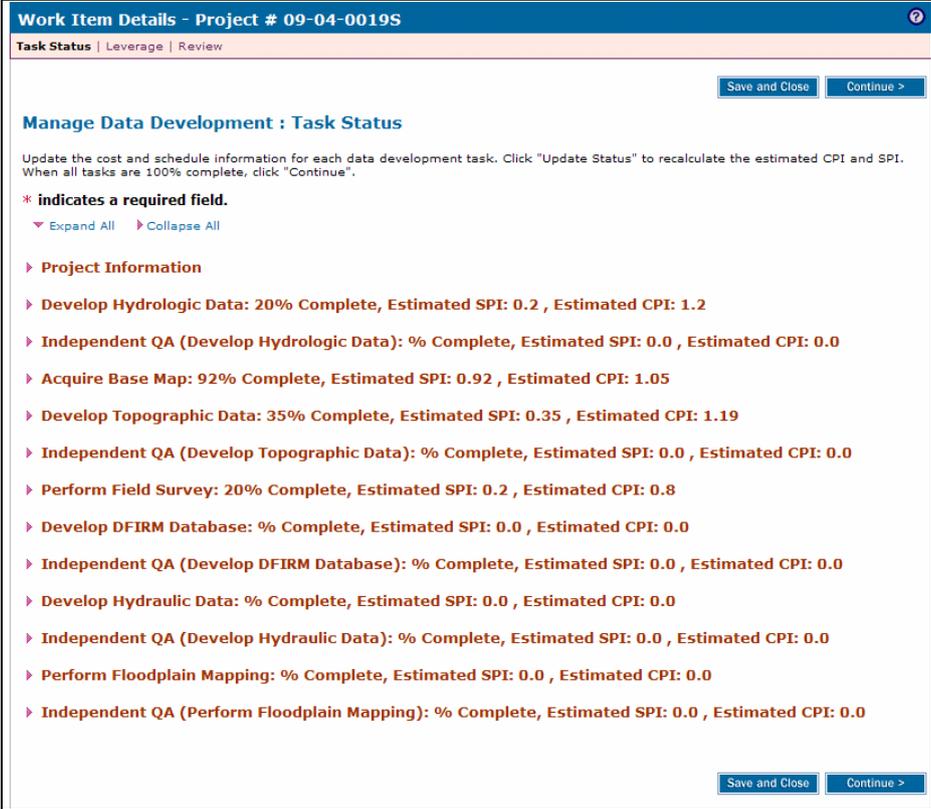
	Note that the percent complete, along with the cost and schedule information impact EV calculations.
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7. Click to enter current Percent Complete

	Always click Update Status before continuing. If you click Save and Close or Continue before Update Status, all previously entered information will be lost.
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8. Click on:  to Update Status

9. Using the same process, continue to update the activities that started in this month



Work Item Details - Project # 09-04-0019S

Task Status | Leverage | Review

Save and Close Continue >

Manage Data Development : Task Status

Update the cost and schedule information for each data development task. Click "Update Status" to recalculate the estimated CPI and SPI. When all tasks are 100% complete, click "Continue".

* indicates a required field.

