

State of Maryland
**Interagency Commission on School
Construction**
Business Management System
Schematic Design Submission
User Guide



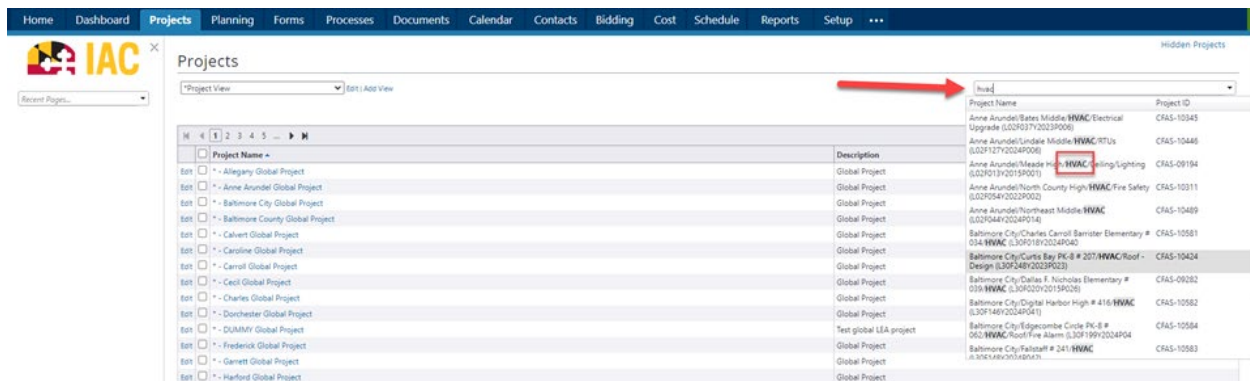
Interagency Commission on School Construction
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This guide is available for download at iac.mdschoolconstruction.org

Schematic Design Process

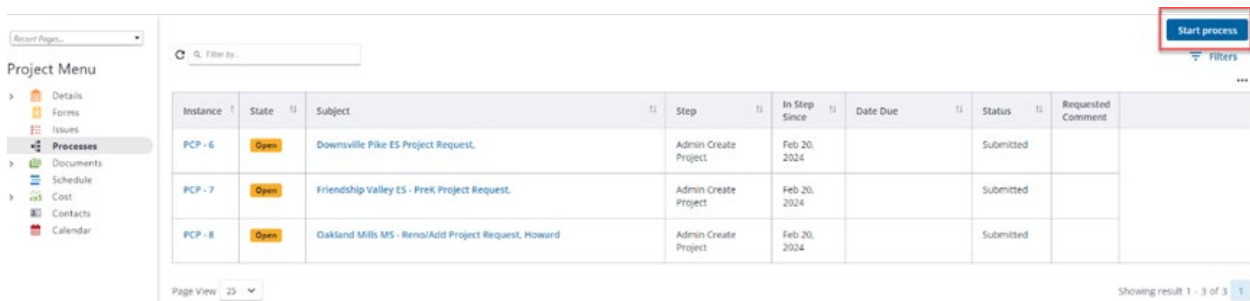
Starting the Process

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 should 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 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 Schematic Design (SDS) process by clicking on the name.

Select process ✕

🔍 Schematic Design Submission (SDS) ✕

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



5. You will then be presented with the initial step of the process. Please follow all instructions, and fill out all required data fields. The required fields will be annotated with a red asterisk, and you will not be able to submit the process without these filled out.

Initial Submission Layout

Trimble Unity Construct

Schematic Design Submission (SDS)

Start Process Print Submit Save Draft Cancel

Project: *Washington/Governor/ Mickey Memorial/ Overpass/ Project (L0144556699882211)
Project Number: CFIS-1234
Process: Schematic Design Submission

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

Expand All | Collapse All

Project Description

* This Project: Has received or is expected to request State funding
 Is not expected to become State-funded and will only receive local or federal funds.

* Grades (choose all that apply): PK3, PK4, K, 1, 2

Note: Please hold Ctrl to select multiple items from the list.

