#### Program/Project Management (Version 2.1) Incident Dependent Description: This board captures information for individuals or offices to track their projects/programs and track status activity. Views: There is one main list view for this board. List View - This view lists the Programs and Projects and associated high-level information. Daily Log Print to PDF **Program and Project** Management New Record Search Clear Sort By: All ✓ All Record # Importance | Project / Program Туре Lead Timeframe: Date Due: Status Action Details Edit CEMP-IT update Project Walter English 2013 - Q1 In Progress Details Edit <u>25</u> Low Table top exercise Project Regina Yun 2013 - Q1 02/28/2013 12:27:13 Future Project Details Edit Low AEM Certification for Regina Project Regina Yun 2013 - Q2 04/30/2013 12:25:21 Future Project POD Plan Update 2013 - Q1 Waiting Details | Edit | Webeoc AAR Regina Yun 2013 - Q1 Future Project Details Edit 22 Low Program 21 CERT Monthly Drill 01/16/2013 13:13:54 Complete Details Edit In Progress Details Edit 19 Low OEM Wants list in WebEOC Project Walter English 2013 - Q1 Moderate Flu Flyer Project Regina Yun 2013 - Q1 In Progress Details Edit 18 Details Edit Low Plan Inventory / Status Report Project Regina Yun 2013 - Q1 01/11/2013 12:18:03 Complete 13 CERT Graduation article 9 Moderate Project Walter English 2013 - Q1 01/09/2013 16:59:29 Complete Details Edit 2013 - Q1 Details Edit 11 Moderate KinderCare Plan Review Project Regina Yun 01/09/2013 17:00:00 Complete Details Edit 8 Project Regina Yun 2013 - Q1 01/09/2013 16:58:17 Moderate Cert article for Sandy Complete 2013 - Q1 01/14/2013 15:29:03 Details Edit Low Grant Inventory List Project Regina Yun Complete 1

#### **Default Features**

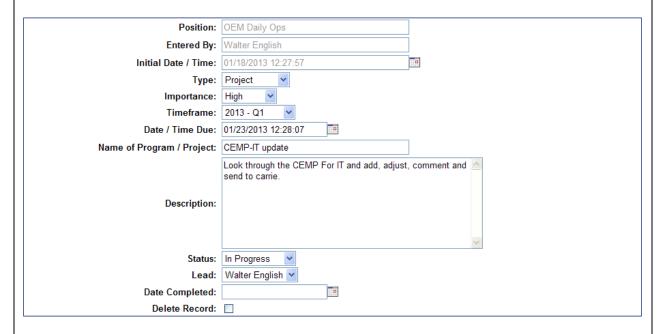
- Search capability on the Project/Program Name, Description, or Lead fields for specified text
- Data filtering by availability by using the dropdown list of options.
- New Record button to create a new record
- Sort capability on any of the displayed fields by clicking on the corresponding column header/field title.
- Details button to view details for the corresponding Project/Program from the list.
- *Edit* button to modify the corresponding Project/Program record.
- *Print to PDF* button to display/print the information in a printable format.
- Filter capability on the Project/Program and Status through the appropriate filter dropdown lists.

**Variation 1:** The Arlington and Montgomery County versions do not include the county seal in the header row of the list view.

**Variation 2:** Arlington County has a Report button available on their list view that opens a view to a summary report that can be printed to PDF.



**Input View** – This view enables the user to specify the project/program information.

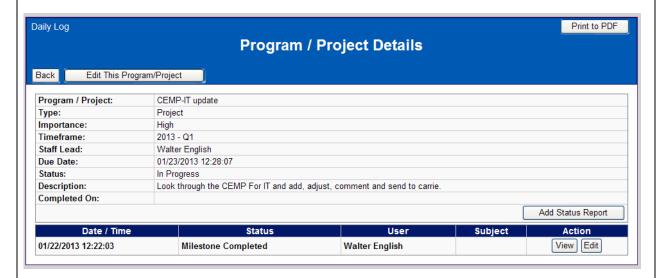


#### **Default Features**

- Spell Check button to ensure correct spelling
- Drop down lists to maintain data consistency
- Date/Time picker code to facilitate proper date format.
- Check box to remove a record.
- Delete Record box to remove the project/program from appearing on the list.

