

## **Project Management and ETDM Coordination**

- I. Introduction to the Environmental Screening Tool
- II. Logon to EST web site
- III. Overview of EST home page
  - A. Site Navigation
    - 1. Collapsible Left Menu
    - 2. Project Search Bar
    - 3. Top Navigation Bar (MyETDM, Bookmarks, and Site Map)
    - 4. Bottom Menu (Quick links to more information)
    - 5. Slide-Out Map
    - 6. Page Tool Bar
    - 7. Using Tabs
  - B. On-line help
- IV. User Preference
  - A. Set Up User Preference Wizard
  - B. Account Settings
- V. Tools for Project Management and Coordination
  - A. Maintain Project Diary
    - 1. Assign Project Manager
    - 2. Attach Documents
    - 3. Identify Required Permits
    - 4. Identify Required Technical Studies
    - 5. Update Commitments / Responses
    - 6. Update Potential Lead Agencies
    - 7. Update Project Phase
    - 8. Update Project Status
  - B. Record Results of Project Review
    - 1. Class of Action Determination
    - 2. Summarize ETAT Review Screen
  - C. Coordinate ETAT Activities
    - 1. Allow Comments After Review Period
    - 2. Extend ETAT Review Period
    - 3. Notify ETAT to Review Projects
    - 4. Send Email to User Groups
    - 5. Track Dispute Resolution Activities
- VI. Reports for Project Management and Coordination
  - A. Project Diary
  - B. Project Effects
  - C. Reminders
  - D. Agency Participation
- VII. Practice – Hands-on Activity Worksheet