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If you are one of approximately 1,100 Small Projects project managers then ePMXpress 2.0 was designed for you. ePMXpress 2.0 was delivered to GSA in November and is being tested in the GSA environment before it will be officially rolled out to assist with the 6,339 active Small Projects. Limited demonstrations of the tool will be conducted in December, while January will be the start of orientation sessions nationwide. Those dates and times will be shared with users as the schedule for orientation is set for each region. Several Chatter messages have been published which contain other detailed information on ePMXpress 2.0. For more information, follow [PBS electronic Project Management](#) in Salesforce Chatter.

The screenshot shows the GSA PBS InSite website. The left navigation menu includes links for Home, Goals, FAQs, Monthly Newsletters, New User Request and Access Documents, HSPD-12, ePM Cognos Reports, ePM SCHL Language, ePM Releases, and ePMXpress 2.0. The main content area is titled 'Project Security' and contains a link to 'Project Manager's Guide to ePM Project Access Control'. A red arrow points to the 'Project Security' link in the left navigation menu.

The GSA Project Manager (PM), working with the ePM RSA, is responsible for protecting the integrity of project information while allowing appropriate access to project participants. This includes:

- Approving access to specific documents and functions according to team member's project role
- Protecting document security by limiting access to documents that are not applicable to the user
- Adhering to GSA's Access Control policies



A *Project Manager's Guide to ePM Project Access Control* is available for GSA PMs that provides a detailed explanation of the ePM access control policies. To access the document, go to the ePM InSite page and click on the "Project Security" link on the left navigation under Training and Support.

Will Project Central Replace ePM? Short answer: "No."

Do you keep hearing about different Project Management tools and wondering, which one am I supposed to use? The answer is - that depends on which type of project you are managing. Each tool has different features that are more useful for a particular type of project. For example, you might be working on a small IT (Information Technology) project that is over in a month or two and the requirements needed for that are not the same as a large design and construction project that could take years. Therefore, GSA has different tools available.

If you are managing an IT or Non-space project then Project Central may be the right tool for you. It is easy to use, allows project and budget tracking, and works well with Salesforce Chatter among other tools within GSA. However, if you are managing a large PBS Capital Project then ePM is the correct tool. ePM contains additional modules to capture design and construction specific information such as Earned Value, Scheduling, RFIs (Requests For Information), Submittals, Design Submissions and Daily Construction Reports. If you are managing a PBS Small Project then ePMXpress 2.0 is the correct tool. ePMXpress 2.0 has a more simplified user interface for Project Managers but many of the same backend benefits of ePM. We can't forget about eLease that is used to manage Lease projects.

Regardless of which tools you use, just be sure that you check with your business line management to ensure that you are using the most appropriate tool for the type of project. We have some additional guidance to assist you with knowing the difference between these tools and which is right for you. Go to the ePM FAQs page on InSite, look under the section [Other Project Management Tools](#).



Access to Cognos, ePM's reporting tool, is available to GSA staff only. However, there are several project related reports which could assist construction managers, architects, and general contractors with project related activities. These reports can be delivered, via automated email, with the permission of the project manager, to the non-GSA project team members on a one time or recurring basis. Contact your GSA PM or your ePM RSA for more information.

ePM Resources:

ePM Support

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>

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The ePM National team has started the Regional System Administrator (RSA) training and certification classes. The purpose of this training is to formalize a process for transitioning a fully contracted administration staff to one composed mainly of existing government employees from across PBS business lines. This training will enable a shift in priorities from the current System Administration, Support and Training contractor [AECOM] back to GSA, which allows the transfer knowledge of system administration to occur within GSA.

ePM is the core platform to manage all PBS design and construction projects, therefore it is critical that GSA develops and establishes internal supports to ensure that ePM is efficient and sustainable for years to come. After the initial RSA training process is completed, GSA expects to offer training on an ongoing basis.

ePM Workshop

This week we conducted the annual ePM Regional Coordinators Workshop using the telepresence rooms across GSA. The purpose of this workshop is to allow Central Office to en-

gage in an open discussion with the regions on the ePM strategy, future integrations, adoption techniques, reporting capabilities, business line discussions, regional and national best practices, and lessons learned. Another benefit of the workshop is talk about areas that need more policy or direction from GSA which has resulted in several subcommittees for topics that have a direct relation to ePM users such as closeout and scheduling.

The workshop allowed the entire GSA ePM team to hear what has been successful in the regions and where project teams are still having challenges. The ePM core team feels it is important to collect continual feedback from the ePM users in the regions. If you have a suggestion on how ePM can be improved or if you think there is an area that could benefit from a subcommittee, send us an email to epminfo@gsa.gov or contact your ePM Regional Coordinator.



What's Happening Schedule Merge

As a part of ePM's new release, we will be eliminating the Milestone Schedule subtype and migrating all GSA schedule data to the PM Schedule subtype. Contractor schedules (regular schedule subtype) will not be affected by this merge. Aligning all internal GSA schedules under a single subtype will help Capital and Small Projects to better standardize reporting, and allow easier integration with other information systems. Most end users will not be impacted by this change. However, some project teams with multiple PM schedule subtypes may see some of their schedule data merged into a single PM Schedule. If you have multiple PM and Milestone Schedules, you may be contacted by your ePM Regional Coordinator to ensure these schedules merge correctly.