

**In This Issue:**

- v3.0 Deployment
- Anchorage FB
- Earned Value Baselines
- Cognos Corner
- Small Projects Update

**Baselining in ePM**

The new Earned Value Utility is now available. This tool is used for an internal GSA measure to monitor project schedule and budget. It is essential that Capital construction projects stay on schedule and on budget to provide maximum value to the customer. The EV Utility compares the actual construction contract schedule and budget to the original schedule and budget called the "baseline". This is the starting point for tracking contract value and performance. To establish a baseline in ePM, project teams will need to first save the Spend Plan, which is typically based on the contractor's cost loaded schedule. A Baseline Request form and Baselining Checklist were distributed to the ePM Regional Coordinators to ensure that project teams have taken the necessary steps so that the baseline can be set.



*hello!* 3.0

The new ePM v3.0 is now available. This release includes two big additions to ePM, the Earned Value (EV) functionality and the new File Manager capabilities. As discussed in past issues, Earned Value allows GSA PMs to track the performance of a project based on scope, schedule and cost. The new File Manager utility allows drag and drop capabilities, custom sub-folder creation, the ability to upload zipped files, and the ability to view and redline documents. If you would like to learn more about EV see your RSA. To sign up for online training on File Manager see the schedule at <http://insite.pbs.gsa.gov/epm> under Training and Support > Online Training. For external users see the Quick Reference Guides (QRGs) on the Meridian website at: <http://www.meridiansystems.com/epminfo/> use the link on the right side of the page labeled ePM QRGs.

**Anchorage Federal Building**

Constructed almost twenty years before Alaska became the forty-ninth state, the Federal Building in Anchorage symbolized the U.S. government's commitment to the economic growth and development of the territory. The building was built between 1939 and 1940 and housed every federal agency within the city. Providing residents with a post office, courthouse, and other federal services, it was the first large federal building constructed in Anchorage.

GSA used funding from the American Recovery and Reinvestment Act to bring the Anchorage Federal Building and Courthouse up to date and make it more energy efficient. The scope of this project was to implement energy savings measures to the existing mechanical systems and to replace energy inefficient mechanical and electrical equipment. GSA has seen a 20% energy savings at this building as a result of these changes. Some other changes to the building systems included:

- Installing occupancy sensors and photo-cells to lighting
- Convert constant volume hot water system to variable volume system
- Replace existing boiler with high efficiency boiler
- Add day lighting to the perimeter lighting zones

This project is considered a Small Project and is being managed by the Design and Construction Contracting Branch. The Anchorage project team, led by Kurt Monger, found several areas of ePM useful including RFIs, PCOs, Schedule, and Contract Mods. The team cited the Submittals area as the most helpful for managing the project. In particular, it allowed the Design Builder the ability to upload submittals in a secure area that the the Construction Manager (CM) could easily access and provide comments. ePM enables the ability to track when submittals were received and accepted or rejected.

Kurt's team found a lot of benefit to learning ePM before using ePMXpress. The team was able to make connections with where information was stored and how to access it in ePM, especially the schedule module. It is important to understand how the milestone information from the OBA populates the schedule, which is more likely to happen through prior exposure

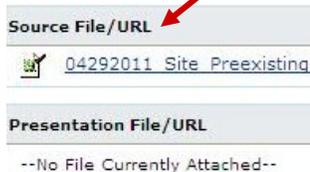
*Continued on Pg 2*





### ePM Quick Tip:

When attaching documents into ePM it is important to know whether to attach it in the attachments tab or as the source file, not presentation file, on the main page. The rule of thumb is the main file (i.e design document, CILP document, photo, etc.) should be attached as the source file and any or all supporting documents should be uploaded on the attachments tab.



### 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>

### ePM Contacts:

**Nick Gicale**  
 ePM Project Manager  
 Nick.Gicale@gsa.gov

**Tom Kollaja**  
 Capital Projects Rep  
 Tom.Kollaja@gsa.gov

**Ralph Abel**  
 Small Projects Rep  
 Ralph.Abel@gsa.gov

**Marie Johnston**  
 PBS CIO Project Manager  
 Marie.Johnston@gsa.gov



Continued from Pg 1

to ePM. The project team was initially trained by an ePM Trainer but Kurt has since taken over desktide training for the team. This project is one example of how the use of ePM can add value in managing a project below prospectus level.

## SMALL PROJECTS are Still Using ePM

The Small Projects Community is re-evaluating their requirements for an electronic Project Management system, to explore and recommend a data management system that best suits the Small Projects community. The current guidance for Small Projects Minimum Requirements for ePM can be found on <http://insite.pbs.gsa.gov/epm> > Minimum Requirements. Project teams should continue to use ePM until further notice from Central Office. The working group will present their recommendations to Senior Leadership at the end of the evaluation period. If a change from ePM is recommended and approved, then the new system will have to be developed, tested and rolled out before the switch from ePM can happen. We will update you of those findings once a final decision has been made.



ePM Connection will now have a new area of the newsletter to focus on the ePM Cognos reports that can help users quickly gather information across the Capital and Small Projects Programs.

This month's highlighted report:  
**Project Ball in Court report for RFI's**  
 Intended Audience:  
**Project Teams in Construction**

To	From	Number	Discipline	Title	Status	Date Submitted	Date Responded	Date Closed	Date Disposed
Tim Arnold - Station Business Associates	Michael Hynetic - Shing/Tanner Contracting Company	00718		Tray Partition Mounted Accessories Question (Partition Plus) URGENT	Closed	04/15/2012	04/16/2012	04/16/2012	04/11/2012
Question: Please see the attached Partition Plus RFI.						Answer: Center Line of Toilet Paper roll to be located 10" Min. AFF. Locate Center line of Toilet Paper Roll 5" from front rim of toilet per ANSI requirements for ADA compliance. GC to provide dimensions of toilets. per of S&A.			
To	From	Number	Discipline	Title	Status	Date Submitted	Date Responded	Date Closed	Date Requested
Tim Arnold - Station Business Associates	Alexis Allman - Henry International	00717		Door 02-40	Answer Submitted	04/15/2012	04/20/2012		04/17/2012
Question: Please confirm that the Owner wishes to re-install the door between the						Answer: In consultation with the Owner it was agreed that the connection to the			

This report tracks the status of Requests For Information (RFIs) at a detailed level. The report contains information on the sender and responder as well as the textual information on questions and answers. Other information included is the Status of the RFI, Date Submitted, Date Responded and Date Changed.

For those of you who are Cognos users, we invite you to try out some of the reports and let us know what you think!

- Are the reports helpful?
- Is the report design simple and clean?
- Is the report generated quickly?
- Does the report contain all of the information that you need?

We welcome your feedback and would like to know what you think of the Cognos reporting functionality. Please send feedback to [epminfo@gsa.gov](mailto:epminfo@gsa.gov).



Many of you provided feedback and comments on the ePM survey, and we are taking the time to read every one. The ePM team is compiling those results and the feedback to see what areas need improvement and what integrations or enhancements would be most beneficial. We realize that there are areas in ePM that need improvement and the ePM team is committed to making ePM work better for you. If at any time you would like to provide feedback to the ePM team send an email to [epminfo@gsa.gov](mailto:epminfo@gsa.gov).