

## **Design/As Built Airport Survey workflow steps**

Following are the workflow steps in Design/As Built Airport Survey project:

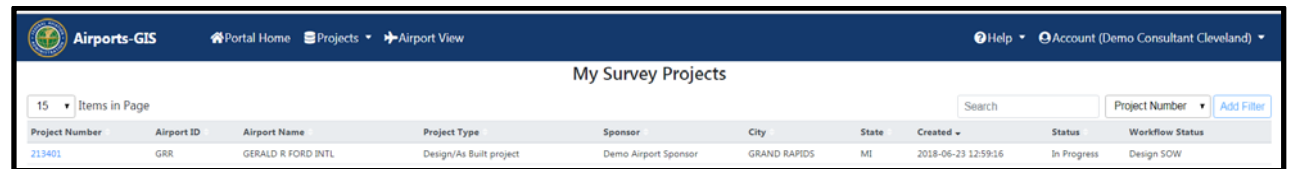
- Project Summary
- Design Statement of Work
- Design Imagery Plan
- Design Survey & Quality Control Plan
- Design Imagery Data
- Design Survey
  - Design Verification
- As-Built Statement of Work
- As-Built Imagery Plan
- As-Built Survey & Quality Control plan
- As-Built Imagery Data
- As-Built Survey
  - Final Report
  - Survey Comparison
  - AIG Evaluation (if there are differences between Design and As-built survey outside the tolerance levels)
  - As-built Verification
- Operational

## Design Statement of Work:

The FAA considers the Statement of Work (SOW) a project proposal between the airport sponsor and the FAA.

After you create a new project, the airport should provide an SOW for the ADO/Region to review and concur (or not). The SOW will also be reviewed by others working on the project (FAA Headquarters, NGS) so it is essential to lay out what tasks the consultant was given.

1. Login as consultant assigned to the project. Click on My Survey Projects from Survey Projects to select the new airport survey project.



Project Number	Airport ID	Airport Name	Project Type	Sponsor	City	State	Created	Status	Workflow Status
213401	GRR	GERALD R FORD INTL	Design/As Built project	Demo Airport Sponsor	GRAND RAPIDS	MI	2018-06-23 12:59:16	In Progress	Design SOW

2. Click on the project number to open the Project Summary page.

The screenshot shows the 'Project Summary' page for project GRR-213401. The page is divided into several sections:

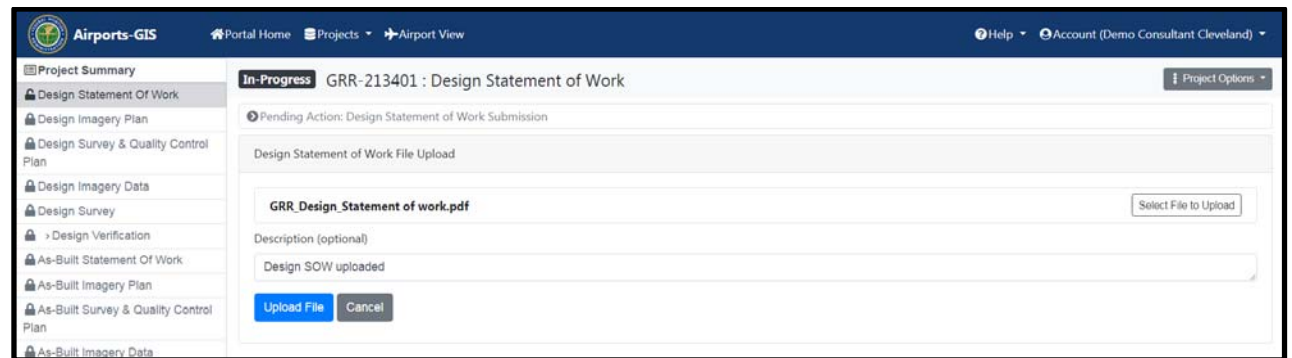
- Design/As Built project:** Includes details for 'GERALD R FORD INTL (GRR)', creation date, category (NPIAS Part 139 Airport), AIP Grant #, purpose (Construction - Landside), and checkboxes for 'Imagery Verification Required' and 'Survey Required'.
- Target Operational:** Shows the target date as 11/30/2018 and lists key dates: AIRAC Publication Date (12/06/2018), FPO Deadline (06/09/2018), NGS Deadline (09/07/2018), and NFDC Deadline (10/22/2018).
- Project Sponsor:** Lists 'Demo Airport Sponsor' with address (123 Main Street NW, Herndon, VA 20170) and email (demoairportsponsor@cgtech.com).
- Surveyor/Consultant Information:** A table with columns for Name, Organization, Phone, and Email. It lists 'Demo Consultant Cleveland' from 'CGH' with phone '123-456-7890' and email 'democonsultant@cgtech.com'.
- Project Activity:** A table with columns for Date, User, and Action. It shows two activities: 'Added Consultant to Project' at 1:02 PM by 'Demo Airport Sponsor' and 'Created Project' at 12:59 PM by 'Demo Consultant Cleveland'.