* Date of site approval by the IAC:

* Date of Educational Specifications review:

* State approved capacity:

Summary of Space

* Total net programmed area:

* Net to gross efficiency:

* New construction gross square feet:

* Renovation gross square feet:

* Total gross area:

Document Uploads

SD submissions must be accompanied by the MSDE Schematic Design Submission Checklist, located at https://ac.mdschoolconstruction.org/?page_id=3247

* Submission Including Checklist, Excluding Drawings: or Browse Computer Browse e-Builder

* Submission Drawings: or Browse Computer Browse e-Builder

* Space Summary Spreadsheet (Excel Format): or Browse Computer Browse e-Builder

Print Submit Save Draft Cancel

6. Fill out all pertinent information.
7. Please pay close attention to all required fields, which have a red asterisk.
8. Once finished, submit the process using the “Submit” button which will be in the top right corner.
9. If for any reason while filling out of the process fields, you can save your work by clicking on the save button in the top right corner.

Trimble Unity Construct

Schematic Design Submission (SDS)

Start Process Print Submit Save Draft Cancel

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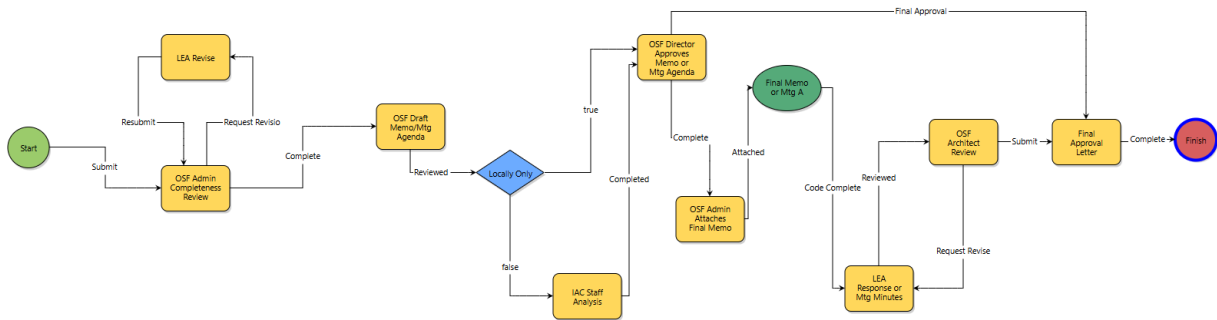
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Process Workflow



Workflow Steps

1. **Start:** Initial submission of the SDS will be requested by the LEA Facilities Planner. The LEA Facilities Planner will fill out all information including the designated facility information.
2. **OSF Admin Completeness Check:** The request will be reviewed for completeness. If the Admin requires a revision or more information, then the request will be sent back to the LEA Facility Planner, who will receive a notification along with an explanation of why it is being sent back.
3. **OSF Draft Memo/Mtg Agenda:** The OSF Admin will prepare a draft memo or meeting agenda item that will be reviewed internally by the IAC and its partner agencies. The process initiator will be able to monitor the progress of this review, but will not be able to see the document until it is final.
4. **Local Only:** This is a non-user automated conditional step. If the facility or project is using local funds only, then the process will be routed directly to the OSF Director. If not, then it will be routed to the IAC staff for further analysis.
5. **IAC Staff Analysis:** The IAC Capital Projects Director will then review the information and provide comments internally. Once complete, they will route the process forward.
6. **OSF Director Approves Memo or Mtg Agenda:** The OSF Director will review, comment, and finally approve the memo or meeting agenda. If there are no concerns, then the process will be routed forward.
7. **OSF Admin Attaches Final Memo:** The OSF Admin will upload the reviewed and completed memo/agenda. The process initiator will be able to see the completed document in this step, but there will also be a copy of it emailed directly to the process initiator.
8. **Final Memo or Meeting Agenda:** This is a non-user automated step that will send a notification directly to the process initiation that will include the final memo or agenda.
9. **LEA Response or Meeting Minutes:** On this step, the process initiator will upload their response to the memo or the meeting minutes, for MSDE review.

10. **OSF Architect Review:** The OSF Architect will make any comments from the review of the meeting or agenda.
11. **Final Approval:** On this step the OSF Administrator will upload the Superintendent's Final Approval Letter. The process initiator will be able to review the letter by clicking on the finished process and clicking on the document upload field.