

Supported Specialty WebEOC Boards

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.

Record #	Importance	Project / Program	Type	Lead	Timeframe:	Date Due:	Status	Action
26	High	CEMP-IT update	Project		2013 - Q1	01/23/2013 12:28:07	In Progress	Details Edit
25	Low	Table top exercise	Project		2013 - Q1	02/28/2013 12:27:13	Future Project	Details Edit
24	Low	AEM Certification for Regina	Project		2013 - Q2	04/30/2013 12:25:21	Future Project	Details Edit
5	Low	POD Plan Update	Project		2013 - Q1	01/11/2013 16:32:31	Waiting	Details Edit
22	Low	Webeoc AAR	Program		2013 - Q1	01/31/2013 13:15:18	Future Project	Details Edit
21	Moderate	CERT Monthly Drill	-Select One-		2013 - Q1	01/16/2013 13:13:54	Complete	Details Edit
19	Low	OEM Wants list in WebEOC	Project		2013 - Q1	01/31/2013 13:12:22	In Progress	Details Edit
18	Moderate	Flu Flyer	Project		2013 - Q1	01/18/2013 11:23:55	In Progress	Details Edit
13	Low	Plan Inventory / Status Report	Project		2013 - Q1	01/11/2013 12:18:03	Complete	Details Edit
9	Moderate	CERT Graduation article	Project		2013 - Q1	01/09/2013 16:59:29	Complete	Details Edit
11	Moderate	KinderCare Plan Review	Project		2013 - Q1	01/09/2013 17:00:00	Complete	Details Edit
8	Moderate	Cert article for Sandy	Project		2013 - Q1	01/09/2013 16:58:17	Complete	Details Edit
1	Low	Grant Inventory List	Project		2013 - Q1	01/14/2013 15:29:03	Complete	Details Edit

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.

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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.

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Project Management Report


[Back](#)

Date Assigned	Project Lead	Project Name	Due Date	Percentage Complete
12/02/2013		FEMA #4072 - Update Project Worksheets (JEB)	06/02/2014	15%
01/06/2014		Portal Contract Documents	05/30/2014	100
01/23/2014		4th Quarter VDEM Grant Reimbursements	02/28/2014	100%
05/02/2014		OEM Strategic Planning	06/27/2014	10%
03/10/2014		Grant Reimbursement: Q1 2014 Costs (UASI)	04/18/2014	100
03/21/2014		Grant Reimbursement: Q1 2014 Costs (VDEM)	04/18/2014	100
03/24/2014		Reconcile current FY14 Bills	05/23/2014	75%
03/20/2014		Virginia Tech Grant	05/30/2014	20%
02/21/2014		Everbridge Emergency Alerting	05/30/2014	50
12/18/2013		OEM Duty Officer Responsibilities	01/31/2014	
12/18/2013		Marketing and Promotion Plan	03/31/2014	100%
07/01/2013		MMRS	04/30/2014	95
03/30/2014		ESF SOG Review/Update	04/30/2014	
01/24/2014		ICS 300 and 400	12/31/2014	
01/07/2014		Building Non-profit Recovery Resource Capacity Training	09/30/2015	2
01/05/2014		Creating Arlington OEM Public Access Portal	06/30/2014	40
01/06/2014		School Preparedness Seminar (Regional)	04/30/2014	100
01/06/2014		Cybersecurity Project w/VT	06/30/2014	95
01/06/2014		ADA / Functional Need	05/30/2014	
01/14/2014		VERTEX	06/30/2014	100
01/24/2014		EPT Training (ICS 402 & TTX)	09/30/2014	10
01/15/2014		TJ Disaster Day Exercise	06/26/2014	100
01/01/2013		CCP 2012 Grant	01/15/2014	100
11/18/2013		Teen VEST - School Preparedness Program	05/26/2014	

Variation 3: Loudoun County's version does not indicate an importance field on the list view. The Loudoun version includes a column that lists the Total Staff Hours. This version also additional information that associates an EMAP (Emergency Management Accreditation Program) Standard with the projects.

Training - 2016 Print to PDF

Project Management

 [New Record](#) [Standards](#) Sort By: All All

Record #	Type	Project	Program	Lead	Due Date	Status	Total Staff Hours	Last Update	Action
22	A - Local	Big Ole Project	Planning		03/19/2016	1 - In Progress	1.0	03/04/2016 15:26:42	Details Edit
13	A - Local	Challenging Project	Training			2 - On Hold		03/03/2016 10:36:15	Details Edit
20	A - Local	Test	WebEOC		03/04/2016	1 - In Progress		03/02/2016 14:18:29	Details Edit
18	B - Regional	Operation Andromeda	Operations		03/25/2016	3 - Waiting		03/01/2016 13:21:34	Details Edit
17	A - Local	WebEOC Training 2016	WebEOC		04/23/2016	4 - Future Project		03/01/2016 13:05:15	Details Edit
14	B - Regional	NIMS Training 2016	Training		04/09/2016	1 - In Progress		03/01/2016 13:00:28	Details Edit
12	C - Other	Test project X	Special Events			4 - Future Project		03/01/2016 12:40:12	Details Edit
11	C - Other		WebEOC			4 - Future Project		03/01/2016 12:38:58	Details Edit
9	A - Local	Challenging Project	Planning		06/02/2016	3 - Waiting		03/01/2016 12:28:19	Details Edit
8	B - Regional	Test project	NIMS Compliance		03/23/2016	4 - Future Project		03/01/2016 12:26:20	Details Edit
1	A - Local	Loudoun Incident Situation board	WebEOC		03/12/2016	3 - Waiting	2.0	03/01/2016 11:38:32	Details Edit