3. Click on Design Statement of Work to upload a SOW that is a PDF document.

The screenshot shows the 'Design Statement of Work' page for project GRR-213401. The page features:

- Pending Action:** A notification for 'Design Statement of Work Submission'.
- Design Statement of Work File Upload:** A section with an 'Add New Document' button for uploading files.

4. Click on Add New Document - Select File to Upload to select a file from the computer. Enter optional description.



5. Click on Upload File to complete the upload of SOW.

Note:

Multiple documents can be uploaded by clicking on Add New Document and repeating the upload steps. If an uploaded document need to be deleted, click on recycle icon under Action column.

**Airports-GIS** Portal Home Projects Airport View Help Account (Demo Consultant Cleveland) Project Options

**Project Summary**

- Design Statement Of Work
- Design Imagery Plan
- Design Survey & Quality Control Plan
- Design Imagery Data
- Design Survey
  - Design Verification
- As-Built Statement Of Work
- As-Built Imagery Plan
- As-Built Survey & Quality Control Plan
- As-Built Imagery Data
- As-Built Survey
  - Final Report
  - Survey Comparison
  - As-Built Verification
- Operational

**In-Progress GRR-213401 : Design Statement of Work**

Pending Action: Design Statement of Work Submission

Design Statement of Work File Upload Show Deleted

Date	Added By	Category	File Name	Action
Today 2:46 PM	Demo Consultant Cleveland	Design Statement of Work	GRR_Design_Statement_of_work.pdf	

Design SOW uploaded

Add New Document

Submit Design Statement of Work

Once you have uploaded all of your document(s), enter an optional comment and click the Submit for Approval

Submit for Approval

- After the Design SOW upload is complete, enter optional comments and Click on Submit for Approval to submit to ADO or Region (with no ADO) to approve the Design SOW.

**Airports-GIS** Portal Home Projects Airport View Help Account (Demo Consultant Cleveland) Project Options

**Project Summary**

- Design Statement Of Work
- Design Imagery Plan
- Design Survey & Quality Control Plan
- Design Imagery Data
- Design Survey
  - Design Verification
- As-Built Statement Of Work
- As-Built Imagery Plan

**In-Progress GRR-213401 : Design Statement of Work**

Pending Action: Design Statement of Work Approval

Uploaded Design Statement of Work (Demo Consultant Cleveland - Today 2:48 PM)

Comment: Please approve Design SOW

Date	Added By	Category	File Name
Today 2:46 PM	Demo Consultant Cleveland	Design Statement of Work	GRR_Design_Statement_of_work.pdf

Design SOW uploaded

## ADO or Region (for airports with no ADO)

1. Login as ADO of the airport to approve the Design SOW uploaded by Consultant. Click on My Survey Projects from Survey Projects pane to select the above Project.

