

## New Airport Survey workflow steps

Following are the workflow steps in New Airport Survey project:

- Project Summary
- Statement of Work
- Imagery Plan (only if the verification option “I will submit Imagery Data for verification” is checked in step 2 of Create Survey Project)
- Survey & Quality Control Plan
- Imagery Data (only if the verification option “I will submit Imagery Data for verification” is checked in step 2 of Create Survey project)
- Survey
- Final Report
- Verification/Acceptance

## Statement of Work:

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

The screenshot displays the 'My Survey Projects' interface. At the top, there is a navigation bar with 'Airports-GIS', 'Portal Home', 'Projects', and 'Airport View'. On the right, there are links for 'Help' and 'Account (Demo Airport Sponsor)'. Below the navigation bar, the title 'My Survey Projects' is centered. To the left of the table is a dropdown menu set to '15' with the text 'Items in Page'. To the right is a search box and a 'Project Number' dropdown with an 'Add Filter' button. The table below has the following columns: Project Number, Airport ID, Airport Name, Project Type, Sponsor, City, State, Created, Status, and Workflow Status. Two rows of data are visible.

| Project Number         | Airport ID | Airport Name           | Project Type       | Sponsor              | City       | State | Created             | Status      | Workflow Status   |
|------------------------|------------|------------------------|--------------------|----------------------|------------|-------|---------------------|-------------|-------------------|
| <a href="#">213242</a> | IAD        | WASHINGTON DULLES INTL | New Airport Survey | Demo Airport Sponsor | WASHINGTON | VA    | 2018-06-07 11:03:04 | In Progress | Statement of Work |
| <a href="#">213241</a> | IAD        | WASHINGTON DULLES INTL | PACS and SACS      | Demo Airport Sponsor | WASHINGTON | VA    | 2018-06-06 13:54:42 | Completed   | No Action         |

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

The screenshot shows the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area is titled 'In-Progress IAD-213242 : Project Summary'. On the left, a sidebar lists navigation options: 'Statement Of Work', 'Imagery Plan', 'Survey & Quality Control Plan', 'Imagery Data', 'Survey', 'Final Report', and 'Verification'. The main content is divided into three sections: 'New Airport Survey', 'Surveyor/Consultant Information', and 'Project Activity'. The 'New Airport Survey' section shows details for 'WASHINGTON DULLES INTL (IAD)', including creation date, category, grant number, purpose, and checkboxes for 'Imagery Verification Required' and 'Survey Required'. The 'Project Sponsor' section lists 'Demo Airport Sponsor' with contact information. The 'Surveyor/Consultant Information' section includes a table with columns for Name, Organization, Phone, Email, and Action, listing 'Demo Consultant Cleveland' from 'CGH'. The 'Project Activity' section includes a table with columns for Date, User, and Action, showing two entries: 'Added Consultant to Project' and 'Created Project'.

**Project Summary**

**In-Progress IAD-213242 : Project Summary**

**New Airport Survey**

**WASHINGTON DULLES INTL (IAD)**  
Created by Demo Airport Sponsor on Today 11:03 AM  
Category: NPIAS Part 139 Airport  
AIP Grant #: 3-36-1234-012-2018  
Purpose: Airport Airspace Analysis - Vertically Guided

Imagery Verification Required  
 Survey Required

**Project Sponsor**

**Demo Airport Sponsor**  
Testing  
123 Main Street NW  
Herndon, VA 20170  
123-456-7890  
[demoairportponsor@cghtech.com](mailto:demoairportponsor@cghtech.com)

**Surveyor/Consultant Information**

| Name                      | Organization | Phone        | Email                      | Action |
|---------------------------|--------------|--------------|----------------------------|--------|
| Demo Consultant Cleveland | CGH          | 123-456-7890 | democonsultant@cghtech.com |        |

**Project Activity**

| Date                      | User                 | Action                      |
|---------------------------|----------------------|-----------------------------|
| Today 11:12 AM            | Demo Airport Sponsor | Added Consultant to Project |
| Demo Consultant Cleveland |                      |                             |
| Today 11:03 AM            | Demo Airport Sponsor | Created Project             |

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

The screenshot shows the 'Airports-GIS' web application interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'In-Progress IAD-213242 : Statement of Work'. The left sidebar is the same. The main content area shows a 'Pending Action: Statement of Work Submission' and a 'Statement of Work File Upload' section with an 'Add New Document' button.

