

State of Maryland
Interagency Commission on School Construction

Business Management System
Project Details Update
Process User Guide



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

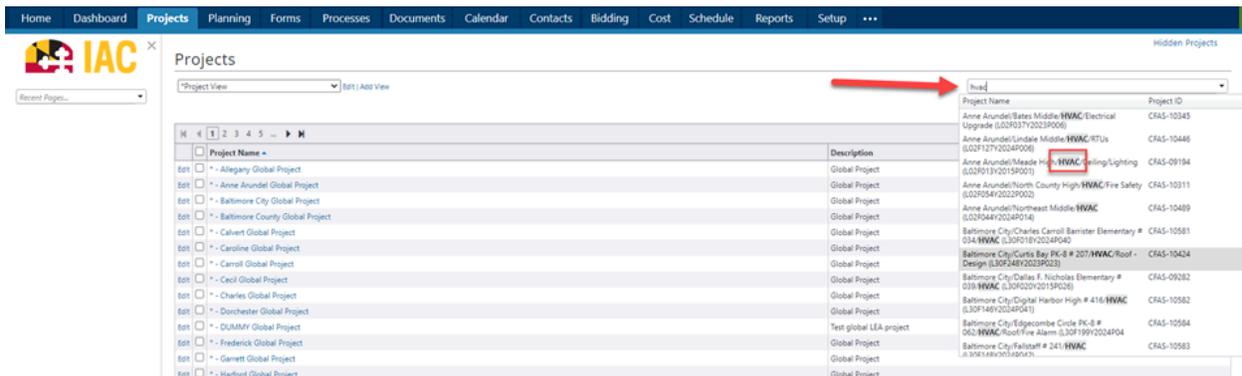
Project Details Update Process

Purpose of Process

To request changes to the project details information of an existing project.

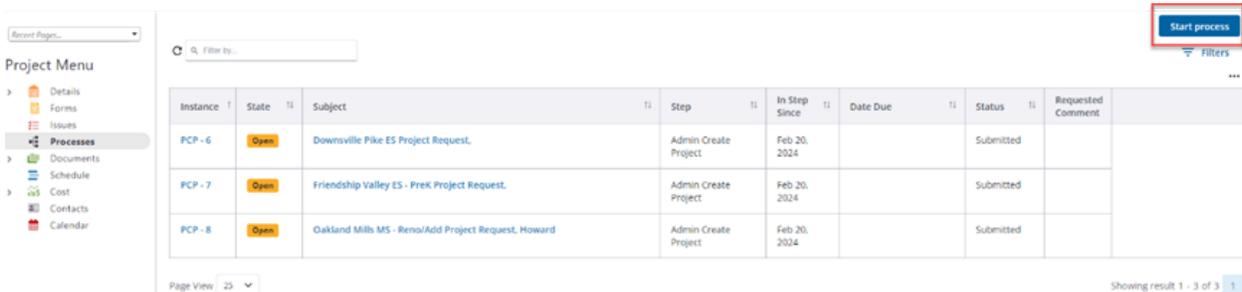
Starting the Process

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" button which is situated in the top right corner of the page.



3. Once you have clicked the “Start process” button, 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.

Select process

Project Details Update (PDU)

To initiate the creation of a new school construction project

✓ **Project Details Update (PDU)**

Schematic Design Submission (SDS)

Site Approval Process (SAP)

SSGP Contract Approval (SSGP)

Standard Operating Invoice (SOI)

State Rated Capacity (SRC)
To submit a request to establish or update the State Rated Capacity for a facility. Calculation of the official approved State Rated Capacity will be determined by IAC staff in accordance with COMAR 14.39.02.05

 Download PDU **Start PDU**

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

You will be provided with a list of all of the possible project detail data fields. As you will see, the only required field is the “Reason for the Change” text box. Since no other fields are required, you will only have to update the fields that you would like to change in the existing project details.

Project Details Update (PDU)

Start Process Print Submit Save Draft Cancel

Project: *Washington/Governor/ Mickey Memorial/ Overpass/ Project (0.014455669988211)
Project Number: CFIS-1234
Process: Project Details Update

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

Expand All | Collapse All

Change Request Information

Reason for this change:

Actual Bid Date:

Anticipated Bid Date:

Anticipated Funding Source:
FY 2024 H5FF
FY 2024 S5GP
FY 2024 AS3P
FY 2025 CIP
BTL
Note: Please hold Ctrl to select multiple items from the list.

