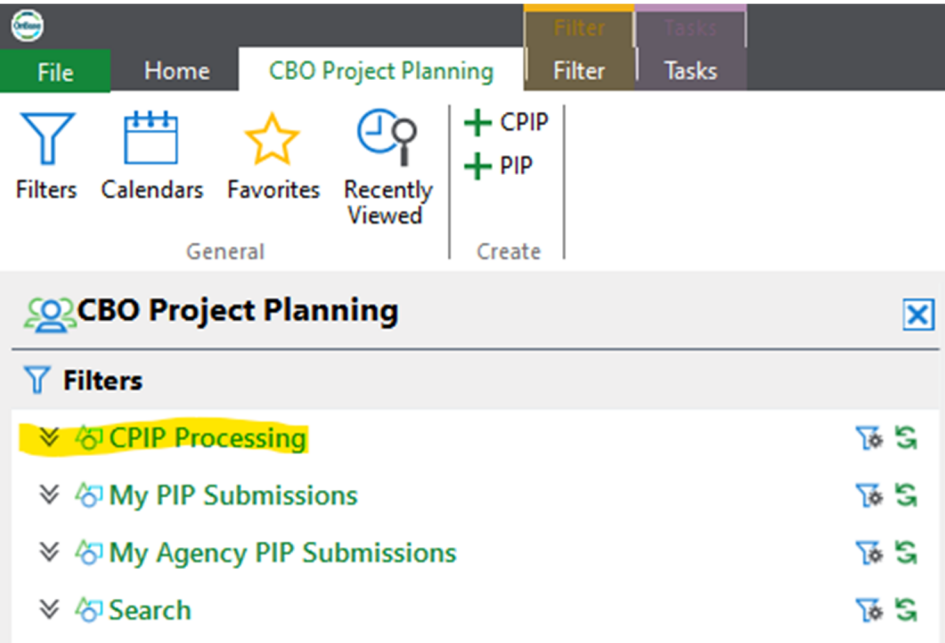


PIP Creation Instructions:

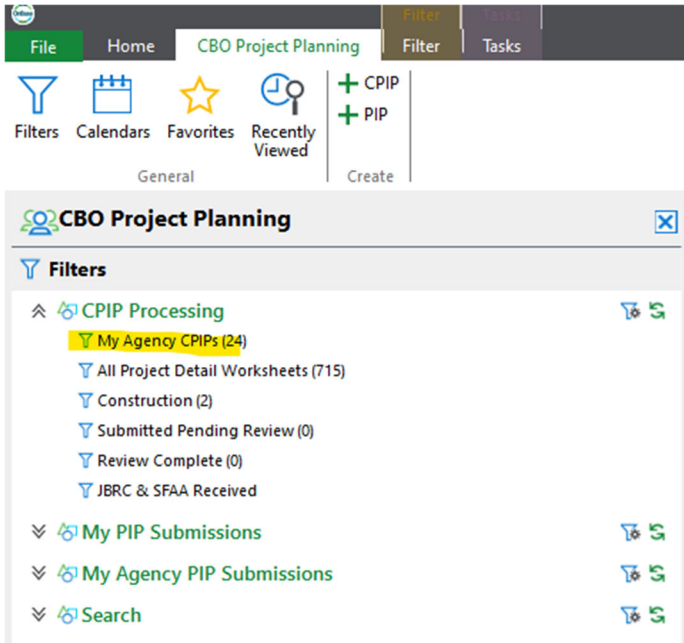
From a CPIP

Under Filters, locate the CPIP Processing filter.

Click  to open the CPIP Processing filter.



Click the My Agency CPIPs filter option.



Locate the CPIP in the most recent Fiscal Year that is either in Review Complete or Archive status.
Double click to open the appropriate CPIP.

My Agency CPIPs			
Agency Name	Fiscal Year	Status	
Department of Administration	=		
Department of Administration	2022	Archived	
Department of Administration	2023	Archived	
Department of Administration	2024	Archived	
Department of Administration	2025	Archived	

Locate the Project Detail Worksheet in the CPIP Plan Year. Double click to open the Project Detail Worksheet.

