

The National Fire Plan

fireplan.gov



National Fire Plan Operations and Reporting System

Exercise 3 – Create Activity

Step 1: Click on the “New Activity” link in the “Planning Activities” portlet.

Step 2: Enter your activity name (e.g. “Mill Creek” + Student Number + “Planning”).

Step 3: Select an activity category (e.g. Administration and Planning).

Step 4: Select an activity type (e.g. NEPA – EA).

Step 5: Indicate if the activity is associated with the Wildland Urban Interface.

Project	Buffalo Creek
Activity name	<input type="text"/>
* Activity category	<input type="text"/>
* Activity type	<input type="text"/>
Local approval date (m/d/yyyy)	<input type="text"/>
* WUI?	<input type="radio"/> Yes <input type="radio"/> No
* Planned direct cost - this activity only (\$)	<input type="text"/>
Funding source	<input type="text"/>
Work agent	<input type="text"/>
Contract number	<input type="text"/>
Local contractor used?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
* Planned initiation date (m/d/yyyy)	<input type="text"/>
* Planned completion date (m/d/yyyy)	<input type="text"/>
Actual initiation date (m/d/yyyy)	<input type="text"/>
Actual completion date (m/d/yyyy)	<input type="text"/>
<input type="button" value=" < Back"/> <input type="button" value=" Save"/>	

Step 6: Enter the planned direct cost.

Step 7: Enter the planned initiation date.

Step 8: Enter the planned completion date.

Step 9: Click the “Save” button.

Step 9: Complete additional information such as local approval date, funding source, and work agent. It is strongly recommended that you complete all fields.

Step 11: Click the “Save” button.

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