

PMIS Town Hall Meeting

National Park Service



Project Management Information System (PMIS)

Town Hall Meeting

November 14, 2006

National Park Service



Course Objectives

- Relay information about the 10 most frequently asked questions to those who use PMIS or have an interest in it.
- Provide a forum to ask questions of the PMIS Servicewide Coordinator

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Agenda

- PMIS Top 10 FAQs
- Advanced Submission Questions
- Open Forum Questions
- Closing Remarks and Class Credit

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PMIS TEL Classes in 2006

- PMIS Townhall Meeting (April 26, 2006)
- Introduction to the SCC (August 30, 2006)
- How to Create an Effective PMIS Entry (October 26, 2006)
- **PMIS Townhall Meeting (November 14, 2006)**

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Agenda

- **Top 10 FAQs**
- Advanced Submission Questions
- Open Forum Questions
- Closing Remarks and Class Credit



PMIS Top 10 FAQs

- #1: Who to Contact With PMIS Questions
- #2: How to Access PMIS eCourses
- #3: Logging to NPS Focus and Linking to PMIS
- #4: Why Data Integrity is Important
- #5: Why Priority Setting is Important

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PMIS Top 10 FAQs

- #6: Writing Projects Without Regards to Fund Sources
- #7: How to Properly use the FY fields
- #8: Importance of Status and Completion Reports
- #9: Cost Estimates
- #10: Troubleshooting Issues on PMIS actions

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#1: Who to Contact With PMIS Questions

- Online
 - Help Module
 - PMIS Newsflash
 - eCourses (5 courses)
- Human
 - Park, Region, and WASO PMIS Administrators

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Help Module: PMIS Terms and Definitions

http://165.83.198.10/pmis_help/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 Servicewide programs that are not collected in fund source specific criteria as defined under CRA Criteria

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.

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Locating PMIS Administrators



<http://www.nps.gov/pmis>

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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

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Locating PMIS Administrators (continued)

Look up Park/Unit and Regional PMIS Administrators for:

Park/Unit Administrators:

Primary Administrators

Name: Dorothy Printup
Phone: 301 663-8206 x101
E-mail: Dorothy_Printup@nps.gov

Name: Robert Chobert
Phone: 304 535-5052
E-mail: Robert_Chobert@partner.nps.gov

Regional Administrators:

Name: Tom Mcgrath
Phone: 301 663-8206 x109
E-mail: Tom_Mcgrath@nps.gov

Results will list the Park/Unit's Administrators

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#2: How to Access PMIS eCourses

- Registration Process:
 - How ? (DOI Learn)
 - Steps to Registration
 - Take one course at a time and in order
- Launching the eCourse
- Examining eCourse Features

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Launching E-courses in DOI Learn

COURSE 1:
INTRODUCTION TO PMIS



Developed by the Eppley Institute for Parks and Public Lands
at Indiana University, Bloomington, IN



Enter your My Learning Manager user name
and password below, then click the Continue button.

User Name: **← Username**

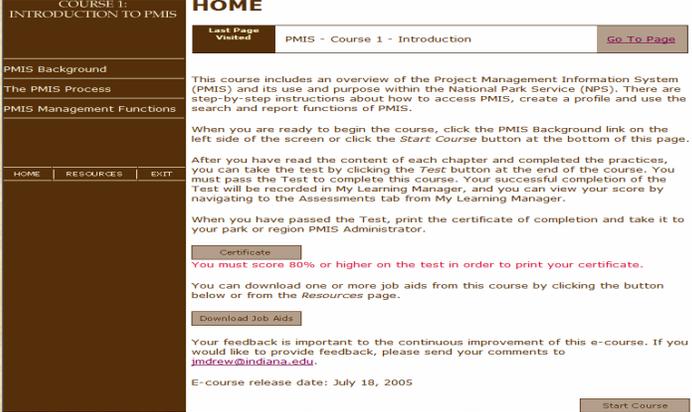
Password: **← Password**

Log in using your Lotus iNotes or C3 Portal
username and password.

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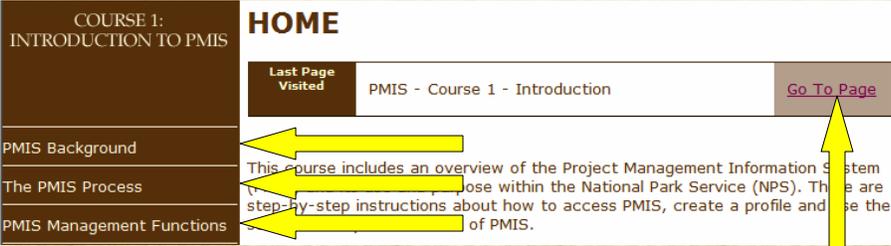
Sample E-courses in DOI Learn



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.

