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**New Online Class Registration Process**

There is a new ePM online training process that is being performed on Webex now, so if you would like to sign up for a class follow the steps below: Log into Webex (<https://gsa.webex.com/>)

1. Search for ePM online in the search box
2. Review the available classes
3. Select the Register link to sign up
4. Fill out the registration form
5. The Webex meeting information will be sent to the attendee

This new process automates the registration process and allows the training team to better track which classes are most frequently attended.

**ePM 2011 Highlights**

- **5,580** projects (over 15 per day) were created between December 2010 and December 2011.
- **5,000** Active user account milestone reached.

**ePM v3.0 is Coming Soon!** Included in this build is a new file management tool and Earned Value Management (EVM) for measures reporting. File Manager in ePM will greatly enhance usability of ePM for document management and storage. EVM in ePM will replace the Earned Value Measure previously tracked in the Project Information Portal. Keep an eye out for further communication related to v3.0 and expectations for using these new enhancements.

**Latest Version of OBAs ...** The new OBAs are now available. We want to stress that not everyone has a need to use every OBA. Work with your ePM RSA and Trainer to see which ones makes sense for your team and to schedule training.

**Case Study: 1800 F Street, Washington DC**



The U.S. General Services Administration building was constructed in 1917 in Washington DC. Since that time, the only major upgrade to the building occurred in 1935 with the addition of the 7<sup>th</sup> floor and HVAC systems. Today GSA is using funding from the American Recovery and Reinvestment Act to convert 1800 F Street into a high performance green building.

The massive renovation of 1800 F Street includes a phased modernization of the interior using the latest energy-efficient and environmental enhancements. Direct digital controls will be installed on the HVAC and smoke control will be part of the fire safety systems. All elevators in the renovated area will be replaced and additional elevators including service/freight will be added. GSA is redesigning the south entrance to create street-side retail shops that will be open to the public. Infill structures will be added in the courtyard, to provide an additional 105,000 square feet of space.

The project will replace the existing historic windows with new operable wood sashes that replicate historic windows. New roller shades will also be added to the interior windows that will be tied to a daylight harvesting control system. Another benefit will be to add a stormwater capture system that will collect run-off from the roof areas as well as the condensate that will be stored in underground storage tanks located in both the East and West Courtyards. This water will help conserve the use of water in the building (*this does not apply to potable water*).

From the start, the project team fully endorsed the use of ePM and began using it during the design phase. Team members (specifically the AE, GC, CM, and RSA) met to set up ePM and resolve any potential issues. For example, they established a customized register view to ensure the entire project team was looking at the same data. As the project mobilized, they participated in one large training session



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**ePM Quick Tip:**

You can use the Anticipated Cost Report (ACR) to see a comprehensive financial picture of your project. For management who have access to the program level workspace, the ACR can be used to view financial activity for all projects in a region. The ACR will show: funding sources, obligations, projected project costs, and invoices. Populating the Budget & Cost Management (BCM) information is part of the Capital Projects minimum requirements for using ePM. The BCM information is displayed in the ACR.

**ePM Resources:****ePM Support**

[epmsupport@gsa.gov](mailto:epmsupport@gsa.gov)  
1 (866) 367-7878

**ePM Login Site**

<https://epm.pbs.gsa.gov/proliance>

**GSA User Resources**

<http://insite.pbs.gsa.gov/epm>

**Training Videos and Quick Reference Guides**

<http://www.meridiansystems.com/epminfo>

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at the beginning and then they had several weekly meetings to focus on specific ePM modules for individual team members.

The 1800 F Street team actively uses the RFIs, submittals, meeting minutes, issues, design submissions, and daily reports modules. There are over 170 Daily Report Sets in ePM for this project, which is critical documentation for tracking construction progress. A recently added feature, the weather drop-down function, in the daily reports has been very useful. This simple tool, which was the result of a change request, allows the project team to more easily document project activities.

As with any construction project, there are various contractors involved. By using ePM the team has been able to organize and keep an electronic record of all project files. It also provides an electronic system for sharing drawings while cutting down on the amount of paper documents used. ePM encourages all parties within the 1800 F Street team to collaborate in one system.

**Small Projects Update**

Across the nation GSA Small Projects teams are making the transition to ePM. Currently, ePM now supports and manages a robust 6,400 active projects. With only one region left to migrate, ePM anticipates an influx of 1,000 additional projects when all regions are online.

Now that Small Projects are being relocated in ePM, GSA has fielded several inquiries regarding closed PTW projects. At this time, GSA will retain all projects in PTW but in a "read-only" state for reference and referral. After the active projects are in ePM, GSA will begin the process of transferring the closed projects, totaling over 10,000 projects. Similarly, GSA will also apply the same treatment for closed projects tracked in Sharepoint.

Once all of the Small Projects are transferred into ePM there will be a database to query and locate similar projects within a region. For example, a PM who manages a switchgear replacement project could search ePM to locate other switchgear projects that have been done in that region, then he could investigate the projects' cost, identifying the project managers, etc. Additional inquiries could be made to contact the building managers and determine how the other switchgears are performing. All communications and data would be circulated with appropriate parties to compare and contrast protocols in an effort to improve the effectiveness and reduce costs for projects. By spending a few minutes during the initiation and conclusion of even the smallest project, GSA can capture the data that will help project managers better understand the needs of a project such as staffing needs, data trends, and delivery enhancements.

For quick questions regarding ePM, please call the ePM Help Desk at 866-367-7878. Alternatively, for more in-depth concerns or for trainings, please contact the appropriate ePM Coordinator. For GSA teams that want to contact their Small Projects regional ePM coordinators go to this link: <http://insite.pbs.gsa.gov/epm> and look up Regional Contacts.

"We found having regular setup meetings with the ePM trainer and RSA extremely beneficial in getting our project up and running."  
- Justin Purcell,  
Heery CM