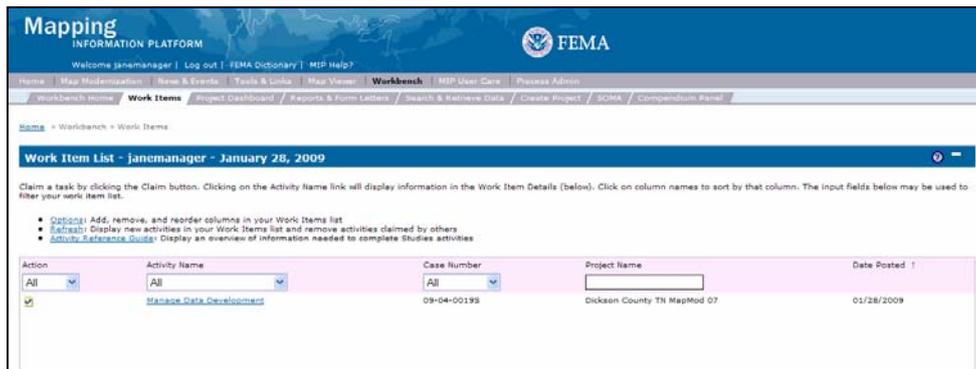
Expand All Collapse All

- Project Information
- Develop Hydrologic Data: 20% Complete, Estimated SPI: 0.2 , Estimated CPI: 1.2
- Independent QA (Develop Hydrologic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
- Acquire Base Map: 92% Complete, Estimated SPI: 0.92 , Estimated CPI: 1.05
- Develop Topographic Data: 35% Complete, Estimated SPI: 0.35 , Estimated CPI: 1.19
- Independent QA (Develop Topographic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
- Perform Field Survey: 20% Complete, Estimated SPI: 0.2 , Estimated CPI: 0.8
- Develop DFIRM Database: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
- Independent QA (Develop DFIRM Database): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
- Develop Hydraulic Data: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
- Independent QA (Develop Hydraulic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
- Perform Floodplain Mapping: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
- Independent QA (Perform Floodplain Mapping): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0

Save and Close Continue >

10. When updates are complete for this month, click





The Manage Data Development task remains claimed on your Work Item List until all activities are completed with the final cost, 100% complete and the actual end date. This allows you to enter your updates each month.

- Click on: [Manage Data Development](#) to enter the Manage Data Development activity

This section of the work instruction outlines the process to complete a Manage Data Development activity in the project.

▶ **Acquire Base Map: 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 0.98**

▼ **Develop Topographic Data: 96% Complete, Estimated SPI: 0.96 , Estimated CPI: 0.99**

Task Information
Task Description:

Current Negotiated Cost \$: 12601
Baseline Task Start Date: 12/03/2006
Baseline Task End Date: 03/03/2007

Production Status
Update production status, cost and schedule information for this task.

Task Area	Workflow Status	Area Complete	Projected Preliminary Date	
Dickson County-wide	Perform Independent QA/QC: Topographic Data : Complete	<input type="checkbox"/>	09/30/2007	<ul style="list-style-type: none"> • QA Comments • Metaman Validation Results • Workflow History

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$

* As Of ¹ ¹Do not enter an As Of date that is earlier than a displayed As Of date

* Percent Complete

* Actual Start Date

Actual End Date ¹ ¹Actual End Date cannot be entered until all areas are checked as complete and Percent Complete is 100%

Comments

[Update Status](#)

▶ **Independent QA (Develop Topographic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Perform Field Survey: 20% Complete, Estimated SPI: 0.2 , Estimated CPI: 0.8**

▶ **Develop DFIRM Database: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Independent QA (Develop DFIRM Database): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Develop Hydraulic Data: 88% Complete, Estimated SPI: 0.88 , Estimated CPI: 1.05**

▶ **Independent QA (Develop Hydraulic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Perform Floodplain Mapping: 30% Complete, Estimated SPI: 0.3 , Estimated CPI: 0.87**

▶ **Independent QA (Perform Floodplain Mapping): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

[Save and Close](#) [Continue >](#)



- In order to complete a task, the following must occur:
- 1) Data development task must be completed by the Producer
 - 2) All associated QA activities must be complete
 - 3) Actual End Date is entered
 - 4) As Of date is updated
 - 5) Percent Complete must be 100%
 - 6) Final Cost is updated
 - 7) Area Complete checkbox must be checked
- Steps 3-7 can be completed in any order.

12. Click to enter the Actual End Date



The As Of date must be on or before the Actual End Date. Do not enter an As Of date that is earlier than the one displayed. Contact MIP Help if an As Of date has been incorrectly entered and you need it removed.

13. Click to replace the As Of date

14. Click to add the Final Cost



The percent complete, along with the cost and schedule information impact EV calculations.