File CPIP Tasks

Save Save and Close Add to Refresh Subscribe History Documents Forms Compose Discussions Start a Discussion Print First Object Previous Object Next Object Last Object

CPIP* Notes Documents

CPIP - Archived 8219103 Created By: Lancaster, Ashlie 4/10/2025 2:30:44 PM

CPIP

Calendar Year 2025

Agency Name Department of Administration Agency Code D500

Plan Year 1

	Priority*	Overall Priority	Project Name	Project Number	Submission Type	Request Type	Project Number Type	Estimated Project Costs	Annualized Operating Budget Impact (Net
27	27		Columbia Mills SCUM 1st and 4th Floor Buildout	5310	CPIP Submission - Initial	Establish Project	New CPIP Item	\$5,000,000.00	\$0.00
28	28		SCSM Reimagine the Experience Permanent Gallery I...	5311	CPIP Submission - Initial	Establish Project	New CPIP Item	\$20,000,000.00	\$0.00
29	29		Security Alarm System & Wayfinding Emergency Publi...	5312	CPIP Submission - Initial	Establish Project	New CPIP Item	\$300,000.00	\$0.00
30	30		D50-6094 Dennis Building - Attorney General's Office 1...	5313	Existing Project	Budget Change	Active PIP	\$15,000,000.00	\$0.00
31	31		Columbia Mills Generator Replacement Project	5315	CPIP Submission - Initial	Establish Project	New CPIP Item	\$363,000.00	\$0.00
32	32		Mills/Jarrett Repave Parking Lot	5316	CPIP Submission - Initial	Establish Project	New CPIP Item	\$497,000.00	\$0.00

1 - 32 of 32 records Show 100 records

Total Estimated Project Cost \$113,694,585.00 Total Annualized Budget Impact (\$50,000.00)

Plan Year 2

	Priority*	Overall Priority	Project Name	Project Number	Submission Type	Request Type	Project Number Type	Estimated Project Costs	Annualized Operating Budget Impact (Net
12	44		Blatt Building VAVs, Ceiling, Lights & Carpet H'Z (Annu...	5333	CPIP Submission - Resubmission	Establish Project	Existing CPIP Item	\$1,200,000.00	\$0.00
13	45		SC Data Center - Replace CRAC Units 2, 6, 10 & 11	5334	CPIP Submission - Resubmission	Establish Project	Existing CPIP Item	\$500,000.00	\$0.00
14	46		State House Rebuild AHUs #4-#9	5335	CPIP Submission - Resubmission	Funding Request	Existing CPIP Item	\$1,759,256.00	\$0.00
15	47		Calhoun Hallway Lighting & Interlocking Ceiling	5336	CPIP Submission - Resubmission	Establish Project	Existing CPIP Item	\$300,000.00	\$0.00
16	48		Mills/Jarrett Mills Roof Replacement	5337	CPIP Submission - Initial	Establish Project	New CPIP Item	\$250,000.00	\$0.00
17	49		State House Steam & Chilled Water Supply & Return	5338	CPIP Submission - Resubmission	Establish Project	Existing CPIP Item	\$1,439,781.00	\$0.00

1 - 17 of 17 records Show 100 records

Total Estimated Project Cost \$14,903,781.00 Total Annualized Budget Impact \$0.00

In the Header, under the Tasks tab, click Generate PIP.



The below question will be presented. Select Phase I/Phase II.

[Workflow] User Interaction

What type of PIP is this?

Acquisition

Phase I/Phase II

Cancel

Modify the Project Name as needed for the PIP to be created.

Before

[Workflow] User Interaction

PIP Project Name

If the permanent improvement project requires a different name, update the CPIP project name below.

Project Name*

Calhoun Hallway Lighting & Interlocking Ceiling

After

[Workflow] User Interaction

PIP Project Name

If the permanent improvement project requires a different name, update the CPIP project name below.

Project Name*

Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement

Click

Submit

Submit

Cancel

Select a Request Type from the options provided.

[Workflow] User Interaction

Select Request Type

Select a Request Type

Request Type*

Establish Phase I

Establish Phase I

Phase I/Phase II | Establish Phase I

Establish Phase II

Phase I/Phase II | Establish Phase II

< None >

Clear relationship

Click

Submit

Submit

Cancel

The PIP has been created at the highest level **but not saved**. Additionally, the Initial Request Type has also been created



but not saved. Click ^{Save} in the header.

