

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

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

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

Position:	<input type="text" value="OEM Daily Ops"/>
Entered By:	<input type="text" value="Walter English"/>
Initial Date / Time:	<input type="text" value="01/18/2013 12:27:57"/>
Type:	<input type="text" value="Project"/>
Importance:	<input type="text" value="High"/>
Timeframe:	<input type="text" value="2013 - Q1"/>
Date / Time Due:	<input type="text" value="01/23/2013 12:28:07"/>
Name of Program / Project:	<input type="text" value="CEMP-IT update"/>
Description:	<input type="text" value="Look through the CEMP For IT and add, adjust, comment and send to Carrie."/>
Status:	<input type="text" value="In Progress"/>
Lead:	<input type="text" value="Walter English"/>
Date Completed:	<input type="text"/>
Delete Record:	<input type="checkbox"/>

## 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.

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**Variations: None**

**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:	Walter English
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	Walter English		<a href="#">View</a> <a href="#">Edit</a>

## 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:	Doug Murphy
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.

Training - 2014 Print to PDF

### 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:	<input type="text"/>				
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 'Assigned To:' (dropdown), 'Send Email:' (checkbox), and 'Select Email Recipients:' (dropdown list showing Adam Davis, Brad Bennett, and Chris Turnbow). Below that 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. A 'Task Notes History:' section is shown as a large greyed-out area.

## 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.