15. Click to add the final Percent Complete

16. Click the Area Complete checkbox



Always click Update Status before continuing. If you click Save and Close or Continue before Update Status, all previously entered information will be lost.

17. When all updates have been made, click

Update Status

This section of the work instruction outlines the process to update the Independent IQA activity in the project that started and completed in the same month.

▶ **Develop Topographic Data: 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 0.98**

▼ **Independent QA (Develop Topographic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

Task Information
Task Description:

Current Negotiated Cost \$: 1260
Baseline Task Start Date: 03/04/2007
Baseline Task End Date: 03/18/2007

Production Status
Update production status, cost and schedule information for this task.

Task Area	Workflow Status	Projected Preliminary Date	
Dickson County-wide	Perform Independent QA/QC: Topographic Data : Complete	09/30/2007	<ul style="list-style-type: none"> • QA Comments • Metaman Validation Results • Workflow History

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$

* As Of ¹ ¹Do not enter an As Of date that is earlier than a displayed As Of date

* Percent Complete

* Actual Start Date

Actual End Date ¹ ¹Actual End Date cannot be entered until all areas are checked as complete and Percent Complete is 100%

Comments

▶ **Perform Field Survey: 20% Complete, Estimated SPI: 0.2 , Estimated CPI: 0.8**

▶ **Develop DFIRM Database: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Independent QA (Develop DFIRM Database): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Develop Hydraulic Data: 88% Complete, Estimated SPI: 0.88 , Estimated CPI: 1.05**

▶ **Independent QA (Develop Hydraulic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

▶ **Perform Floodplain Mapping: 30% Complete, Estimated SPI: 0.3 , Estimated CPI: 0.87**

▶ **Independent QA (Perform Floodplain Mapping): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0**

	<p>The Area Complete checkbox does not display for any Independent QA activity.</p> <p>In order to complete the task, the following must occur:</p> <ol style="list-style-type: none"> 1) The independent QA activity must be complete 2) Enter the Actual Start Date 3) The Actual End Date is entered 4) The Final Cost is updated 5) The As Of date is updated 6) The Percent Complete must be 100% <p>Steps 2-6 can be completed in any order.</p>
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18. Click to enter the Actual Start Date
19. Click to enter the Actual End Date
20. Click to enter the Final Cost



The As Of date must be on or before the Actual End Date. Do not enter an As Of date that is earlier than the one displayed. Contact MIP Help if an As Of date has been incorrectly entered and you need it removed.

21. Click to enter the As Of date



Note that the percent complete, along with the cost and schedule information impact EV calculations.

22. Click to enter the Percent Complete



Always click Update Status before continuing. If you click Save and Close or Continue before Update Status, all previously entered information will be lost.

23. Click on:  to update the status

This section of the work instruction outlines the process to make a monthly update for any activity.

▶ Independent QA (Develop Topographic Data): 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 1.0
 ▶ Perform Field Survey: 20% Complete, Estimated SPI: 0.2 , Estimated CPI: 0.8
 ▶ Develop DFIRM Database: % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
 ▶ Independent QA (Develop DFIRM Database): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
 ▼ Develop Hydraulic Data: 88% Complete, Estimated SPI: 0.88 , Estimated CPI: 1.05

Task Information

Task Description:

Current Negotiated Cost \$: 23614
 Baseline Task Start Date: 01/03/2007
 Baseline Task End Date: 04/03/2007

Production Status

Update production status, cost and schedule information for this task.

Task Area	Workflow Status	Area Complete	Projected Preliminary Date	
Dickson County-wide	Develop Hydraulic Data : In Progress	<input type="checkbox"/>	09/30/2007	<ul style="list-style-type: none"> • QA Comments • Metaman Validation Results • Workflow History

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$

* As Of ¹  ¹Do not enter an As Of date that is earlier than a displayed As Of date

* Percent Complete

* Actual Start Date 

Actual End Date ¹  ¹Actual End Date cannot be entered until all areas are checked as complete and Percent Complete is 100%

Comments

▶ Independent QA (Develop Hydraulic Data): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0
 ▶ Perform Floodplain Mapping: 30% Complete, Estimated SPI: 0.3 , Estimated CPI: 0.87
 ▶ Independent QA (Perform Floodplain Mapping): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0



Note the Area Complete box is not available to check if that task is still in progress.

