



Project Management Information System (PMIS)

Town Hall Meeting

April 26, 2006



Course Objectives

- Identify the PMIS training resources that are available to NPS employees
- Understand the administrative hierarchy of PMIS and the appropriate source to consult for system support
- Understand what NPS Focus is and how to link digital document, images, etc. to a PMIS project/component



Agenda

- Administration
- Training
- NPS Focus
- Business Rules and Practices
- Break
- Project Entry
- Park Project Management
- Regional/WASO Project Management
- Closing Remarks & Class Credit



PMIS TEL Classes in 2006

- PMIS Town Hall Meeting April 26, 2006
- Servicewide Comprehensive Call August 30, 2006
- Creating an Effective PMIS Entry: September 14, 2006



Getting Help with PMIS

- Online
- Human Based



Online Resources

- Help module within PMIS
- PMIS Newsflash
- PMIS eCourses with job aids and simulations



Human Resources

- PMIS Administrators
- Park/Unit PMIS Administrators
- Regional PMIS Administrators
- PMIS Servicewide Coordinator
(last resort)



Training Courses

1. Course 1—Introduction to PMIS
2. Course 2—Create a Project
3. Course 3—Park/Unit Review of
PMIS Projects
4. Course 4—Region and WASO
Review
5. Course 5—Administrate User
Rights



Three Phases of PMIS eCourses:

Phase 1:

Course 1, Course 2, and Course 3
provide participants with an overview of
the history behind PMIS



Three Phases of PMIS eCourses:, cont.

Phase 2:

Course 4 addresses PMIS processes which are completed by regional and WASO users



Three Phases of PMIS eCourses:, cont.

Phase 3:

Course 5 will address functions managed by PMIS administrators at the various levels (park, region, and WASO).

Page 10



How to Access the PMIS eCourses

- go to My Learning Manager and register online
 - take the classes in succession
 - pass scores with a score of 80% or greater
- Page 10

National Park Service

How to Register for a PMIS e-course

For Learners | For Administrators | For Supervisors

Log onto My Learning Manager to view upcoming training events, sign up for training, and view your training records.

IMPORTANT: My Learning Manager is only accessible using the Lotus Notes Internet login and password. Please visit my.nps.gov to obtain your login and password.

Enter Your:

Username

Password

News

- Welcome to My Learning Manager version 2! Want to know more about what's new in this version? Click [here!](#)

- Click [here](#) for quick information on getting started with My Learning Manager Version 2 (the updated Learner Desk Aid).

[Terms of Use](#) [Privacy Policy](#)

First, sign into My Learning Manager

National Park Service

How to Register for a PMIS e-course...continued

Search catalog:

What's New

Recent News

Welcome to the new My Learning Manager 2.0. Please read the information to help you navigate My Learning Manager. After you have logged into My Learning Manager, please do the following first:

- 1) Please select your current supervisor from the **My Profile** link on the homepage.
- 2) Most courses require supervisor approval. Without selecting a supervisor, you will not be able to attend most courses. ([More](#))
- 3) Please visit [The Learning Place](#) for more training information.

GO Button

The easiest way to find the PMIS courses is to type "PMIS" into the "Search Catalogue" area and hit the go button.

National Park Service

PMIS Search Results

Catalog Items - Search results for pmis

Catalog Item Name	Catalog Code	Catalog Type	Approval Required	Action
PMIS Course 1: Introduction to PMIS	BGT1001	Self Paced	No	view details
PMIS Course 2: Create a Proposal	BGT1002	Self Paced	No	view details
PMIS Course 3: Park/Unit Review of PMIS Projects	BGT2001	Self Paced	No	view details
PMIS Course 4: Season/WASO Review and Funding of PMIS Project Funding Components	BGT3001	Self Paced	No	view details
Project Management Information System (PMIS)	BGT1000	Curriculum	No	view events
Project Management Information System (PMIS) Team	ADM6430	TEL - Interactive	No	view events

Catalogue Item Name **Catalog Code** **Catalog Type** **Approval Required** **Action**

This screen will list all of the PMIS courses that My Learning Manager found.

