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The National ePM Team is happy to announce that ePMXpress 2.0 is now available for the exclusive use of the Small Projects Community on design and construction projects. Here is a list of the features included:

- Easy to use
- Tracks project financials
- Ability to create new projects
- Quick & easy schedule updates
- Generates live reports
- Integrates with ePM and Cognos

To learn more about orientation and training in your region, [click here](#) to find your ePM Small Projects Regional Coordinator. For additional information on ePM, follow [PBS electronic Project Management \(ePM\)](#) in Salesforce Chatter, or go to [ePMXpress 2.0 on InSite](#).

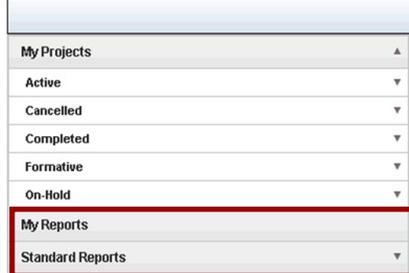


In January, GSA will launch a new Key Performance Indicator (KPI) report for Capital projects that will be used to assess the completeness of project information in ePM. The KPI report will highlight 5 focus areas – Project Manager, Schedule, Status, Invoices, and Issues – and will show the last date the focus area was updated. Data that is over 30 days old will appear red on the report and subsequently count against the project’s overall score.

A project’s score will be calculated by dividing the number of updated focus areas by the total number of focus areas. For example, if a project team has updated the Project Manager, Schedule, Status, and Invoices focus areas in ePM but not the Issues focus area, the project would have a score of 4 out of 5, or 80%.

Additionally, there will be dates shown for the Design Documents, Submittals, Meeting Minutes, RFIs, and Daily Reports focus areas, but these will not count against a project’s score.

ePMXpress 2.0 Easy-to-use Reporting Functionality



ePMXpress 2.0 reports feature easy-to-use reporting functionality that users can access directly from ePMXpress 2.0. There are 2 types of reports: My Reports and Standard Reports.

“My Reports” allow users to create ad hoc reports based on data that resides in ePMXpress 2.0. Users start by choosing a Datagroup, or category, of information to view: PM Estimates, PM Funding, PM Obligation, Project, or Schedules. Then, select individual fields that will appear on the report. To customize the report, users can rearrange the fields in a particular order, sort fields, and apply filters. Once all preferences have been selected, the report is generated. Users can save the report or export it to Excel for further editing. Reports in My Reports are only accessible by the user who created the report.

“Standard Reports” are the 5 reports that will be used most by Small Projects managers. Two of the reports, Cuff Record and Project Summary, are generated directly in ePMXpress 2.0. To begin, users choose a report and select a project either by searching for the ePM Project Number or by Project Name. After selecting a project, the report automatically launches in a new window.

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ePMXpress Project Summary				
PA-Upper Darby-8645 West Chester Pike-Install Motors for FEI Windows (17515)				
PROJECT DETAILS				
Region	Region 03	Current State	Active	
PCN/NA		Customer(S)	2900 - Social Security Administ	
Project Type	Lease	Managing Org	"Delaware Valley Field Office,Pennsylvania and Delaware Group"	
Funding Type		Delivery Method	Other	
Building Type	Other	Service Center		
Project Location				
Buildings(s)				
Address: 8645 West Chester Pike, Upper Darby, NJ				
Project Description				
Install Motors for FEI Windows				
Project Status				
As Of Date: Dec-18, 2012				
Project Team				
Organization	Contact	Email	Phone	Project Role
PBS	Bert Aultman			
PBS	BI Integration User Account			
AECOM Design	Gary Denison		0 00	
RV11	Jameelah Noble		(202) 501-0519	
PBS	Joel Johnson		(703) 951-3902	
Mendian Systems Inc.	John Bunch		(801) 458-3289	
RO3	John Egleby		(859) 208-8287	
RO3	John Monnell		0 215-448-4814	
PBS	Julie Lovett		(202) 501-9108	
Mendian Systems Inc.	Kathleen Kearney		(401) 255-2747	

The three other standard reports, FMSP Project Delivery Measures Detail, FMSP Project History, and Project Manager Workload, are Cognos reports that can be launched directly from ePMXpress 2.0. To access a report, users click on a report title to open the ePM Workspace in a new window. From there, users launch Cognos and run the report.



ePMXpress 2.0 has been designed to work specifically with Google Chrome. This will enhance the user experience by cutting down the need to have multiple browsers open while performing work. Be sure to launch ePMXpress 2.0 from your GSA email browser, Google Chrome.