24. Click to update the Actual Cost to Date



Note the new As Of date cannot be a date earlier than the existing As Of date. For more information on the As Of date, refer to **Displaying Cost and Schedule Information on MDD Screens** on MIP User Care > Guides & Documentation > User Guidance

25. Click to enter a new As Of date



Note that the percent complete, along with the cost and schedule information impact EV calculations.

26. Click to enter the updated Percent Complete



Always click Update Status before continuing. If you click Save and Close or Continue before Update Status, all previously entered information will be lost.

27. Click on: **Update Status** to update the status



Using the same process, continue to update the activities for this month.

28. When updates are complete for this month, click

Save and Close

Mapping
INFORMATION PLATFORM

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Work Item List - janemanager - January 28, 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 ↑
All	All	All		
<input checked="" type="checkbox"/>	Manage Data Development	09-04-00196	Dickson County TN MapMod 07	01/28/2009

29. Click on: **Manage Data Development** to re-open the Manage Data Development activity

This section of the work instruction outlines the process to update the Develop DFIRM Database task. A new field appears to update the Projected Preliminary Date.

▶ Perform Field Survey: 20% Complete, Estimated SPI: 1.0 , Estimated CPI: 4.02

▼ Develop DFIRM Database: 98% Complete, Estimated SPI: 0.98 , Estimated CPI: 1.09

Task Information
Task Description:
Current Negotiated Cost \$: 22841
Baseline Task Start Date: 05/03/2007
Baseline Task End Date: 07/03/2007

Production Status
Update production status, cost and schedule information for this task.

Task Area	Workflow Status	Area Complete	* Projected Preliminary Date	
Dickson County-wide	Perform Independent QA/QC: DFIRM Database : Complete	<input checked="" type="checkbox"/>	09/30/2007	<ul style="list-style-type: none"> • QA Comments • Metaman Validation Results • DFIRM DB QA Results • Workflow History

Cost and Schedule Information

* Actual Cost to Date or Final Cost \$ 20456

* As Of ¹ 06/30/2007 ¹Do not enter an As Of date that is earlier than a displayed As Of date

* Percent Complete 98

* Actual Start Date 05/05/2007

Actual End Date ¹ ¹Actual End Date cannot be entered until all areas are checked as complete and Percent Complete is 100%

Comments

Update Status

▶ Independent QA (Develop DFIRM Database): % Complete, Estimated SPI: 0.0 , Estimated CPI: 0.0

▶ Develop Hydraulic Data: 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 1.0

▶ Independent QA (Develop Hydraulic Data): 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 1.0

▶ Perform Floodplain Mapping: 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 0.99

▶ Independent QA (Perform Floodplain Mapping): 100% Complete, Estimated SPI: 1.0 , Estimated CPI: 1.0

Save and Close Continue >



Within the Develop DFIRM Database section, you have the option to update the Projected Preliminary Date, also known as Projected KPI 1.

In order to complete a task, the following must occur:

- 1) The data development task must be completed by the Producer
- 2) All associated QA activities must be complete
- 3) The Area Complete checkbox must be checked
- 4) The Actual End Date is entered
- 5) The Final Cost is updated
- 6) The As Of date is updated
- 7) The Percent Complete must be 100%

Steps 3-7 can be completed in any order

30. Click on:  the Area Complete checkbox

31. Click to enter the Actual End Date

32. Click to enter the Final Cost



The As Of date must be on or before the Actual End Date. Do not enter an As Of date that is earlier than the one displayed. Contact MIP Help if an As Of date has been incorrectly entered and you need it removed.

33. Click to update the As Of date



Note that the percent complete, along with the cost and schedule information impact EV calculations.

34. Click to update the Percent Complete



Always click Update Status before continuing. If you click Save and Close or Continue before Update Status, all previously entered information will be lost.