File

PIP

Tasks

Save and Close

Save and New

Save

Delete

Add to

Refresh

Subscribe

History

Documents

Forms

Compose

Discussions

Start a Discussion

First Object

Previous Object

Next Object

Last Object

Navigation

PIP Details

Fiscal Year

FY2026-2027

Status

Open

Agency*

Department of Administration

Code

D500

Calendar Year

2026

Project Name*

Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement

PIP Number

1084

PIP Type*

Phase I/Phase II

Requestor

Submitter, Test

Requests

Number	Request Type	Status	State Funded Program	Project Name	External Approvals	Request Approval Date	External Disapprovals
1084-1	Establish Phase I	In-Progress		Calhoun Building - Hallway Lighting and Interlocking...			

1 - 1 of 1 records

Show 100 records

SCEIS Project System Data

Edit

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type

Cost Center

Functional Area

WBS Element

State Funded Program

The Master Data for the PIP needs to be created. Select Edit in the SCEIS Project System Data table.

SCEIS Project System Data

Edit

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type

Cost Center

Functional Area

WBS Element

State Funded Program

Click the  to select the Project Type.

[Workflow] User Interaction

SCEIS Project System Data

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type	Cost Center	Functional Area
Capital Expense < None >		

Enter the Cost Center and Functional Area for the PIP.

Click

Submit

SCEIS Project System Data

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type	Cost Center	Functional Area
Expense	D500BCB005	D500_BC01

Submit

Cancel

Master Data is now created for the PIP.
The WBS Element and State Funded Program will be assigned to the PIP by CBO after approval.

SCEIS Project System Data		
This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.		
Project Type	Cost Center	Functional Area
Expense	D500BCB005	D500_BC01
WBS Element	State Funded Program	

The PIP will be reflected in the PIP Submissions Open filter. The PIP is reflected in this filter at the highest level.

OnBase (OnBasePROD)

Last Login: 7/16/2026 10:56:26 AM

FileHomeCBO Project PlanningFilter

OpenCreateDeleteAdd to FavoritesAdd to Personal PageAdd to Tile Groups

Save Filter SettingsReset Filter SettingsDisplay Column Chooser

Open in New WindowCollapse AllPrintPrint Preview

Export to ExcelCompose DocumentRefreshRetrieve all recordsDisplay as Dashboard

GeneralSettingsSubfilterPrintExportExportRefreshRefreshDashboard

CBO Project Planning

Filters

CPIP Processing

My PIP Submissions

PIP Submissions Open (118)

PIP Submissions Closed (26)

Requests - In-Progress (2)

Requests - Changes Required (0)

Requests - Initial Review (0)

Requests - CBO Review (0)

Requests - Awaiting Approval (7)

Requests - CBO Rejected (3)

Requests - Disapproved (1)

Requests - Withdrawn (0)

My Agency PIP Submissions

Search

My Agency PIP Submissions

PIP Submissions Open (117)

PIP Submissions Closed (26)

Requests - In-Progress (1)

Requests - Changes Required (0)

Requests - Initial Review (0)

Requests - CBO Review (0)

Requests - Awaiting Approval (7)

Requests - CBO Rejected (3)

Requests - Disapproved (1)

Admin Approval (0)

JBRC Staff Approval (0)

JBRC Approval (7)

SFAA Approval (6)