National Park Service

Launching E-courses in My Learning Manager

This is a script window that will open when the e-course is launched (make sure your pop-up blocker is off).

***Do not close this window until you are finished with e-course.**

National Park Service

Launching E-courses in My Learning Manager

Next, a new window will appear. Log in using your Lotus Notes email and password.

National Park Service

Sample E-courses in My Learning Manager

Screenshot of opening page for a sample PMIS e-course. Let's take a closer look on the following slides at each section of this page.

National Park Service

Sample E-courses in My Learning Manager...cont

Links that will let the user navigate to a specific section of the e-course

***The links on the left side include "PMIS Background", "The PMIS Process", and "PMIS Management Functions".**

Go To Page

National Park Service

Sample E-courses in My Learning Manager...cont

1. Home button. This link will bring you back to this "Home" page

2. Resources button. This link will open a variety of resources for the learner

3. Exit button. Closes e-course.

4. Certificate button. You must score 80% or higher to print.

National Park Service

Sample E-courses in My Learning Manager...cont

You can download one or more job aids from this course by clicking the button below or from the *Resources* page.

Download Job Aids link

Your feedback is important to the continuous improvement of this e-course. If you would like to provide feedback, please send your comments to jmdrew@indiana.edu.

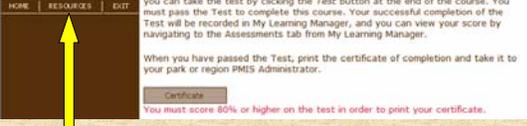
Feedback on e-course

E-course release date: July 18, 2005

Start Course button

National Park Service

Sample E-courses in My Learning Manager...cont



you can take the test by clicking the Test button at the end of the course. You must pass the Test to complete this course. Your successful completion of the Test will be recorded in My Learning Manager, and you can view your score by navigating to the Assessments tab from My Learning Manager.

When you have passed the Test, print the certificate of completion and take it to your park or region PMIS Administrator.

Certificate
You must score 80% or higher on the test in order to print your certificate.

Let's take a closer look at the "Resources" link

National Park Service

How to Obtain Assistance with the PMIS eCourses

- Contact your PMIS administrator:
- <http://www.nps.gov/pmisis>

Page 10

National Park Service

Locating PMIS Administrators



<http://165.83.198.10/pmisis>

National Park Service 

Locating PMIS Administrators...continued

Look up Park/Unit and Regional PMIS Administrators for:

[< p m i s >](#)

Select your Park/Unit from the drop down

National Park Service 

Locating PMIS Administrators...continued

Look up Park/Unit and Regional PMIS Administrators for:

Park/Unit Administrators:

Primary Administrators

Name: Dorothy Printup
Phone: 301 663-2006 x101
E-mail: Dorothy_Printup@nps.gov

Name: Robert Chobert
Phone: 301 635-4582
E-mail: Robert_Chobert@partner.nps.gov

Regional Administrators

Name: Tom McGrath
Phone: 301 663-2006 x109
E-mail: Tom_McGrath@nps.gov

Results will list the Park/Unit's Administrators

National Park Service 

Resources

HOME	RESOURCES	EXIT
------	-----------	------

Resources link. This link will open a variety of resources for the learner.

Page 11

National Park Service 

Resources...continued

Course Tour	←	Course Tour
Overview	←	Overview
How To	←	How To
Job Aid Index	←	Job Aid Index
Glossary	←	Glossary
Table of Contents	←	Table of Contents
Acknowledgements	←	Acknowledgements
Technical Requirements	←	Technical Requirements
Help	←	Help
Print Entire Course	←	Print Entire Course

National Park Service 

Sample E-courses in My Learning Manager...cont

You can download one or more job aids from this course by clicking the button below or from the *Resources* page.

Your feedback is important to the continuous improvement of this e-course. If you would like to provide feedback, please send your comments to jmdrew@indiana.edu.

