

State of Maryland
Interagency Commission on School Construction

Business Management System
Project Creation Process
Process User Guide



Interagency Commission on School Construction
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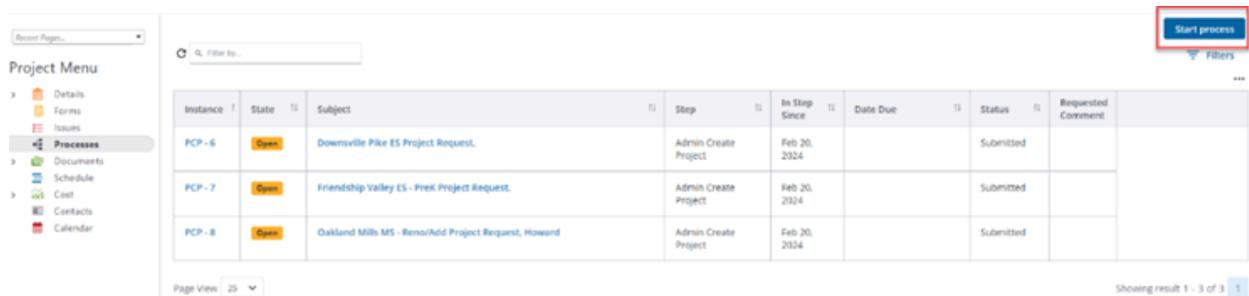
This guide is available for download at iac.mdschoolconstruction.org

Project Creation Process

Starting the Process

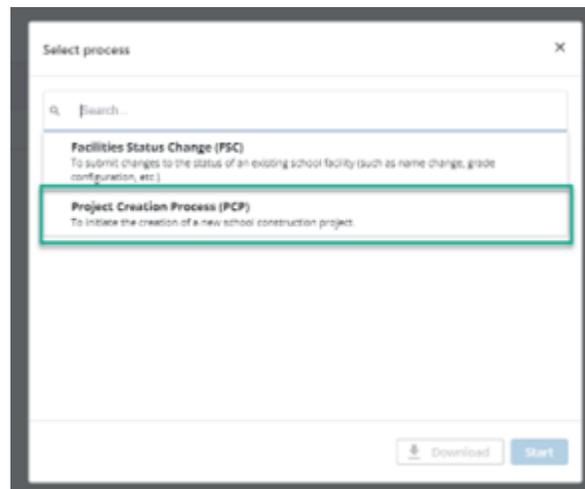
To start this process, you must go to your Global LEA project. Your specific project will be named, “*- (Your LEA Name) Global Project. Once you are within that project, please use these steps to start the process.

- In the Project Menu on the left side of the page, select the “Processes” tab.
- In the “Project Processes” home screen, click on the start process tab which is situated in the top right corner of the page.



| Instance | State | Subject | Step | In Step Since | Date Due | Status | Requested Comment |
|----------|-------|--|----------------------|---------------|----------|-----------|-------------------|
| PCP - 6 | Start | Downsville Pike ES Project Request. | Admin Create Project | Feb 20, 2024 | | Submitted | |
| PCP - 7 | Start | Friendship Valley ES - Prek Project Request. | Admin Create Project | Feb 20, 2024 | | Submitted | |
| PCP - 8 | Start | Oakland Mills MS - Reno/Hold Project Request, Howard | Admin Create Project | Feb 20, 2024 | | Submitted | |

- Once you have clicked the start process tab, you will be presented with a list of processes that you have access to start or submit.
- Choose the process by clicking on the name.



Select process

Search

Facilities Status Change (FSC)
To submit changes to the status of an existing school facility (such as name change, grade configuration, etc.)

Project Creation Process (PCP)
To initiate the creation of a new school construction project.

Download Start

- You will then be presented with the initial step of the process.

Project Creation Process (PCP)

Start Process Print Check Settings Submit Save Draft Cancel

Project: 1 - Govt Code Project
 Project Number: 6_2021
 Process: Project Creation Process

Steps | Documents (0) | Attached Processes (0) | Attached Forms (0)

Special W310 Update 10

Project Name

Source of Information
 Management
 Vendor
 Other
 Other Meeting
 Other
Note: Please use Ctrl to select multiple items from the list.