### **Variations: None**

**Details View -** This view shows the program/project information with the ability to view and add status information updates.



#### **Default Features:**

- Print to PDF option to display a report of the program/project information for printing.
- Edit This Program/Project button to modify the program/project base information.
- *View* button to see the details for the corresponding status record.
- Edit button to modify the corresponding status record.
- Add Status Report button to add a new status record for this program/project.
- Back button to go back to the Program/Project list view.



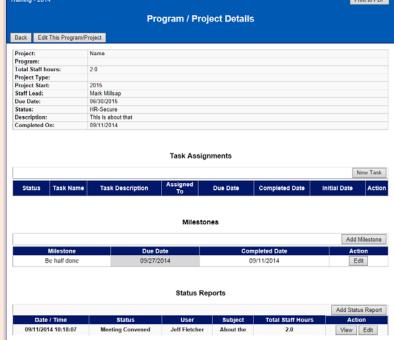
### **Additional Features:**

Add Milestone button to add a new status record for this program/project.

Variations: Loudoun County Fire and Rescue added a section for Task Assignments.

Training - 2014

Program / Project Details



#### **Additional Features:**

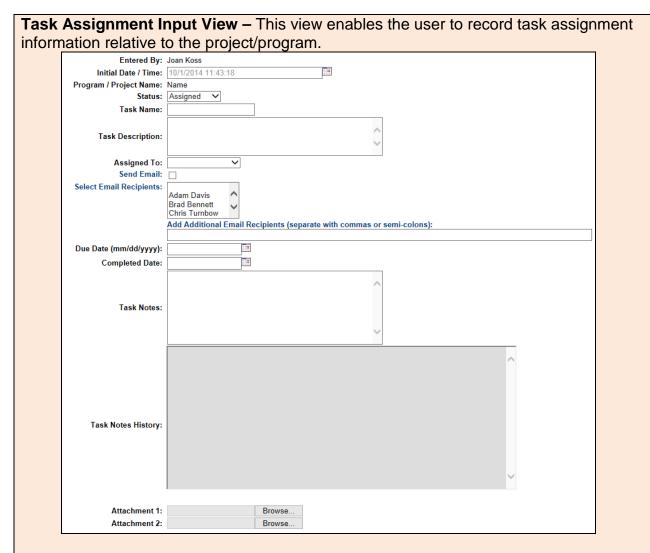
New Task button to add a new task assignment for the program/project.

Status Input View - This view enables the user to record status information relative to the project/program. Entered By: Walter English Initial Date / Time: 01/22/2013 12:22:03 Program / Project Name: CEMP-IT update Status: Milestone Completed > Subject / Title: Location: Get Address Map It Lat / Long: Total Staff Time (In Hours): 0 Length (In Hours): 0 Participants / Attendees: 0 **Status Report Notes:** WebEOC Utilized: File Attachment 1: Browse... File Attachment 2: Browse. Delete Record **Default Features** Spell Check button to ensure correct spelling Date/Time picker code to facilitate proper date format. Mapping Capability Ability to add two attachments using the Browse... button Check box to remove a record. Browse button to add attachments to the status record. **Variations: None** Milestone Input View – This view enables the user to record milestone information relative to the project/program. Milestone/Deliverable Due Date

### **Default Features**

Completed Date
Assigned To

- Spell Check button to ensure correct spelling
- Date/Time picker code to facilitate proper date format.
- Drop down button for data consistency



### **Default Features**

- Spell Check button to ensure correct spelling
- Date/Time picker code to facilitate proper date format.
- Ability to add two attachments using the *Browse...* button
- Browse button to add attachments to the status record.
- Drop down lists for data consistency.
- Selection list of key individuals to email along with an area to specify additional email addresses.