← **Feedback on e-course**

E-course release date: July 18, 2005

National Park Service 

NPS Focus is made of two separate but integrated systems:

- state-of-the-art digital resource management system
- one-stop searching gateway

Page 13

National Park Service 

Inside NPS

- NPS Legislative & Congressional Affairs
- NPS Partnerships
- NPS International Affairs
- NPS Library Program
- NPS Focus 
- NPS Graphic Identity Program
- President's Budget
- United States Code
- Code of Federal Regulations

From Inside NPS, you can navigate to the NPS Focus Digital Library

National Park Service 

NPS Focus - NPS Digital Library

What's here? NPS Focus provides one-stop searching across NPS and partner databases of information resources. Many of these have linked images, data sets, or Web pages.

Focus on

(Type in a search term above like fire management or visitor study or lighthouse.)

Select collections. Check all that apply.
(Many [more choices](#) available on the Advanced Search screen!)

Denver Service Center E-TIC NPS.gov and Inside NPS
 GIS - Geospatial data sets NPS Voyager Library Catalog
 NPS Digital Library

National Park Service 

Linking Images & Documents to PMIS Projects

- two links from the project justification area, from the additional criteria, and from each component status report

Justification



IMAGE ABOVE: First photo shows resource damage caused by ORV users without a designated trail. Second photo shows a designated ORV Trail with vegetation, rocks and wetlands being restored due to the installation of the new designated trail.

National Park Service

Adding a link in PMIS

- Edit the PMIS section where the image is to be linked and click Add Image link

Project Justifications

Add Image Link Delete Image Link NPS Focus TAB NPS Focus Site Entry

PROJECT STATEMENT:

Problem

The Chihuahuan Desert has been identified by many conservation organizations, including the World Wildlife Fund, as a biome particularly worthy of active conservation. Big Bend National Park (BBNP) is the largest and most fully protected tract of the Chihuahuan Desert ecosystem, and possibly the last largely intact example of the historic Chihuahuan Desert ecosystem. Much of the ecosystem preserved in BBNP is a highly ecological sensitive and

National Park Service

Adding a link in PMIS

- put in a search term and click Search

Add Image Link - 95768

NPS Focus Digital Library is a one-stop searching solution to find information by and about the but growing collection of digital content including photos, reports, drawings, maps, and GIS and available images.

Search on

BBNP

Search Cancel and Exit

National Park Service

Adding a link in PMIS

- select an item from the search results

Add Image Link - 95768

From: NPS Digital Library (Form), Search Result: BBNP

Records 1 to 4 of 4

Title	Type
Los Dalhous' Firefighting Crew from Mexico Assists Big Bend National Park	Image
Rogel Mendez (Los Dalhous), Ken Lee (BLM) and Joe Simons (Big Bend NPS) Examine Riparian Restoration at the Rio Grande Delta	Image
People, Parks & Fire exhibit at the National Association for Interpretation Conference in Virginia Beach, Virginia in November, 2002	Image
Big Bend National Park Visitor Study, April 1992	Technical report

Cancel and Exit

National Park Service

NPS Focus Data Entry

Login to create or edit records

[Home](#) | [Register New User](#) | [Forgot Password](#)

Register New User | **User Name:**
User Password:

NPS staff may register as a new user by:

1. Click on Register New User above and complete form
2. Follow [User guide](#) to request system administrator to set permissions to authorize you to use the system (WIFI open in new browser window)

Request an online account go to NPS Focus Data Entry at <http://DataEntry.focus.nps.gov> and select 'Register New User' on the left-hand side of the screen

National Park Service

My Learning Manager

Providing Training and Development for the National Park Service

National Park Service
U.S. Department of the Interior

Welcome NPS LRM USER Search Catalog CIO1001

Learning Categories	Learning Status Search Available Item CIO1001			Filter Selection 0	Pages 1 of 1
All Catalog Items				Add	
Parent Categories	Catalog Item Name	Catalog Code	Catalog Type	Approved	Ad
My Trainings	NPS Focus Digital Library Tutorial	CIO1001	Self Paced	No	Add
My Assessments					
My Profiles					

My Learning Manager catalog code CIO1001

National Park Service

Upload Resources to the NPS Focus Digital Library

Images:

- TIF or JPG format

Texts and Drawings:

- MS Word
- Excel
- DjVu
- TIF
- PDF formats

Page 14

National Park Service

NPS staff access only or public access

National Park Service

USING PMIS

To search for a PMIS project, *click* on the *Search* button at the top of the *PMIS homepage*.