Search

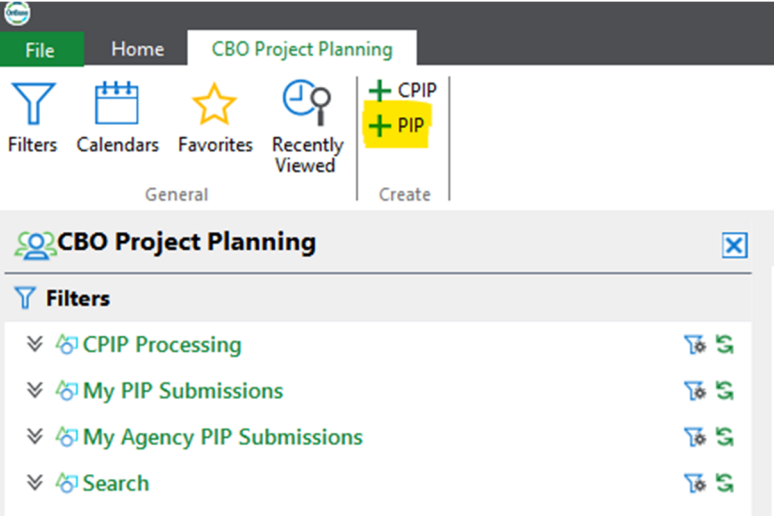
PIP Submissions Open

Agency	Agency Name	PIP Type	PIP Number	State Funded Program	Project Name	Status
D500	Department of Administration	Phase I/Phase II	1084		Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement	Open
D500	Department of Administration	Phase I/Phase II	832	9900.620700.000	Columbia Mills Building - Reimagine the Experience Permanent Gallery Improvement	Open
D500	Department of Administration	Phase I/Phase II	224	9900.983000.000	State Park Complex - Dilapidated Structures Demolition	Open
D500	Department of Administration	Phase I/Phase II	19	9901.604000.000	Supreme Court - Waterproof Walls and Windows and Roof Repairs	Open
D500	Department of Administration	Phase I/Phase II	162	9901.616000.000	SC Data Center - Replace ATS #2 & #6 and Emergency Breaker Retrofit	Open
D500	Department of Administration	Phase I/Phase II	163	9901.616100.000	SC Data Center - Replace VAV Boxes and Controls	Open
D500	Department of Administration	Phase I/Phase II	169	9901.616200.000	SC Data Center - Roof Replacement (Sections A & D)	Open

PIP Creation Instructions:

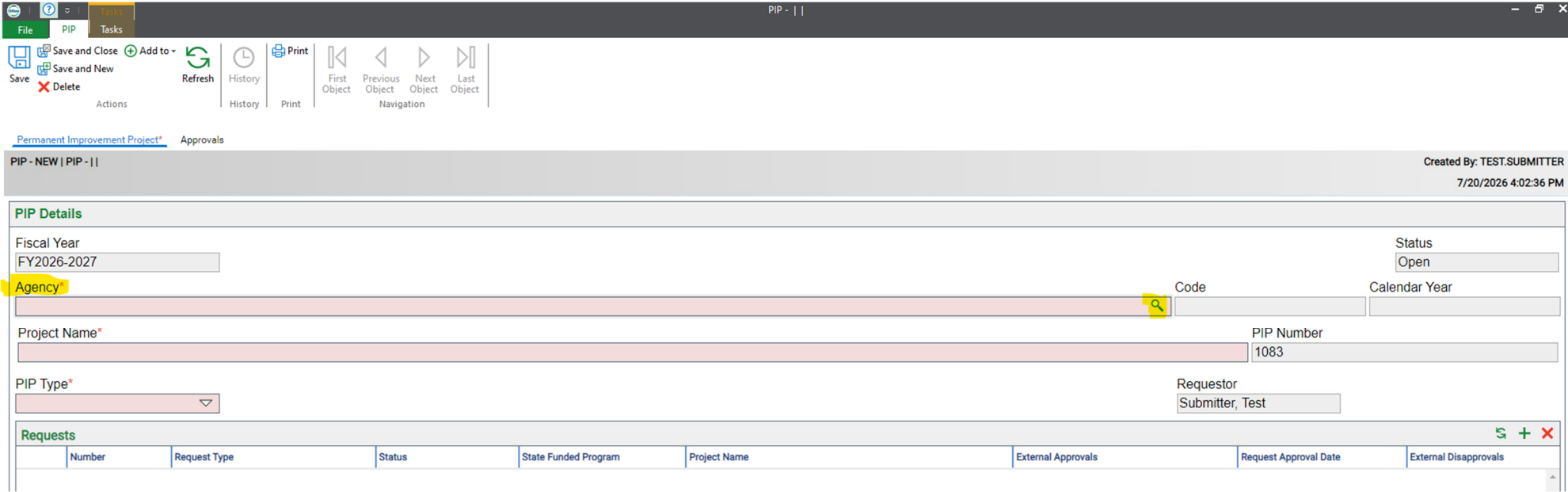
Manual Creation

Click  in the header.



