State of Maryland

Interagency Commission on School Construction

Business Management System

Gross Area Baseline Variance Request

Process User Guide

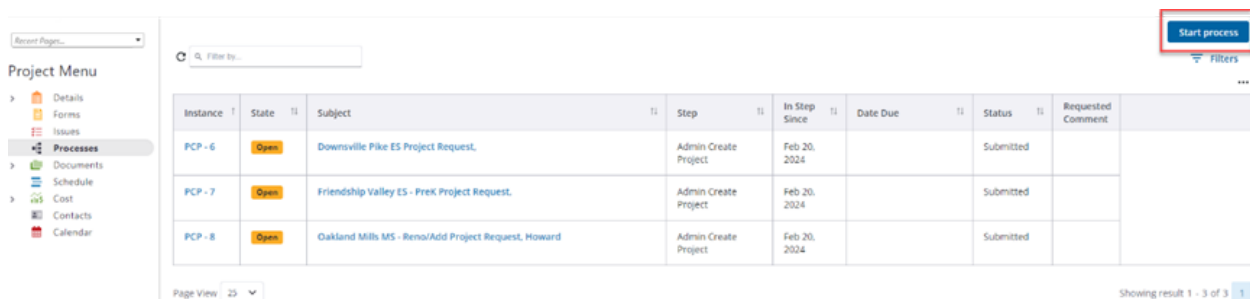# Gross Area Baseline Variance Request Process

Starting the Process

To start this process, you must find the specific project in the project list. To find the project, click on the projects tab, and then start typing the name of the project. The application will recognize the first few letters that have been typed and will shorten the list to help you find the project easily.
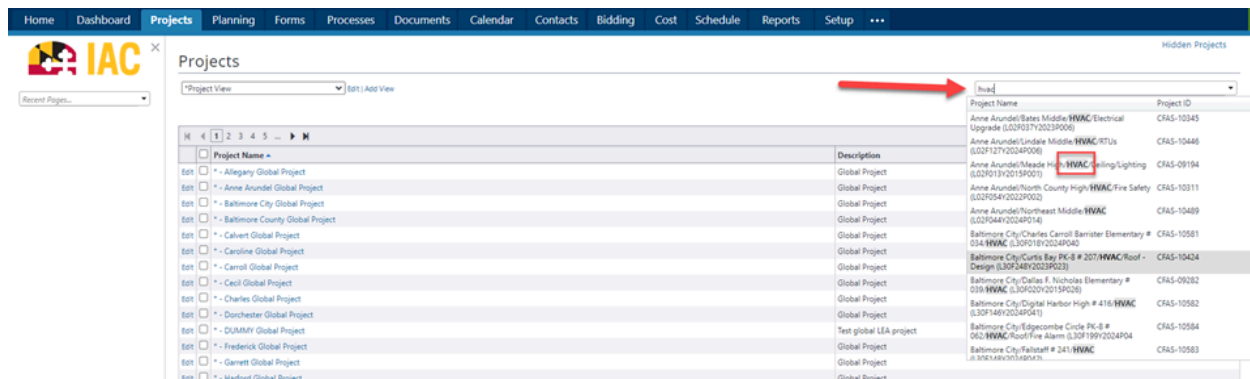
Once you are within that project, please use these steps to start the process.

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

3. 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.

4. Choose the process by clicking on the name.

5. You will then be presented with the initial step of the process. This will include lengthy instructions on filling out the request.

Initial Submission Layout

1. The initial submission step is quite simple. You will be asked to upload the "GAB Variance Request" to the application. This you can do by either dragging and dropping the file into the data field, or browsing your computer and finding it that way. The BMS application has been configured so that you do not have to choose a destination folder for the file. Once you have uploaded the file, then click the "Submit" button in the upper right.