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

The screenshot shows a web form with the following fields and values:

- Position: OEM Daily Ops
- Entered By: [Redacted]
- Initial Date / Time: 01/18/2013 12:27:57
- Type: Project
- Importance: High
- Timeframe: 2013 - Q1
- Date / Time Due: 01/23/2013 12:28:07
- Name of Program / Project: CEMP-IT update
- Description: Look through the CEMP For IT and add, adjust, comment and send to Carrie.
- Status: In Progress
- Lead: [Redacted]
- Date Completed: [Empty]
- Delete Record:

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.

Variation 1: The Loudoun County version has a Standard field with dropdown selections.

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

Daily Log Print to PDF

Program / Project Details

[Back](#) [Edit This Program/Project](#)

Program / Project:	CEMP-IT update
Type:	Project
Importance:	High
Timeframe:	2013 - Q1
Staff Lead:	[REDACTED]
Due Date:	01/23/2013 12:28:07
Status:	In Progress
Description:	Look through the CEMP For IT and add, adjust, comment and send to Carrie.
Completed On:	

[Add Status Report](#)

Date / Time	Status	User	Subject	Action
01/22/2013 12:22:03	Milestone Completed	[REDACTED]		View Edit

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.

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Variations: Loudoun County Schools added a section for Milestones/Deliverable.

Training - 2014
Print to PDF

Program / Project Details

Back Edit This Program/Project

Project:	Project #1
Program:	Administrative
Project Type:	A - Internal
Project Start:	FY13
Staff Lead:	
Due Date:	07/19/2013
Status:	2 - On Hold
Description:	This is a good project
Completed On:	

Milestones/Deliverable

Milestone	Due Date	Completed Date	Assigned To	Action

Status Reports

Date / Time	Status	User	Subject	Total Staff Hours	Action

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.

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Program / Project Details

Back Edit This Program/Project

Project:	Name
Program:	
Total Staff hours:	2.0
Project Type:	
Project Start:	2015
Staff Lead:	Mark Millsap
Due Date:	06/30/2015
Status:	HR-Secure
Description:	This is about that
Completed On:	09/11/2014

Task Assignments

Status	Task Name	Task Description	Assigned To	Due Date	Completed Date	Initial Date	Action

Milestones

Milestone	Due Date	Completed Date	Action
Be half done	09/27/2014	09/11/2014	<input type="button" value="Edit"/>

Status Reports

Date / Time	Status	User	Subject	Total Staff Hours	Action
09/11/2014 10:18:07	Meeting Convened	Jeff Fletcher	About the	2.0	<input type="button" value="View"/> <input type="button" value="Edit"/>

Additional Features:

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

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Status Input View – This view enables the user to record status information relative to the project/program.

Entered By:	<input type="text" value="Walter English"/>				
Initial Date / Time:	<input type="text" value="01/22/2013 12:22:03"/>				
Program / Project Name:	<input type="text" value="CEMP-IT update"/>				
Status:	<input type="text" value="Milestone Completed"/>				
Subject / Title:	<input type="text"/>				
Location:	<input type="text"/> <input type="button" value="Get Address"/> <input type="button" value="Map It"/>				
Lat / Long:	<input type="text"/> <input type="text"/>				
Length (In Hours):	<input type="text" value="0"/>	Total Staff Time (In Hours):	<input type="text" value="0"/>	Participants / Attendees:	<input type="text" value="0"/>
Status Report Notes:	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>				
WebEOC Utilized:	<input type="checkbox"/>				
File Attachment 1:	<input type="text"/>	<input type="button" value="Browse..."/>			
File Attachment 2:	<input type="text"/>	<input type="button" value="Browse..."/>			
Delete Record	<input type="checkbox"/>				

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	<input type="text"/>
Due Date	<input type="text"/>
Completed Date	<input type="text"/>
Assigned To	<input type="text"/>

Default Features

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

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Task Assignment Input View – This view enables the user to record task assignment information relative to the project/program.

The screenshot shows a web form for task assignment. At the top, it displays 'Entered By: Joan Koss' and 'Initial Date / Time: 10/1/2014 11:43:18'. Below this are fields for 'Program / Project Name: Name', 'Status: Assigned' (with a dropdown arrow), and 'Task Name:'. A large text area for 'Task Description:' follows. Then, there is a dropdown for 'Assigned To:', a 'Send Email:' checkbox, and a 'Select Email Recipients:' dropdown menu showing 'Adam Davis', 'Brad Bennett', and 'Chris Turnbow'. Below the dropdown is a link 'Add Additional Email Recipients (separate with commas or semi-colons):' and a text input field. The form also includes 'Due Date (mm/dd/yyyy):', 'Completed Date:', and a 'Task Notes:' text area. At the bottom, there are two 'Attachment' fields, each with a 'Browse...' button. The 'Task Notes History' section is currently empty and greyed out.

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.

Standards Input/Edit View - This view enables the user to establish a list of EMAP (Emergency Management Accreditation Program) standards that can then be associated with a project.