The PIP document is created but not saved.

Click the  to select Agency Name.



Once selected, Agency Name and Agency Code fields will be populated.

FilePIPTasks

SaveSave and CloseAdd to - Save and New SaveDelete

RefreshHistoryPrint

First ObjectPrevious ObjectNext ObjectLast Object

Navigation

Permanent Improvement Project* Approvals

PIP - NEW | PIP - ||

Created By: TEST.SUBMITTER
7/20/2026 4:02:36 PM

PIP Details

Fiscal YearFY2026-2027

StatusOpen

Agency*Department of Administration

CodeD500

Calendar Year2026

Project Name*

PIP Number1083

PIP Type*

RequestorSubmitter, Test

Requests

Number	Request Type	Status	State Funded Program	Project Name	External Approvals	Request Approval Date	External Disapprovals
--------	--------------	--------	----------------------	--------------	--------------------	-----------------------	-----------------------

Enter a Project Name.

FilePIPTasks

SaveSave and CloseAdd to - Save and New SaveDelete

RefreshHistoryPrint

First ObjectPrevious ObjectNext ObjectLast Object

Navigation

Permanent Improvement Project* Approvals

PIP - NEW | PIP - ||

Created By: TEST.SUBMITTER
7/20/2026 4:02:36 PM

PIP Details

Fiscal YearFY2026-2027

StatusOpen

Agency*Department of Administration

CodeD500

Calendar Year2026

Project Name*

PIP Number1083

PIP Type*

RequestorSubmitter, Test

Requests

Number	Request Type	Status	State Funded Program	Project Name	External Approvals	Request Approval Date	External Disapprovals
--------	--------------	--------	----------------------	--------------	--------------------	-----------------------	-----------------------

PIP - | |

File PIP Tasks

Save Save and Close Add to - Refresh History Print First Object Previous Object Next Object Last Object

Permanent Improvement Project* Approvals

PIP - NEW | PIP - | | Created By: TEST.SUBMITTER
7/20/2026 4:02:36 PM

PIP Details

Fiscal Year FY2026-2027 Status Open

Agency* Department of Administration Code D500 Calendar Year 2026

Project Name* Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement PIP Number 1083

PIP Type* Requestor Submitter, Test

Number	Request Type	Status	State Funded Program	Project Name	External Approvals	Request Approval Date	External Disapprovals
--------	--------------	--------	----------------------	--------------	--------------------	-----------------------	-----------------------

Click the  to select the PIP Type.

PIP - | |

File PIP Tasks

Save Save and Close Add to - Refresh History Print First Object Previous Object Next Object Last Object

Permanent Improvement Project* Approvals

PIP - NEW | PIP - | | Created By: TEST.SUBMITTER
7/20/2026 4:02:36 PM

PIP Details

Fiscal Year FY2026-2027 Status Open

Agency* Department of Administration Code D500 Calendar Year 2026

Project Name* Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement PIP Number 1083

PIP Type* Requestor Submitter, Test

Number	Request Type	Status	State Funded Program	Project Name	External Approvals	Request Approval Date	External Disapprovals
--------	--------------	--------	----------------------	--------------	--------------------	-----------------------	-----------------------



Click **Save** in the header. If Save or Save and Close is not selected, a Request Type cannot be created.

The Master Data for the PIP needs to be created. Select Edit in the SCEIS Project System Data table.

SCEIS Project System Data

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type	Cost Center	Functional Area
WBS Element	State Funded Program	

Click the  to select the Project Type.

[Workflow] User Interaction

SCEIS Project System Data

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type	Cost Center	Functional Area
Capital Expense < None >		

Enter the Cost Center and Functional Area for the PIP.

Click Submit

SCEIS Project System Data

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type	Cost Center	Functional Area
Expense	D500BCB005	D500_BC01

SubmitCancel

Master Data is now created for the PIP.
The WBS Element and State Funded Program will be assigned to the PIP by CBO after approval.

SCEIS Project System Data

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type	Cost Center	Functional Area
Expense	D500BCB005	D500_BC01
WBS Element	State Funded Program	

The PIP will be reflected in the PIP Submissions Open filter.