Gross Area Baseline Variance Request (GAB)

Start Process			Print	Check Spelling	Submit	Save Draft	Cancel

Project:	*Governor Mickey Memorial Overpass Project (L0144556699882211)
Project Number:	CFIS-1234
Process:	Gross Area Baseline Variance Request

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

Expand All | Collapse All

* GAB variance request:	Drag and drop file here	or	Browse Computer	Browse e-Builder

	Print	Check Spelling	Submit	Save Draft	Cancel

Process Workflow
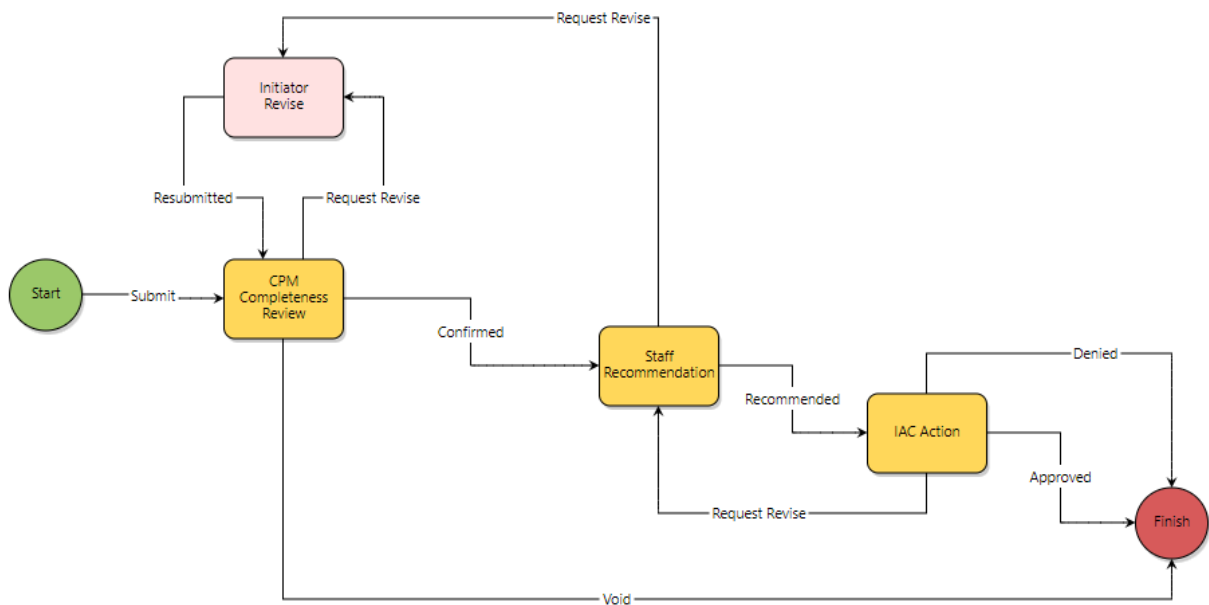
Workflow Steps

1. **Start:** Initial submission of the GAB Variance Process.: Requested by the LEA Facilities Planner. The Planner will upload the "GAB Variance Request" document and submit the process..

2. **CPM Completeness Review:** The request will be reviewed for completeness. The Capital Projects Manager (CPM) will insert the current GAB information into the request. If the CPM needs a revision or requires more information, then the request will be sent back to you. You will receive a notification when this happens.

3. **Staff Recommendation:** The CPM will conduct a staff review. During that review, if there are any questions, or revisions required of the process initiator, then the request will be sent back with comments or questions. The process initiator will then be able to resubmit the request with the new information.

4. **CPM Review:** The CPM will review the request, and add any comments or issues to be reviewed by the team.
5. **IAC Admin:** The IAC Admin will review the recommendation, and record the results of the IAC meeting and motion.
    a. If the request is approved by the IAC, then the Admin will approve the request and the process initiator will be notified.
    b. If the request is denied, the process will be closed, and the process initiator will be notified.
    c. If the admin requests more information prior to the IAC meeting, then the process will be sent to the CPM for updates or revisions.