35. Click on:  to update the status

36. Click on:  to move to the Leverage screen

This section of the work instruction outlines the process to add leverage information for particular activities.

Work Item Details - Project # 09-04-0019S ?

Task Status | **Leverage** | Review

[< Back](#) [Save and Close](#) [Continue >](#)

Manage Data Development : Leverage

For tasks with associated leverage, enter leverage details and click "Add Task Leverage". Repeat for each leverage record to be added for that task.

* indicates a required field.

▼ Expand All ▶ Collapse All

Task Name

- ▶ Develop Hydrologic Data
- ▶ Independent QA (Develop Hydrologic Data)
- ▶ Acquire Base Map
- ▶ Develop Topographic Data
- ▶ Independent QA (Develop Topographic Data)
- ▶ Perform Field Survey
- ▶ Develop DFIRM Database
- ▶ Independent QA (Develop DFIRM Database)
- ▶ Develop Hydraulic Data
- ▶ Independent QA (Develop Hydraulic Data)
- ▶ Perform Floodplain Mapping
- ▶ Independent QA (Perform Floodplain Mapping)

[< Back](#) [Save and Close](#) [Continue >](#)

	<p>For more information on leverage, refer to Entering Leverage in the MIP posted on MIP User Care > Guides & Documentation > User Guidance</p> <p>The leverage screen cannot be accessed unless there is an Actual Start Date entered in every activity on the previous screen.</p>
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37. Click on:  to open the activity to add leverage to

38. Click to enter the Quantity

39. Click the Type dropdown box to select the type

	<p>If the organization that contributed the leverage is not listed, contact MIP Help to have it added.</p>
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40. Click the Contribute By dropdown box to select the organization that contributed the leverage

41. Click the Federal Fiscal Year dropdown box to select the year the leverage was contributed.

	<p>Always click Add Task Leverage before continuing. If you click Save and Close or Continue before Add Task Leverage, all previously entered information will be lost.</p>
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42. Click on:  to add the task leverage

	<p>Continue to add additional leverage for this activity, as applicable. The task name identifies which activity has leverage included.</p>
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43. Click on:  to move to the Review screen

Work Item Details - Project # 09-04-0019S

Task Status | Leverage | **Review**

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

Manage Data Development : Review

Review the information. Click "Complete Task" when done or click "Back" to make changes. 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.

▼ Expand All ▶ Collapse All

▼ **Project Information**

Project Name: Dickson County TN MapMod 07
Case Number: 09-04-0019S
Current SPI: 0.76 Current CPI: 1.09
Estimated SPI: 0.84 Estimated CPI: 1.09

▼ **Develop Hydrologic Data: 100% Complete, Estimated SPI: 1.0, Estimated CPI: 0.99**

Task Information

Task Description:
Current Negotiated Cost \$: 8205
Baseline Task Start Date: 12/03/2006
Baseline Task End Date: 03/03/2007

Production Status

Task Area	Workflow Status	Area Complete	Projected Preliminary Date	
Dickson County-wide	Perform Independent QA/QC: Hydrologic Data : Complete	<input checked="" type="checkbox"/>	09/30/2007	<ul style="list-style-type: none"> • Comments • Metadata Validation Results • Workflow History

Cost and Schedule Information

Actual Cost to Date or Final Cost \$: 8250
As Of: 03/01/2007
Percent Complete: 100
Actual Start Date: 12/15/2006
Actual End Date: 03/01/2007
Comments:

Leverage

	Note that this Manage Data Development task can stay open on your Work Item List until all invoices are received and cost information is entered. Do not complete the task until you have entered all cost information. Click Save and Close and return to this task when you have additional cost data to enter. When all cost information is entered, click 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.

44. Review the information and when satisfied, click

[Complete Task](#)

Results

The Manage Data Development activity is complete. The workflow now moves to the Preliminary Map Production portion of the workflow. The next activity for the Manager is Manage Preliminary Map Production.

Last updated: March 2009