Search

PMIS 6.1: Recent Announcements

PMIS will take you to the *Search Projects/Funding Components* screen. There are three search options.

National Park Service

USING PMIS...continued

Search by PMIS Number

View Detail Sheet Button

If you know the PMIS number of a project and you only want to access one record at a time, *enter the PMIS number* in the *Search by PMIS Number* box and then *click* the *View Detail Sheet* button. PMIS will take you to the *Project Detail Sheet*.

National Park Service 

USING PMIS...continued

  Click to view in MS Word

Project Identification - PMIS 55555
Project Title: Wetland Delineation for NEPA and Regulatory Compliance
Park Unit: Hagerman Ferry National Historical Park
State: WV
Old Package Number:
Project Type: Non-facility , Emergency
Contact Person: Bill Hebb
Project Status - PMIS 55555
Date Created: 12/14/99
Date of Last Update: 01/24/05

If you would like to view the *Detail Sheet* as a Word document, *click the View MS Word icon* on the top left corner. The *Project Detail Sheet* can be used to edit and update project and component information.

National Park Service 

FUND SOURCES IN THE NATIONAL PARK SERVICE

FUND SOURCES IN THE NATIONAL PARK SERVICE

Abandoned Mineral Land Reclamation – Fund Type 01

Abandoned mineral lands projects may involve reclamation, restoration, or exploration or development. Abandoned mineral lands include surface and underground and ancillary disturbances, such as access roads, structures, dams, and naturally functioning conditions and processes, plugging abandoned oil and gas wells, and mitigating safety hazards. Activities connected to site reclamation and design, are eligible as long as the primary project purposes are the restoration of the resource.

Air Quality – Ecological Effects – Fund Type 01

Funding will be used for projects that assess the effects of atmospheric pollutants on ecological resources. Proposals should fall into one of the following three categories:

1. Studies that evaluate the effects of air pollution on soils, surface waters, and other resources.
2. Ecological models that a) assess the effects of a given amount of air pollutant loads of pollution above which adverse resource impacts could occur.
3. Specialty workshops that a) evaluate the state-of-science regarding relationships between air pollution effects on resources in units of the National Park System.

Fund Sources and Definitions can be found at <http://classicinside.nps.gov/budget3/fundsource.htm>

National Park Service 

PMIS Terms and Definitions

http://165.83.198.10/pmishelp/help_definitions.cfm

PMIS 7.2 - Specialized Terms and Definitions

PMIS is the official documentation tool to justify and prioritize all non-base funded projects identified by the National Park Service, independent of funding source. It is a project based budget formulation tool for all organizational levels; it is also a tool for reporting accomplishments of all funded projects. These instructions were prepared for use with all project types.

Specialized Terms	Definitions / Descriptions
Activities	One or more actions involved in completing a project.
Additional Criteria	Criteria for regional programs or Senecawide programs that are not collected in fund source specific criteria as defined under CRA Programs.

These definitions--Initial Planned FY, Requested Funding FY, Formulated FY, and Funded FY--along with other PMIS terms, can be found by accessing the "definitions" link of the Help module within PMIS.



PMIS Project Notes

1. Date—Time and date the action was completed
2. Action—type of action completed
3. User Name—Full name and user name of the person who completed the action
4. Comment—Detailed information which explains the action

Page 39



Remaining PMIS TEL Classes in 2006

- Servicewide Comprehensive Call (SCC): August 30, 2006
- How to Create an Effective PMIS Entry: September 14, 2006

Page 45



To Receive Credit for this Course

- PRINT your name on the attendance roster
- UPON RECEIPT OF E-MAIL NOTIFICATION, complete the evaluation at <http://mylearning.nps.gov>