Thank You

Thank you to all of the ePM team members for their hard work in 2012. We have made a lot of progress this year with ePM including: Earned Value, File Manager, CILP submission, integration with Suite of Planning Tools and gBUILD and most recently installing ePMXpress 2.0 for Small Projects.

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>

ePM Contacts:

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 PBS CIO Project Manager
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REGION 01

Drew Dilks, Project Management Branch Chief

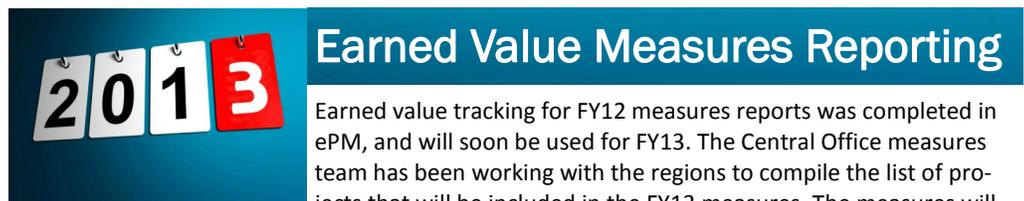
Drew Dilks, Project Management Branch Chief for Region 1, believes that GSA managers must know not only what information is contained in ePM but more importantly how to get it out. With one of the highest ePM adoption rates of any region, the credit for success resides with the regional requirement that all project data must be entered into ePM. Given the vast number of projects conducted in a region, most managers do not have the time to review every detail of a project. With ePM, one can reconstruct a problem through the RFIs and meeting minutes to figure out what happened.

"ePM provides more transparency, if I need more information about the project, ePM enables me to drill down to project specifics."

Drew Dilks

It is important for managers to explain why ePM data is needed, then project team can understand how the data will be used. In Region 1, many stakeholders (contracts, budget, engineers, and customers) use ePM to gather project information either by going into ePM or having a report generated. The primary reports that Drew use are the Executive Fact Sheet and the Earned Value (EV) reports. Both reports deliver the project information necessary from a management perspective. Other helpful reports are the RFI and Submittal reports that are used regularly at weekly construction meetings to help project teams keep the project on time and on budget.

For Region 1, embracing ePM was a logical choice for management, especially when EV functionality came online. The benefit of using ePM as a management tool was immediate when reviewing all of the budget, contract, and invoice information. If a project team can enter the necessary information, then ePM operates on auto-pilot for generating the EV information.



Earned Value Measures Reporting

Earned value tracking for FY12 measures reports was completed in ePM, and will soon be used for FY13. The Central Office measures team has been working with the regions to compile the list of projects that will be included in the FY13 measures. The measures will include projects from FY12 measures that are still in progress, new projects above prospectus level, projects that are identified by ODC and projects with RWA funding. This affects a considerable portion of Capital Projects in ePM.

Project teams should review their project data in ePM to ensure it is accurate and current to prepare for the first FY13 measures report. In order to successfully track EV in ePM, the Budget and Cost Module (which includes Funding, Contracts, Modification and Invoices) will need to be structured correctly. Don't forget to refer to the BCM Guide on InSite for help with setting up these different modules, reviewing and validating project data in ePM and more. The *ePM Earned Value BCM Guide* can be found on InSite at <http://insite.pbs.gsa.gov/epm> >Training and Support>Training Materials. For further guidance contact your ePM RSA or Regional Team.

The following is FY13 Q1 Measures Reporting Schedule:

- 1/8/13, Last day to update ePM for *Draft Measures Report*
- 1/11/13, Draft Measures Report distributed to Regions for review
- 1/16/13, Last day to update ePM for *Final Measures Report*
- 1/22/13, List of projects for narratives sent to Regions
- 1/30/13, Project narratives due to Central Office