OnBase (OnBasePROD)

Last Login: 7/16/2026 10:56:26 AM

FileHomeCBO Project PlanningFilter

OpenCreateDeleteAdd to FavoritesAdd to Personal PageAdd to Tile Groups

Save Filter SettingsReset Filter SettingsDisplay Column Chooser

Open in New WindowCollapse All

PrintPrint Preview

Export to ExcelCompose Document

RefreshRetrieve all records

Display as Dashboard

GeneralSettingsSubfilterPrintExportRefreshDashboard

CBO Project Planning

Filters

My PIP Submissions

PIP Submissions Open (117)

PIP Submissions Closed (26)

Requests - In-Progress (1)

Requests - Changes Required (0)

Requests - Initial Review (0)

Requests - CBO Review (0)

Requests - Awaiting Approval (7)

Requests - CBO Rejected (3)

Requests - Disapproved (1)

Requests - Withdrawn (0)

My Agency PIP Submissions

PIP Submissions Open (117)

PIP Submissions Closed (26)

Requests - In-Progress (1)

Requests - Changes Required (0)

Requests - Initial Review (0)

Requests - CBO Review (0)

Requests - Awaiting Approval (7)

Requests - CBO Rejected (3)

Requests - Disapproved (1)

Admin Approval (0)

JBRC Staff Approval (0)

JBRC Approval (7)

SFAA Approval (6)