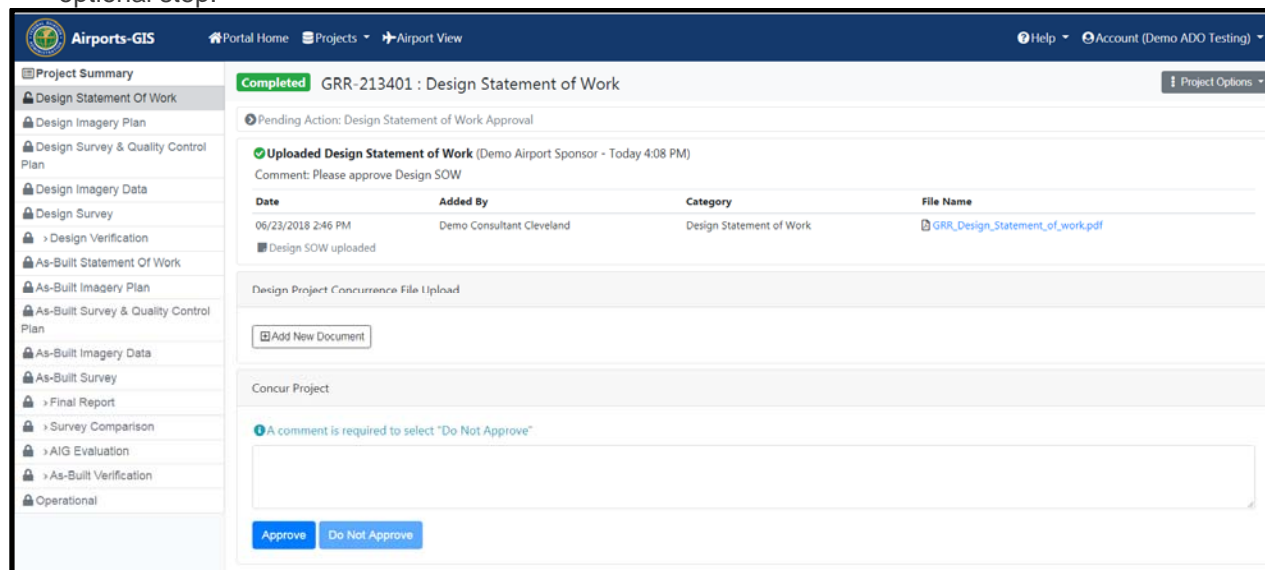


The screenshot shows a table titled "My Survey Projects" with a search bar and a filter button. The table has 10 columns: Project Number, Airport ID, Airport Name, Project Type, Sponsor, City, State, Created, Status, and Workflow Status. One row is visible with the following data:

Project Number	Airport ID	Airport Name	Project Type	Sponsor	City	State	Created	Status	Workflow Status
213401	GRR	GERALD R FORD INTL	Design/As Built project	Demo Airport Sponsor	GRAND RAPIDS	MI	2018-06-23 12:59:16	In Progress	Design SOW

2. Click on the project number to display the Project Summary. From Project summary, click on Design SOW. Design SOW uploaded by consultant can be viewed by clicking on the document.

ADO or Region (for airports with no ADO) can upload documents by clicking on Add New Document. This is optional step.



The screenshot shows the "Project Summary" page for "GRR-213401 : Design Statement of Work". The page is in a "Completed" state. The left sidebar contains a navigation menu with items like "Design Statement Of Work", "Design Imagery Plan", "Design Survey & Quality Control Plan", etc. The main content area shows a "Pending Action: Design Statement of Work Approval". Below this, there is a section for "Uploaded Design Statement of Work" with a comment: "Please approve Design SOW". A table lists the upload details:

Date	Added By	Category	File Name
06/23/2018 2:46 PM	Demo Consultant Cleveland	Design Statement of Work	GRR_Design_Statement_of_work.pdf

Below the table, there is a section for "Design Project Concurrence File Upload" with an "Add New Document" button. At the bottom, there is a "Concur Project" section with a message: "A comment is required to select 'Do Not Approve'". There are two buttons: "Approve" and "Do Not Approve".

- ADO or Region (airports with no ADO), have two options, Approve or Do Not Approve the Design SOW uploaded for the project.

Note: Comments are required for Do Not Approve. When ADO Not approves the Design SOW, Consultant can upload another Design SOW for approval.

Click on Approve to approve the Design SOW uploaded by Consultant.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area is titled 'Completed GRR-213401 : Design Statement of Work'. A sidebar on the left lists various project stages, with 'Design Statement Of Work' selected. The main content area shows a 'Pending Action: Design Statement of Work Approval' and an 'Uploaded Design Statement of Work' entry with a comment 'Please approve Design SOW'. A table lists the upload details:

Date	Added By	Category	File Name
06/23/2018 2:46 PM	Demo Consultant Cleveland	Design Statement of Work	GRR_Design_Statement_of_work.pdf

Below the table, there is a 'Design Project Concurrence File Upload' section with an 'Add New Document' button. The 'Concur Project' section contains a message: 'A comment is required to select "Do Not Approve"'. A text input field contains the text 'Approving the Design SOW uploaded by Consultant'. At the bottom, there are two buttons: 'Approve' and 'Do Not Approve'.

- After the Design SOW is approved, Design Statement of Work workflow step has green checkmark. That completes the upload and approval of Design SOW. Design Imagery Plan, Design Survey & Quality Control Plan are unlocked after Design SOW is approved.

The screenshot displays the 'Airports-GIS' interface. The main content area shows the workflow for 'GRR-213401 : Design Statement of Work', which is in a 'Completed' state. The workflow steps are as follows:

- Concurred by Demo ADO Testing - Today 4:11 PM**
- Uploaded Design Statement of Work (Demo Airport Sponsor - Today 4:08 PM)**
  - Comment: Please approve Design SOW
- Concurred (Demo ADO Testing - Today 4:11 PM)**
  - Comment: Approving the Design SOW uploaded by Consultant

A table below the 'Uploaded Design Statement of Work' step provides details for the file upload:

Date	Added By	Category	File Name
06/23/2018 2:46 PM	Demo Consultant Cleveland	Design Statement of Work	GRR_Design_Statement_of_work.pdf

The left sidebar contains a navigation menu with the following items:

- Project Summary
- Design Statement Of Work (checked)
- Design Imagery Plan
- Design Survey & Quality Control Plan
- Design Imagery Data
- Design Survey
- Design Verification
- As-Built Statement Of Work
- As-Built Imagery Plan
- As-Built Survey & Quality Control Plan