



**In This Issue:**

- GovDelivery
- Closeout Checklist
- ePM InSite updates
- Data Cleanup
- gBUILD and ePM

**ePM InSite updates**



We have developed two new pages on InSite to keep end users better informed.

The [ePMXpress 2.0](#) page will be the main place that users can go in order to stay informed with the status of ePMXpress 2.0, features, training information, and much more as we get closer to the deployment of ePMXpress 2.0.

The [ePM Quick Tips](#) page is a compilation of all of the past newsletter tips combined in one table on InSite. This table includes which section of ePM the tip applies to, the tip itself and what issue of the newsletter it was published. If you or your project team has a quick tip that you think other ePM Users would find helpful please send them to [epminfo@gsa.gov](mailto:epminfo@gsa.gov).



The ePM Newsletter is now available on [gsa.gov](http://gsa.gov) and through GovDelivery. Using GovDelivery, non-ePM Users can subscribe to have our newsletter sent directly to them. GovDelivery is a digital subscription service used by federal, state and local government offices. In order to subscribe to our newsletter go to: [https://public.govdelivery.com/accounts/USGSA/subscriber/new?topic\\_id=USGSA\\_126](https://public.govdelivery.com/accounts/USGSA/subscriber/new?topic_id=USGSA_126).

This service is open to both internal GSA staff and those who are outside of GSA. *If you are an existing ePM user, no action is required. You will continue to receive monthly ePM Newsletters via email.*



**New Closeout Checklist**

The ePM team has a subcommittee working on Project Closeout and what to do with project information once the project has been completed. A checklist has been developed to help teams determine which files are required to be stored in ePM and assist project teams in making sure the project is properly closed. The following information is covered on the checklist:

- Document Name
- Party responsible
- ePM Action Required
- Document or Module in ePM to store the document
- Form number or document type

ePM Closeout Reference Checklist - September 2012				
This document is intended to be used by Project Manager's as a reference when closing out a project				
<small>                     All Architect/Engineer                      GC Construction Manager                      GC Commercial General                      GC Construction Specialty                      *All tasks revert to GSA responsibility if vendor's are not contractually                 </small>				
Document Description	Resp	ePM Document/Module	Document (non-ePM)	E-Systems Cross Reference
As-Built Drawings Closed	CM	Design Submissions	Plans and Specs	BIM Server/Documentu
Certificate of Occupancy	CM	Submittals	Certificate of Occupancy	

This document can be found on the ePM InSite page under [“ePM Closeout Checklist”](#) on the left navigation. This list is a collaborative effort between the ePM team, Design and Construction (D&C) and Small Projects and Reimbursable Services (SPRS) personnel. And, in lieu of any prior PBS closeout documents, we have referenced the Capital and Small Project(s) PM Guides and Project Manager’s personal files to compile this list. We consider the Checklist a work in progress and welcome any suggestions or corrections you may have.

For anyone within GSA who is interested in joining the ePM Closeout Subcommittee or contributing to ePM Project Closeout Guidance, please contact [epminfo@gsa.gov](mailto:epminfo@gsa.gov).



The Design and Construction (D&C) business line has begun an effort to refresh key Executive and Detailed Fact Sheet (EFS/DFS) data on all active capital projects in the ePM system. The purpose of this effort is to allow regional delivery teams and national program offices to be able to rely on ePM data

consistency for summary status reporting purposes. The national ePM team has seen many project teams successfully using different system modules, but it is essential for every capital project manager to be able to personally maintain their Detailed Fact Sheet within ePM. During the course of the DFS update initiative the System Administration, Support and Training team will be offering capital project managers additional group and desk-side training. The data refresh includes, Project Properties (formerly called Basics in PIP), Issues, Scope, Schedule, Financials and Team. The EFS and DFS reports are currently available as Cognos (Analytics) reports. The D&C data update initiative is expected to be complete in December 2012.



The Design Review OBA (Office Business Application) is a useful tool for facilitating the design review process. To ensure the OBA is used properly, closely work with your Regional System Administrator (RSA).

