Mapping INFORMATION PLATFORM

Work Instruction

Resource Manager - Assign Project Resource

Purpose

This work instruction is used to outline the process in which the Revisions Resource Manager assigns the project to an engineer for processing.

This simulation will review the following steps:

- Assign the Project Resource Workgroup
- Assign the Resource
- Review the project information

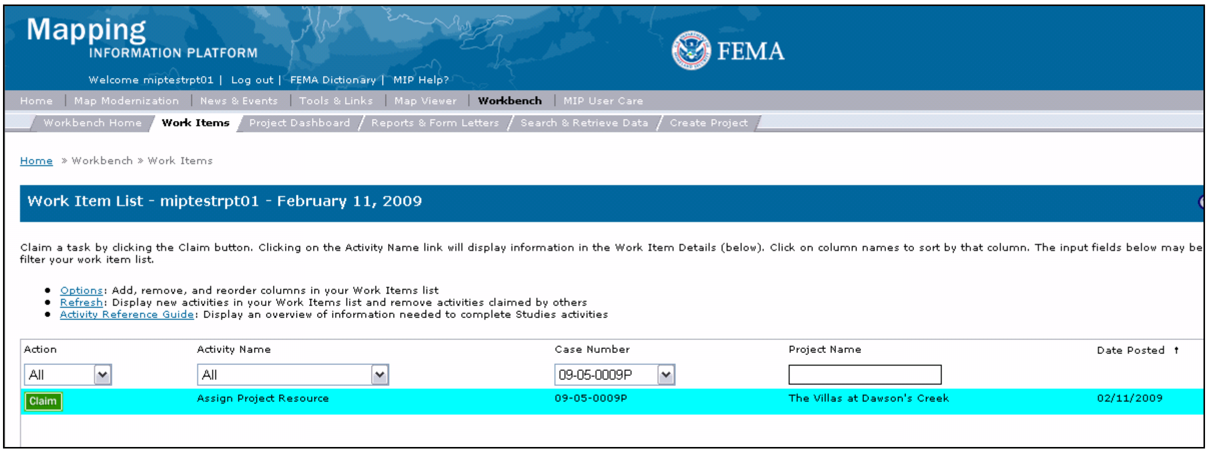
Prerequisites

- The Create Revision Project activity is complete

Navigation

Via Menu Path	**Log in to the MIP ➔ Workbench ➔ Work Items ➔** **and** **Claim ➔ Assign Project Resource**

Work Steps

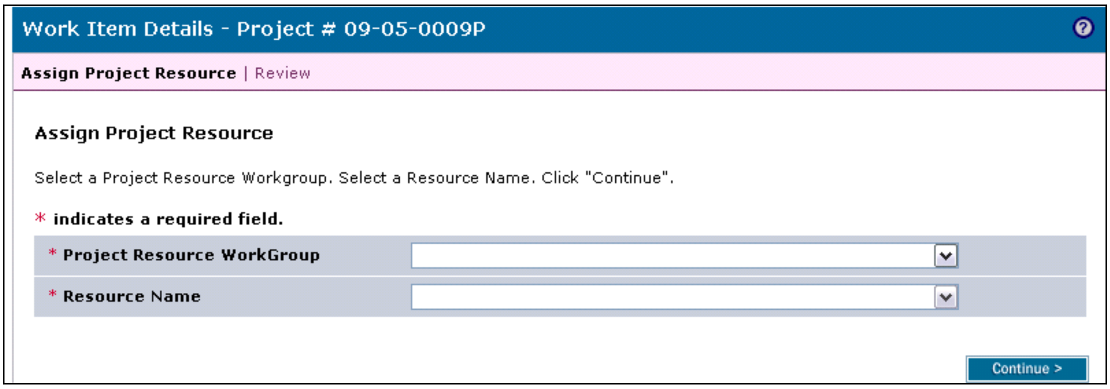


	Only claim an activity that you are certain you own or have been instructed to claim. Process Admin can be used to correct incorrectly claimed activities.

