



## **Project Management Training Material**

1) How to enter a project in the new School Facilities Portal after a property acquisition is entered:

- a. District Facilities Data Entry User - Select “Project Management” and then the desired Property Number

Home Property ▾ Project Management

**Property Listing**  
District: Abbeville 60

Listed below are all of the properties that may need your attention.  
Click "**All Properties**" to view all properties for this district.

Show Action Required Show All Active Properties Show Inactive Properties

Property Number	Name	Property Address
0160-0218	Foster High School	11 Senate Street, Colu

***Figure 1: Selecting Property Number***

- b. District Facilities Data Entry User - Select “Create New Project” and “Edit Property Information”

Home Property ▾

**Project Listing**

Property Number: 0160-0218  
Property Name: Foster High School  
Property Address: 11 Senate Street, Columbia, SC 29201

Create New Project Edit Property Information

***Figure 2: Creating a New Project and Editing Information***



- c. District Facilities Data Entry User - Complete the follow fields to include the district point of contact, then select “Create Project”

**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

Home Property Project Management

**Create New Project**

Property Name Foster High School

Project Name\* New Performing Arts Center

Project Description\* New Performing Arts Center addition to the existing high school 86 character

Point of Contact\* Doe, John New Contact Edit Contacts

Request to waive Professional Services for this Project?\* No

Create Project Back to Listing

**Figure 3: Entering Project Information**

- d. District Facilities Data Entry User - Select the Design Firm and the SC Registered Design Professional Contact Name from the drop-down box. If the Design Firm/Contact information is not list, select the “here” button and follow the instructions to add the information. Select “Continue”

Home Property Project Management Inspector Management

**Select Design Firm**

If the Design Firm Contact you wish to use for this project already has a 'Community' SCDE Web Account with access to the Office of School Facilities application, please select from the list below.

If you do not see the Design Firm Contact you wish to use for this project, please click [here](#) to set up and request access for the Design Firm Contact.

Design Firm: Select a Design Firm

Contact:

Continue Back

**Figure 4: Selecting Design Firm & Contact**

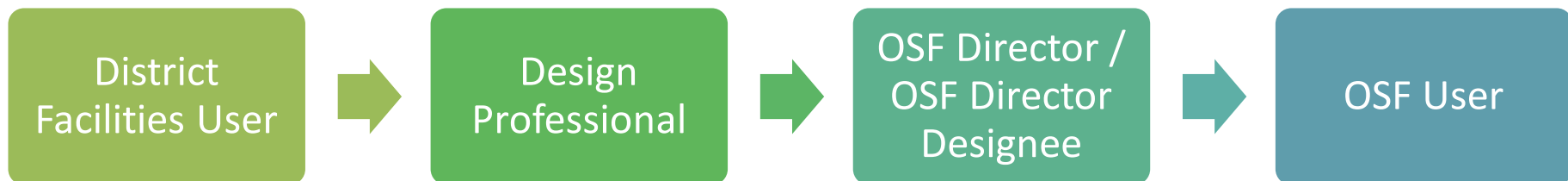


- e. District Facilities Data Entry User - **After OSF approval of the plans**, Select the “Chapter 1 Inspector” from the list provided. If the Chapter 1 Inspector is not list, please contact the Office of School Facilities at [SchoolFaciliites@ed.sc.gov](mailto:SchoolFaciliites@ed.sc.gov). Select “Assign”  
[Select Chapter 1 Inspectors](#)

Type	Description
1	(Not Active) GCI - Building Inspector
1	GCI - Mechanical Inspector
1	(Not Active) GCI - Electrical Inspector

*Figure 5: Selecting Chapter 1 Inspector*

## Project Management Process Flow



**Figure 1: Project Management Process Flowchart**