

How to: Create a Monitoring Work Plan

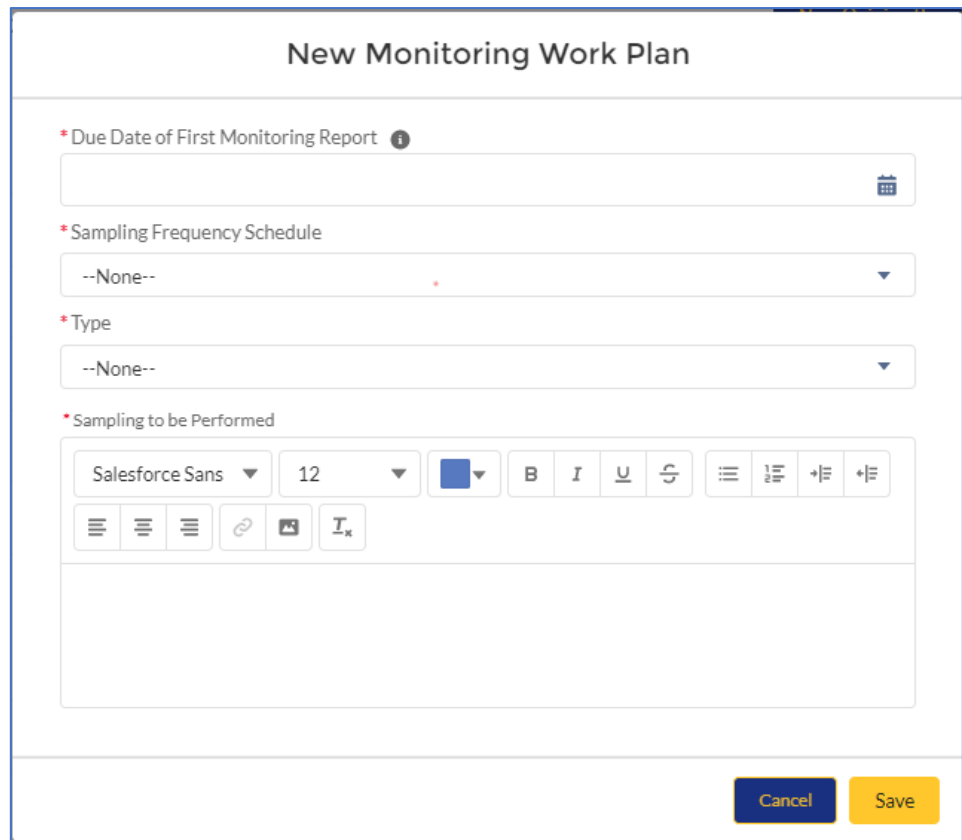
A Monitoring Work Plan is used to track the progress of confirmational and performance monitoring. The consultant creates the Work Plan for each project that requires monitoring.

1. Create the Work Plan

Select the project you are creating the Work Plan for from the project list. From the project page, click “New Monitoring Work Plan.”



Enter the required information marked by “*” and “Save.”

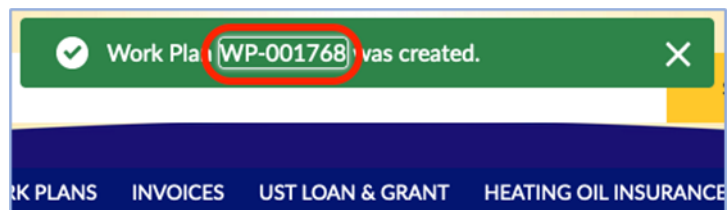


2. Submit the Work Plan

Navigate to the Work Plan by selecting the link in the green box that appears after you click “Save.”

You can also view the Work Plan by scrolling down the project page to the list of Work Plans.

Click on the “Work Plan Name (WP-#####).”



When your Work Plan is Complete, click Submit.



Save to submit the Work Plan to PLIA.