**Project Summary**

**In-Progress IAD-213242 : Statement of Work**

**Pending Action: Statement of Work Submission**

**Statement of Work File Upload**

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

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 'In-Progress IAD-213242 : Statement of Work'. A sidebar on the left lists project components: 'Project Summary', 'Statement Of Work', 'Imagery Plan', 'Survey & Quality Control Plan', 'Imagery Data', 'Survey', 'Final Report', and 'Verification'. The main area shows a 'Pending Action: Statement of Work Submission' and a 'Statement of Work File Upload' section. This section contains a file upload area with the filename 'Statement of work.pdf' and a 'Select File to Upload' button. Below this is a 'Description (optional)' text area containing 'SOW uploaded'. At the bottom of the upload section are 'Upload File' and 'Cancel' buttons.

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 Airport Sponsor)

**Project Summary**

- Statement Of Work
- Imagery Plan
- Survey & Quality Control Plan
- Imagery Data
- Survey
  - Final Report
  - Verification

**In-Progress IAD-213242 : Statement of Work** Project Options

Pending Action: Statement of Work Submission

Statement of Work File Upload Show Deleted

| Date          | Added By             | Category          | File Name             | Action |
|---------------|----------------------|-------------------|-----------------------|--------|
| Today 1:18 PM | Demo Airport Sponsor | Statement of Work | Statement_of_work.pdf |        |

SOW uploaded

Add New Document

Submit 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 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 SOW.

**Airports-GIS** Portal Home Projects Airport View Help Account (Demo Airport Sponsor)

**Project Summary**

- Statement Of Work
- Imagery Plan
- Survey & Quality Control Plan
- Imagery Data
- Survey
  - Final Report
  - Verification

**In-Progress IAD-213242 : Statement of Work** Project Options

Pending Action: Statement of Work Approval

**Uploaded Statement of Work** (Demo Airport Sponsor - Today 1:20 PM)  
Comment: Please approve SOW for the new survey project

| Date          | Added By             | Category          | File Name             |
|---------------|----------------------|-------------------|-----------------------|
| Today 1:18 PM | Demo Airport Sponsor | Statement of Work | Statement_of_work.pdf |

SOW uploaded

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

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



| Project Number         | Airport ID | Airport Name           | Project Type       | Sponsor              | City       | State | Created             | Status      | Workflow Status   |
|------------------------|------------|------------------------|--------------------|----------------------|------------|-------|---------------------|-------------|-------------------|
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2. Click on the project number to display the Project Summary. From Project summary, click on SOW. 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.



Project Summary

Statement Of Work

Imagery Plan

Survey & Quality Control Plan

Imagery Data

Survey

> Final Report

> Verification

In-Progress IAD-213242 : Statement of Work

Project Options

Pending Action: Statement of Work Approval

Uploaded Statement of Work (Demo Airport Sponsor - Today 1:20 PM)

Comment: Please approve SOW for the new survey project

| Date          | Added By             | Category          | File Name             |
|---------------|----------------------|-------------------|-----------------------|
| Today 1:18 PM | Demo Airport Sponsor | Statement of Work | Statement_of_work.pdf |

SOW uploaded

Project Concurrence File Upload

Add New Document

Concur Project

A comment is required to select "Do Not Approve"

Text input field for comment

Approve

Do Not Approve

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

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

Click on Approve to approve the 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 'In-Progress IAD-213242 : Statement of Work'. A sidebar on the left lists navigation options: Project Summary, Statement Of Work, Imagery Plan, Survey & Quality Control Plan, Imagery Data, Survey, Final Report, and Verification. The main content area shows a 'Pending Action: Statement of Work Approval' section with a green checkmark and the text 'Uploaded Statement of Work (Demo Airport Sponsor - Today 1:20 PM)'. Below this is a comment: 'Please approve SOW for the new survey project'. A table lists the upload details:

| Date          | Added By             | Category          | File Name             |
|---------------|----------------------|-------------------|-----------------------|
| Today 1:18 PM | Demo Airport Sponsor | Statement of Work | Statement_of_work.pdf |

Below the table, there is a '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 SOW'. At the bottom, there are two buttons: 'Approve' and 'Do Not Approve'.



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

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area shows the 'Statement of Work' workflow for project 'IAD-213242'. The workflow is currently 'In-Progress'. The left sidebar lists project components: 'Statement Of Work' (checked), 'Imagery Plan', 'Survey & Quality Control Plan', 'Imagery Data', 'Survey', 'Final Report', and 'Verification'. The main workflow area shows the following steps:

- Concurred by Delegate ADO Demo - Today 1:45 PM**
- Uploaded Statement of Work (Demo Airport Sponsor - Today 1:20 PM)**  
Comment: Please approve SOW for the new survey project
- | Date          | Added By             | Category          | File Name                             |
|---------------|----------------------|-------------------|---------------------------------------|
| Today 1:18 PM | Demo Airport Sponsor | Statement of Work | <a href="#">Statement_of_work.pdf</a> |
- SOW uploaded**
- Concurred (Delegate ADO Demo - Today 1:45 PM)**  
Comment: Approving the SOW