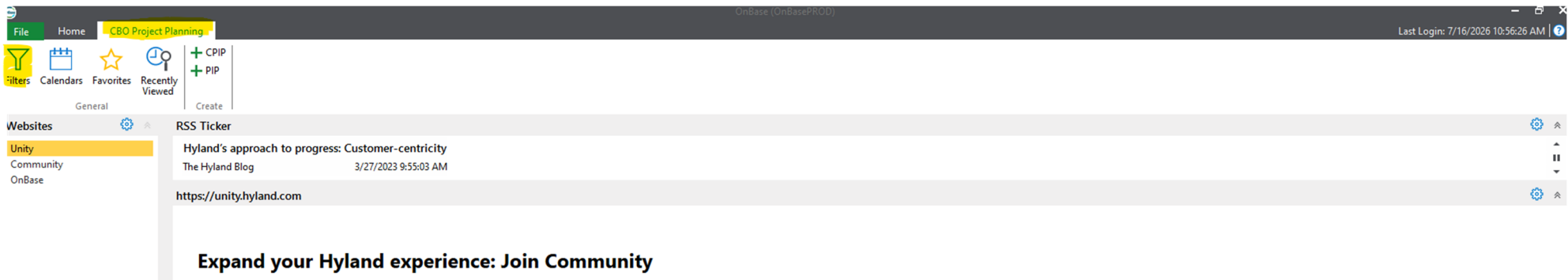
Search

PIP Submissions Open

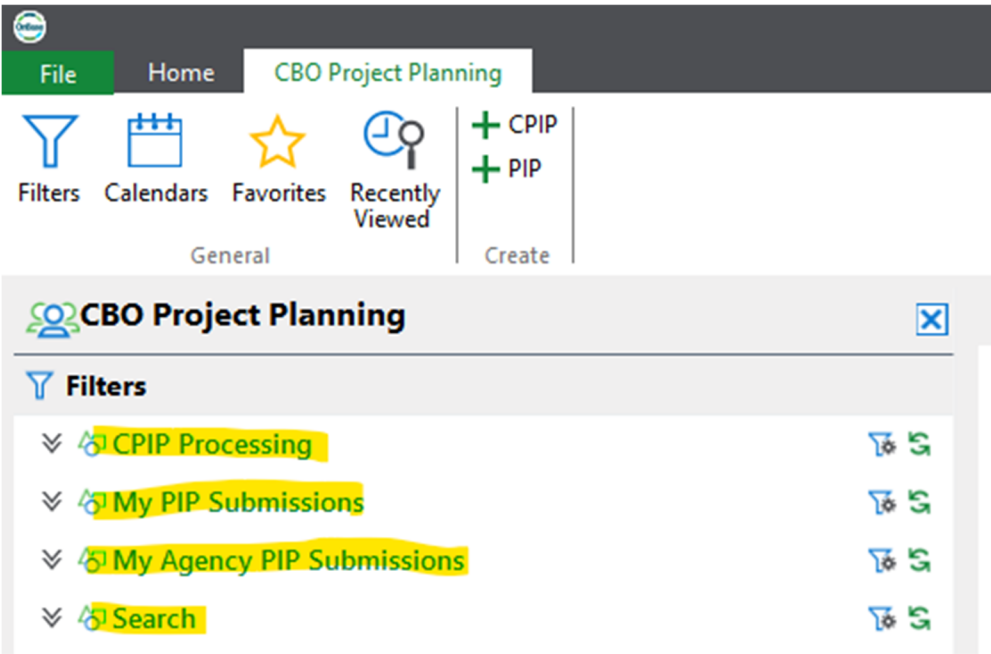
Agency C	Agency Name	PIP Type	PIP Number	State Funded Program	Project Name	Status
D500	Department of Administration	Phase I/Phase II	1083		Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement	Open
D500	Department of Administration	Phase I/Phase II	832	9900.620700.000	Columbia Mills Building - Reimagine the Experience Permanent Gallery Improvement	Open
D500	Department of Administration	Phase I/Phase II	224	9900.983000.000	State Park Complex - Dilapidated Structures Demolition	Open
D500	Department of Administration	Phase I/Phase II	19	9901.604000.000	Supreme Court - Waterproof Walls and Windows and Roof Repairs	Open
D500	Department of Administration	Phase I/Phase II	162	9901.616000.000	SC Data Center - Replace ATS #2 & #6 and Emergency Breaker Retrofit	Open
D500	Department of Administration	Phase I/Phase II	163	9901.616100.000	SC Data Center - Replace VAV Boxes and Controls	Open
D500	Department of Administration	Phase I/Phase II	169	9901.616200.000	SC Data Center - Roof Replacement (Sections A & B)	Open

Subsequent Log In Instructions to access a previously created PIP.

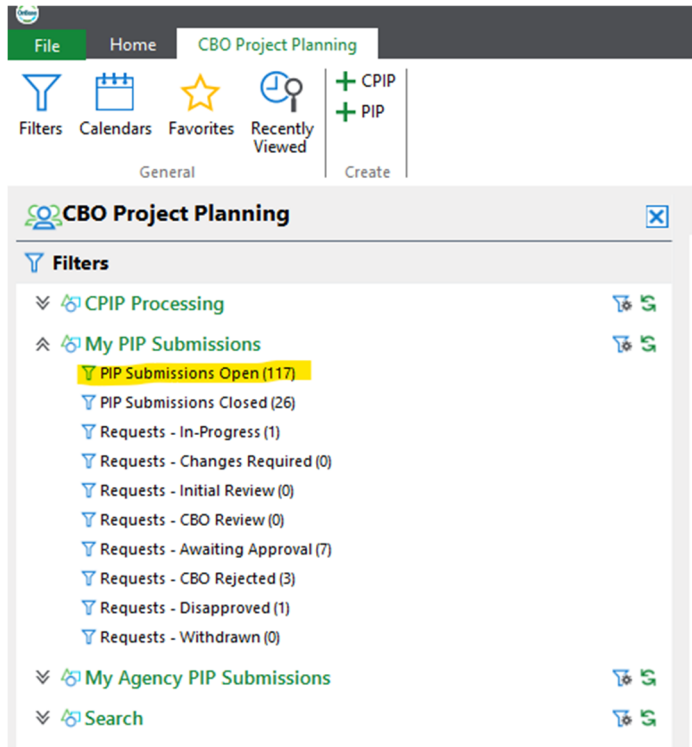
Click CBO Project Planning tab. Then click Filters.



