

**State of Maryland**  
**Interagency Commission on School Construction**  
**Business Management System**  
**Project Creation Process**  
**Process User Guide**



Interagency Commission on School Construction  
351 W. Camden Street  
Baltimore, MD 21201  
(410) 767-0617

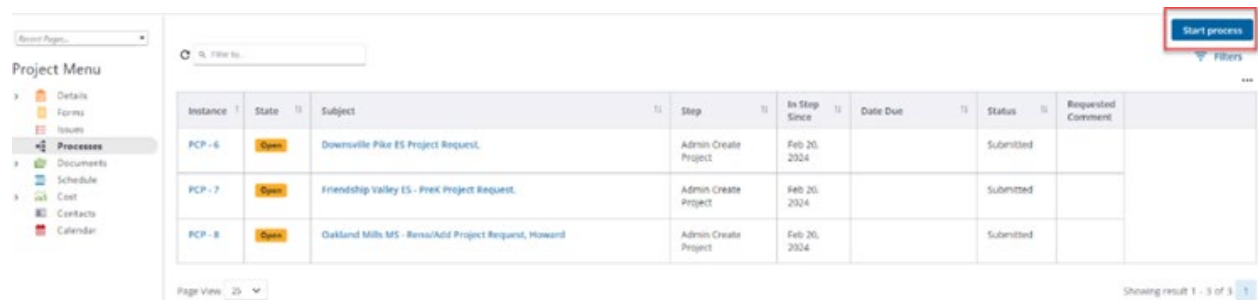
This guide is available for download at [iac.mdschoolconstruction.org](http://iac.mdschoolconstruction.org)

# Project Creation Process

## Starting the Process

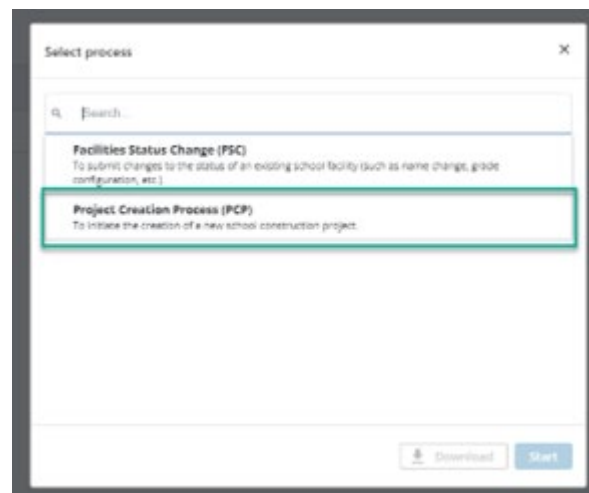
To start this process, you must go to your Global LEA project. Your specific project will be named, “\*- (Your LEA Name) Global Project. Once you are within that project, please use these steps to start the process.

- 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	Open	Downsville Pike ES Project Request.	Admin Create Project	Feb 20, 2024		Submitted	
PCP - 7	Open	Friendship Valley ES - Prek Project Request.	Admin Create Project	Feb 20, 2024		Submitted	
PCP - 8	Open	Oakland Mills MS - Renov/Add 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.



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

Project Creation Process (PCP)

Start Process

Project: Cap - Capital Project  
 Project Number: 812627  
 Process: Project Creation Process

Buttons: [Print] [Check Spelling] [Submit] [Save Draft] [Cancel]

---

Buttons: [Back] [Previous Field (B)] [Next Field (B)]

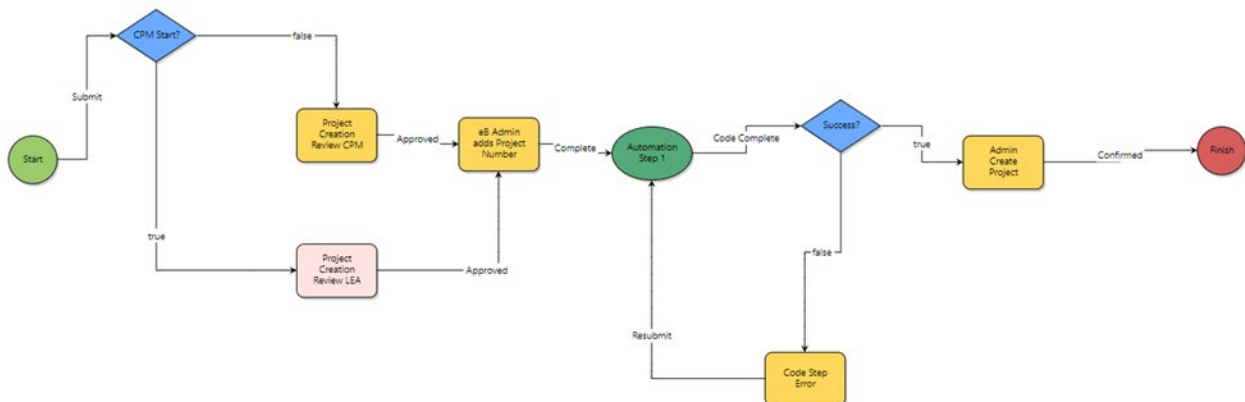
Form Fields:

- Project Name: [Text Field]
- Source of Information: [Dropdown Menu]
- Describe date of CPM Meeting, CPM Date, or Other: [Text Field]
- Estimated Total Project Cost: [Text Field]
- Anticipated Funding Year: [Text Field]
- Primary description of project scope and need: [Text Area]
- Anticipated Start Date: [Text Field]

Buttons: [Print] [Check Spelling] [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](mailto:iac.pscp@maryland.gov)