Approved Eligible SRC:

Cost Estimate:

Cost Per Square Ft:

Current SRC:

Eligible Construction Cost:

Facility Level:
PK3
PK4
K
1
2
Note: Please hold Ctrl to select multiple items from the list.

High performance evaluation standard?:

Included Systems:
Fire Sprinkler
Lighting
Plumbing
Roof
Windows
Note: Please hold Ctrl to select multiple items from the list.

Is this project forward Funded?:

LEA Funding:

LEA Mailing Address:

LEA TIN:

LEA TIN Mailcode:

Local Funding Only:

LP Year:

Maximum State Award:

Miscellaneous JAC Approval Notes:

Project Delivery Method:

Project Description:

Project ID:

Project Phase:

Project Square Feet:

Project Sub type:

Project Type:

Proposed SRC State rated capacity:

PSC Number:

School Name:

State Award:

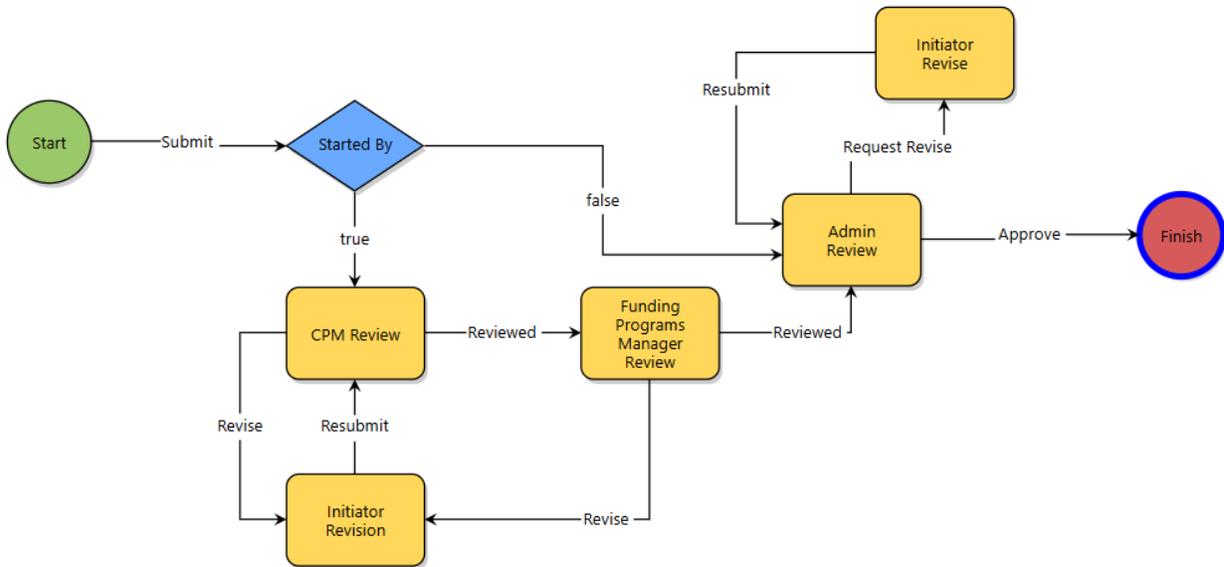
State Rated Capacity Information:

Total Project Cost:

Print Submit Save Draft Cancel

Once you have filled out all fields that need to be changed, then click "Submit" in the upper right corner.

Process Workflow



Workflow Steps

1. **Start:** This process can be started by any BMS user. The user will fill out the text box that determines the reason for the change, and then proceed to address any data fields that need to be changed in the existing project details. Once finished, click "Submit."
2. **Started By:** This is a conditional step that will check to see which role started the process and will route the workflow accordingly.
3. **Capital Project Manager Review:** If the process was started by the LEA Facilities Planner, then the project's Capital Projects Manager (CPM) will review the submission. If the CPM has any questions, then they are able to send it back to the process initiator for comments and revisions. If there are no questions, then the CPM will push the process forward.
4. **Funding Programs Manager Review:** The Funding Programs Manager will review the submission. If any questions or revisions are needed, they are able to send it back to the initiator for revision. If there are no questions, then the Funding Programs Manager can push the process to the next step.

5. **Admin Review:** The IAC BMS Admin will review the submission. If there are any questions or if revisions are needed, they are able to send it back to the initiator. If there are no questions, then the Admin will update the existing project details as requested and push the process to finish. By pushing the process to finish, the Admin is verifying that the updates have been made.