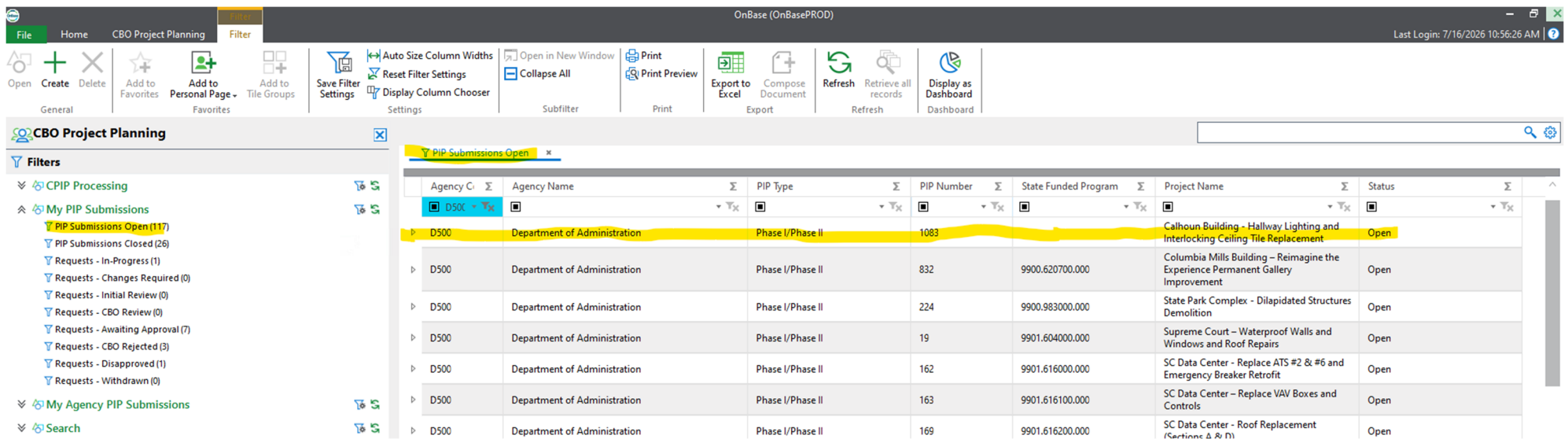
The below filter options will appear.



Click  to open the My PIP Submissions filter.



Click the PIP Submissions Open filter option. The PIP created will be listed.
Double click on the PIP to open it.



Agency C	Agency Name	PIP Type	PIP Number	State Funded Program	Project Name	Status
D500	Department of Administration	Phase I/Phase II	1083	9900.620700.000	Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement	Open
D500	Department of Administration	Phase I/Phase II	832	9900.620700.000	Columbia Mills Building - Reimagine the Experience Permanent Gallery Improvement	Open
D500	Department of Administration	Phase I/Phase II	224	9900.983000.000	State Park Complex - Dilapidated Structures Demolition	Open
D500	Department of Administration	Phase I/Phase II	19	9901.604000.000	Supreme Court - Waterproof Walls and Windows and Roof Repairs	Open
D500	Department of Administration	Phase I/Phase II	162	9901.616000.000	SC Data Center - Replace ATS #2 & #6 and Emergency Breaker Retrofit	Open
D500	Department of Administration	Phase I/Phase II	163	9901.616100.000	SC Data Center - Replace VAV Boxes and Controls	Open
D500	Department of Administration	Phase I/Phase II	169	9901.616200.000	SC Data Center - Roof Replacement (Sartins & R. N.)	Open

The PIP is reflected at the highest level.

FilePIPTasks

SaveSave and CloseAdd to - Save and NewDelete

Refresh

History

Print

First ObjectPrevious ObjectNext ObjectLast Object

ActionsHistoryPrintNavigation

PIP - | Department of Administration | Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement

Created By: TEST.SUBMITTER7/20/2026 4:02:36 PM

Permanent Improvement Project* Approvals

PIP - NEW | PIP - | Department of Administration | Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement

PIP Details

Fiscal YearFY2026-2027

StatusOpen

Agency*Department of Administration

CodeD500

Calendar Year2026

Project Name*Calhoun Building - Hallway Lighting and Interlocking Ceiling Tile Replacement

PIP Number1083

PIP Type*Phase I/Phase II

RequestorSubmitter, Test

Requests

Number	Request Type	Status	State Funded Program	Project Name	External Approvals	Request Approval Date	External Disapprovals
--------	--------------	--------	----------------------	--------------	--------------------	-----------------------	-----------------------

Show100▼records

SCEIS Project System Data

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type

Cost Center

Functional Area

WBS Element

State Funded Program

Edit