Describe date of CPM meeting, SHIP Date, or Other

Estimated Total Project Cost

Anticipated Funding Fiscal Year

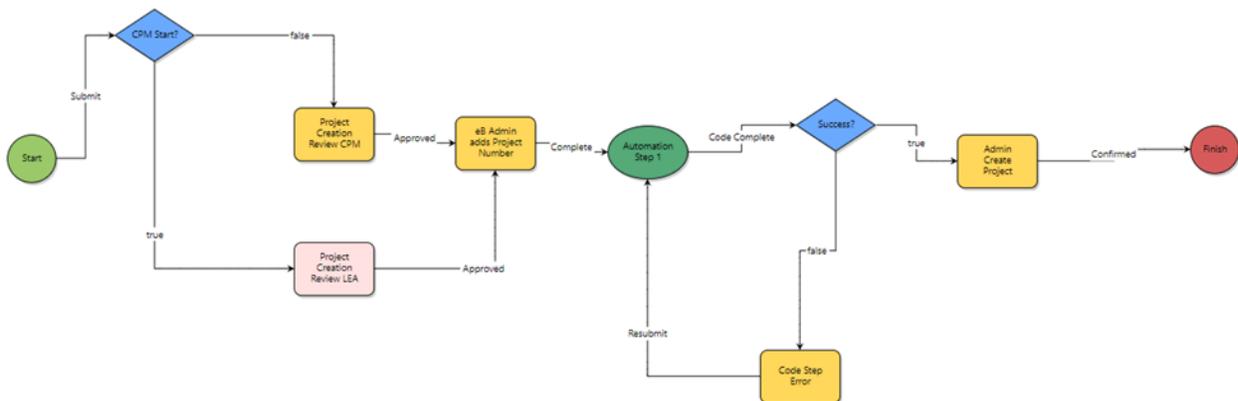
Provide a description of project scope and need

Anticipated Start Date

Print Check Settings Submit Save Draft Cancel

- Fill out all pertinent information, specifically the proposed project name.
- Once finished, you can submit the process using the “Submit” button which will be in the top right and bottom right corner.
- If needed while filling out the process fields, you can save your work by clicking on the save button in the top right corner. This will put the process in a “Draft” status. While in “Draft” status your work will only be available to you.
- After submitting, the request will then be routed to the IAC for review and approval. Please see the description of the workflow below.

Process Workflow



Workflow Steps

- **Start:** Initial submission of the new project request. Requested by the LEA Facilities Planner, or by the IAC Capital Projects Manager on behalf of the LEA Facilities Planner.
- **CPM Start?:** A decision step will determine whether the process was submitted by the LEA, or by a Capital Projects Manager.
- **If started by the Capital Projects Manager,**
 - **Project Creation Review LEA:** The LEA Facility Planner will review the submission before the project is created.
 - **e-Builder (eB) admin Adds Project Number:** An internal admin will add the eB project number into the process and mark it as Complete.
 - **An Internal Automation Step:** Using the information provided in the “Start” step, the application will create a new project within the BMS and route the process further. At this point the user will not be able to see the new project until the eB has added the process initiator to the new project.
 - **BMS Admin Creates Project:** The process is routed to the eB admin to set up the newly created project. This will include adding the appropriate users to the new project. All users will be notified by the application that they have been added to the project.
- **If Started by the LEA**
 - **Project Creation Review CPM,** the CPM will review the submission before routing it forward.
 - **eB admin Adds Project Number:** An internal admin will add the eB project number into the process and mark it as Complete.
 - **An Internal Automation step:** Using the information provided in the “Start” step, the application will create a new project within the BMS and route the process further. At this point the user will not be able to see the new project until the eB has added the process initiator to the new project.
 - **BMS Admin Creates Project:** The process is routed to the eB admin to set up the newly created project. This will include adding the appropriate users to the new project. All users will be notified by the application that they have been added to the project.

If there are any questions about this process, please contact iac.pscp@maryland.gov