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**Version 1.3 is HERE!**

The ePM team is pleased to announce the newest release, ePM v1.3. Users will not see any major changes to the User Interface when they login but ePM v1.3 includes some exciting developments to aid users in accessing and entering project information. ePM v1.3 will include several new Office Business Applications (OBAs), the new ePMXpress Dashboard, and an extensive Cognos reporting database to that will give PBS greater access to ePM Data. OBAs, ePMXpress, and Cognos will be piloted over the next few weeks by a group of Regional and Central Office power-users to test the new features and documentation. These new features will be **rolled out to ePM users beginning January 2011**. We will send out more communication over the next few weeks and will begin scheduling both classroom (Regional) and online (National) training sessions, so please watch your email.

**INTRODUCING... Ray Wilson** as the new Senior Project Manager for ePM. Ray joins the ePM Team from Region 7 where he was a Branch Manager in the Facilities Management and Services Programs division. We look forward to Ray's leadership in helping us reach the full potential of ePM.

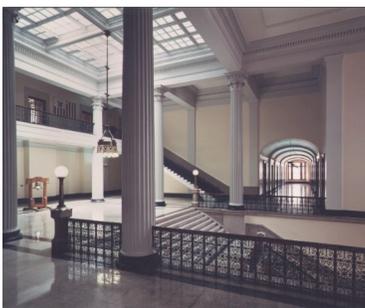
The entire ePM Community would like to offer our sincere thanks to John Morrell for his vision, leadership, and dedication to the ePM implementation effort during the last year. John has contributed many long hours to GSA's adoption of ePM and has provided positive direction toward expanding ePM's reach in the organization and beyond.

**CASE STUDY: New Orleans Custom House**

We recently interviewed Kendall Waldie, the GSA Project Manager on the New Orleans Custom House renovation project, to discuss his team's experience in implementing ePM. This team embraced ePM early and utilized features in nearly every area of the system, so they gained valuable insights from their experience that we can all build on.

The team's overall feedback about ePM was very positive. According to Kendall, the users consistently cited the benefits of ePM – a centralized data repository; standardized processes; project visibility; and a secure collaborative environment for contractors, designers and GSA. The team has had particular success with ePM's Daily Report, Office Management and File Management modules. They process or track RFIs, submittals, daily reports, punchlists, permits, correspondence, PCOs, photos, meeting minutes, contracts, modifications and invoices. The team considers the most valuable features to be the automated workflows and tracking for submittals and RFIs because these allow the team to focus on the technical aspects of managing the project.

The users also suggested that ePM rewards teams with improved business practices. For example, the secure environment enables sensitive documents to be shared immediately instead of waiting for deliveries. Documents needing action can be flagged for all permitted users to see or process. There's also an embedded partnering environment during ePM set up because project participants work together to establish roles and workflows.



Although most comments were positive, Kendall also noted there are some challenges with ePM. For example, some HSPD-12 clearances took months to obtain, so other users were burdened to keep the system current. In addition, there were reports of intermittent sluggishness or interruptions in the system. While the clearance delays now seem less frequent, there are occasional interruptions in the GSA network and system outages. *Note: The PBS OCIO is working hard to resolve and eliminate these interruptions, we appreciate everyone's patience.*



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Share Your Feedback



Have you helped solve an ePM problem? Streamline a process? Discover a helpful method to use an ePM feature? What unique workflow does your team use for certain documents? The ePM community is growing and gaining fresh ideas that can help others. ePM Connection would like to share creative approaches with the user community. Whether you're a "power user" with a clever tip, or you've overcome a nagging problem, please send suggestions to [epminfo@gsa.gov](mailto:epminfo@gsa.gov), so we can help others get the most out of ePM.

ePM Quick Tip:

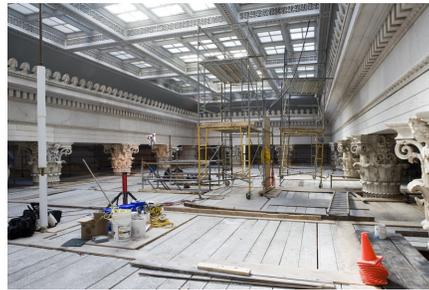
Does your team have multiple files to upload? Do you need to be able to upload 100s of documents at one time? The **File Uploader** Desktop Quick App (DQA) is your solution. It will enable users to add documents in a batch and populate many fields of metadata. Explore the DQA Quick Reference Guide or contact your Regional System Administrator to get started!

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As the New Orleans Custom House project shows, the transition to ePM can present challenges but also yield rewards through improved collaboration, organization and visibility. The team has utilized ePM in every practical manner. They are eager to go further with implementation on future projects and look forward to system enhancements.

New Tools for ePM — OBAs

Users will soon be able to save time by entering project information into Office Business Applications (OBAs). These applications are Excel templates that give users a familiar spreadsheet format to enter their project data. OBAs save time because they seamlessly load pertinent data into ePM from a single point of entry. Six new OBAs will be available soon:

- Project Initiation & Update OBA (for quickly setting up and updating projects)
Contract and Modification OBA (for entering contracts, mods, and schedules of value)
Miscellaneous Expenses OBA (for entering/tracking minor project expenses such as credit card transactions)
Invoices OBA (for entering invoice information)
Punchlist OBA (for entering punchlists into ePM)
Submittal OBA (for quickly creating a submittal register in ePM)



The new OBAs, as well as quick reference guides, will be available for download to external users at [www.meridiansystems.com/epminfo/](http://www.meridiansystems.com/epminfo/). Internal GSA users should stay tuned for training and installation instructions. In order to utilize the new OBAs users should contact their regional ePM Regional Administrator to update individual permissions.

Schedule Template Updates Underway

Please be aware that System Administrators are making some behind-the-scenes adjustments in the ePM scheduling area. This update will facilitate reporting and integration with other systems. If your project schedule was entered into the system prior to activation of ePM version 1.3, it will be updated to the new format. Users will see no loss of data, only two new schedule type names: Milestones and PM Schedule. Projects that do not have existing schedules will have two new schedules created with the new format. If you have questions about this activity please contact your local ePM System Administrator.

ePM Resources:

- Login to your project: https://epm.pbs.gsa.gov
ePM support email: epmsupport@gsa.gov
ePM support phone: 1 (866) 367-7878
GSA user resources: http://insite.pbs.gsa.gov/epm
ePM Training Videos and Quick Reference Guides: http://www.meridiansystems.com/epminfo