**Small Projects Users - To prepare for ePMXpress 2.0, please make sure your username and password are active by November 15, 2012.**

**ePM Resources:**

**ePM Support**  
[epmsupport@gsa.gov](mailto:epmsupport@gsa.gov)  
 1 (866) 367-7878  
 M-F 7:30 AM -7:00 PM EST

**ePM Login Site**  
<https://epm.pbs.gsa.gov/proliance>

**GSA User Resources**  
<http://insite.pbs.gsa.gov/epm>

**Quick Reference Guides**  
<http://www.meridiansystems.com/>

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The Green Building Upgrade Information Lifecycle Database (gBUILD) is the successor to PBS' recently-decommissioned, Recovery Act-focused RAHD system. gBUILD is launching in November, and its developers incorporated feedback from RAHD users – many of them also ePM users -- to design a tracking system with the following qualities:

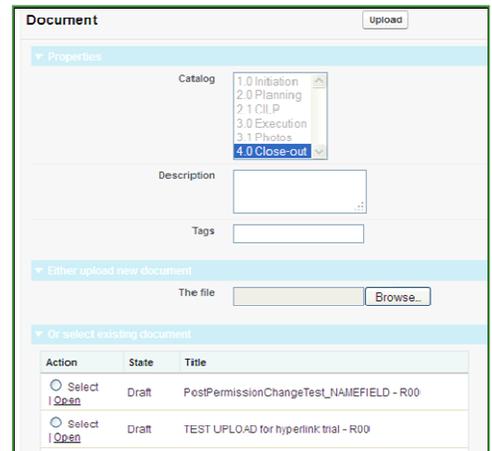
- Enhanced user experience
- Scalability for other programs and purposes
- Streamlined Reporting
- Standardized cross-lifecycle green building project data
- Integrated teams, data and documents

gBUILD's centralized information from different funding programs helps PBS monitor a comprehensive pipeline of historical and future work, and track progress towards sustainability goals at regional and national levels. gBUILD details projects':

- Scopes and energy conservation measures (ECMs)
- Projected building performance and savings
- Narratives, sustainability compliance, and best practices

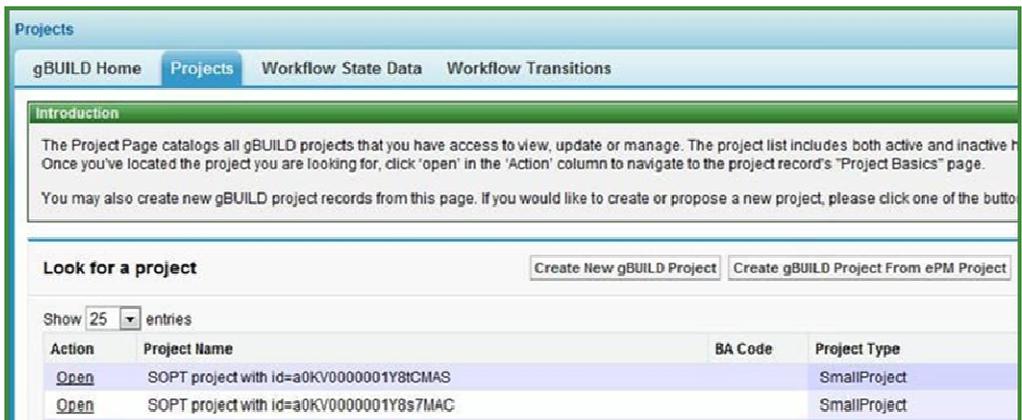
**Collaboration with ePM:**

- gBUILD is designed to complement ePM data, avoid overlap, and save time
- ePM Users can create a gBUILD record from an existing ePM Record
- gBUILD pulls basic project data from ePM into a common object shared with the gPM Suite of Planning Tools
- gBUILD uploads project files into ePM catalog cards for one source of project documents



**Log into ePM from gBUILD and Upload a Document**

If you have any further questions or comments, please contact the gBUILD team at [gbuild@gsa.gov](mailto:gbuild@gsa.gov).



**Create a New gBUILD Project from an Existing ePM Project**