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Sample E-courses in DOI Learn (continued)



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

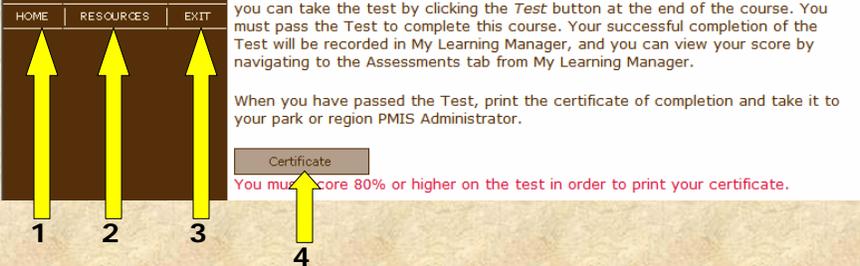
Go To Page

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

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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.

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.

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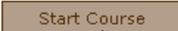
Sample E-courses in My Learning Manager...cont

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

Download Job Aids  ← **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  ↑ **Start Course button**

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

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

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.

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

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Resources

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

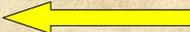
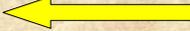
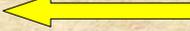
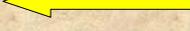
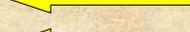
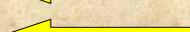
Resources link. This link will open a variety of resources for the learner.

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Resources...continued

Resources		
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

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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](#)

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](#)



#3: Loading to NPS Focus and Why Images are Stored in NPS Focus

- Loading Requirements
 - Complete eCourse (NPS-CIO 1001)
 - Request Account
- Why Stored in NPS Focus—not PMIS
 - Reuse in Servicewide Systems
 - Established Standards



Linking Images & Documents to PMIS Projects

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



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Linking Images & Documents to PMIS Projects

- one link from each component and from each component completion report

Project Funding Component - PMIS 123459A	
Funding Component Title: Rehabilitate Base of Historic Perpendicular Trail	Funding Component Request Amount: \$41,850.00
Funding Component Reference Number (Multi-purpose):	Funding Component Type: Non-recurring , Deferred
Funding Component Description: Trails Crew will rehabilitate the first 600 of the trail. Rehabilitation will include the reconstruction of 4 stone culverts, 200 linear feet of drainage ditch, 140 square feet of retaining wall, 81 stone steps and 400 linear feet of resurfacing. Project is expected to take 171 person days (a crew of five for 9 weeks).	
Image Link (NPS Focus Digital Library):	

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#4: Why Data Integrity is Important

- Why?
 - Enhances Credibility
 - Identifies park needs
 - Used for responding to questions
- How achieve?
 - Author and reviewers should monitor
 - Include all pieces of project
 - Update as needed

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#5: Why Priority Setting is Important

- Compare one need to another
- Reviewed at all levels to ensure funding highest needs
- OMB requirement & demonstrating sound priorities Servicewide = **More \$**
- Project level (Park)
- Component level (Region)

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#6: Writing Projects Without Regards to Fund Sources

- Enter projects to express need
- Criteria is used by programs to justify competition for specific fund source
- Effort to reduce NPS Fund Sources

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#7: How to Properly use the FY fields

- FY Fields in PMIS
 - Initial Planned FY
 - Requested Funding FY
 - Formulated FY
 - Funded FY
- Example



#8: Importance of Status and Completion Reports

- Why Complete?
 - Reports progress and accomplishments
 - Aids in inquiry responses
 - Helps secure continued and increased \$
- Examples



#9: Cost Estimates

- Why to Produce a Good One?
 - Needed for planning
 - Consider all of the pieces
 - Keep up to date
- When Increased Cost = New Project
 - Scope Same = modify existing cost
 - Scope Change = new project for scope change piece



#10: Troubleshooting Issues on PMIS Actions

- Example:
 - You want to enter eligible funding criteria and have prioritized the projects at your park. However, the eligible funding criteria icon is inactive. Why?
 - Mouse over eligible funding criteria icon (may learn that prioritization is not locked)

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Agenda

- Top 10 FAQs
- **Advanced Submission Questions**
- Open Forum Questions
- Closing Remarks and Class Credit

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Advanced Submission Questions

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- Top 10 FAQs
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Open Forum Questions



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- Top 10 FAQs
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To Receive Credit for this Course

- Take the on-line evaluation at
 - www.nps.gov/training/tel
 - Click on the DOI Learn tab
 - Go to the link under Class Evaluations for *PMIS I Town Hall Meeting*

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Credit, continued

- Please complete the evaluation within 2 weeks of the course, by November 28

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