1. Click on: Claim to claim the activity

	All created projects matching a Resource Manager's geography and organization will appear on their workbench. They should claim the ones they want to own and complete the activity of Assigning a Project Resource which will push the project through the workflow to the selected Task Lead's workbench.

2. Click on: Assign Project Resource to enter the Assign Project Resource activity

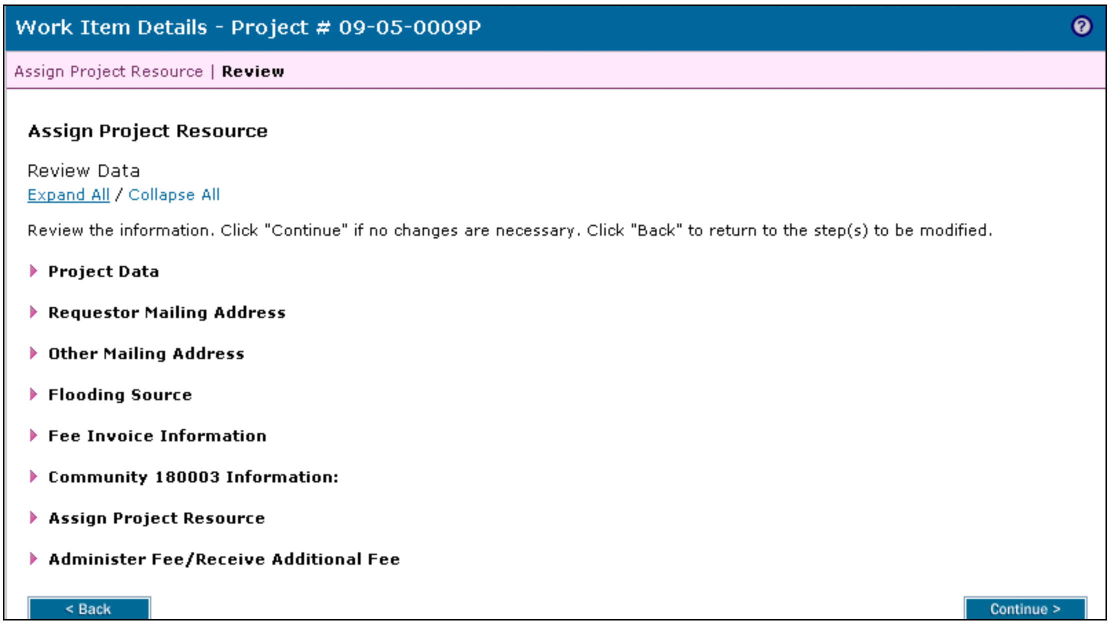


	At any time, click the ? to see helpful hints regarding each screen.
	Selecting the Project Resource Workgroup will auto-populate the Resource Names within that workgroup.

3. Click the Project Resource WorkGroup dropdown box to select the project resource workgroup

4. Click Resource Name dropdown box to select the correct resource's MIP user ID

5. Click on: Continue > to move to the Review screen



6. Click on: Expand All , to expand all sections

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

Assign Project Resource

Project Resource Workgroup:	MT 2 Region 5
Resource Name:	AaronTaskLead

Administer Fee/Receive Additional Fee

Fee Required:	$4,800.00
Invoice Amount:	$0.00
Fee Balance :	$4,800.00
Payment Received with Application:	No

< Back Continue >

7. Review the information on the screen

8. Click on: Continue > to move to next screen

Assign Project Resource | Review

Assign Project Resource

Complete Task

Complete

Click "Complete Task" when you have completed 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.

The Revisions Resource Manager assigns the project to an engineer for processing.

Click to view the workflow history for this project.

< Back

	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.

9. Click on: **Complete Task** to complete task

Results
Assign Project Resource is now complete. The next activity in the workflow is Review Data Received to be conducted by the Task Lead. No other activities require the attention of the Resource Manager role for this revision.

Last updated: March 2009