

In This Issue:

- ePM Events
- R9: San Ysidro LPOE
- Power Users Group
- Buzzsaw Migration
- User Quick Tip



Are you a Power User?

Are you the ePM office guru? Do colleagues seek your ePM expertise? The ePM team is assembling a group of "Power Users", early adopters, and general enthusiasts, who wish to collectively contribute their insights and experiences to enhance the ePM community.

The ePM Power Users will have the opportunity to showcase their skills and successes in employing the various modules and serve as a model for other users. You don't have to be a master of the entire ePM system, but rather have proficiency and confidence in certain areas of the application.

Through peer-to-peer sharing of your ideas and insights, we can create a transformational change that will provide lasting impacts on our business processes. To learn more and/or indicate your interest, please send an email to epminfo@gsa.gov.

Regional Coordinator Workshop and SAS&T Summit

SEPTEMBER 2011

In September, the ePM Regional Coordinators and Central Office team met for a process improvement workshop in Ft. Worth, TX. This workshop provided a forum to share best practices and exchange ideas about successful ePM implementation and areas for improvement. Additionally, attendees discussed concerns that directly affect the regions such as training and migration of data from existing tools.

The ePM System Administration Support and Training (SAS&T) team conducted a summit in Washington, DC to share best practices and spur brainstorming on increasing ePM adoption. Assembling all of the expertise together in one location fostered consistency and strengthened the future vision of ePM for GSA.



Case Study: San Ysidro LPOE



Processing and validating an average 50,000 vehicular crossings per day, the San Ysidro Land Port of Entry (SYLPOE), located between San Diego and Tijuana, is one of the busiest land border crossings in the world; and according to a recent study conducted by the San Diego Association of Governments, this number is projected to increase 87% by year 2030. In an effort to safely and securely facilitate the growing number

of passages, GSA has allocated funding to upgrade and enhance the existing LPOE.

GSA is overseeing the comprehensive multi-phase, multi-structure renovation that targets three key areas. First, existing structures will be upgraded and new structures built for an inspection facility, primary vehicle inspection booths, secondary inspection area, and administration space. Next, pedestrian processing facilities will be expanded to include 20 inspection stations and a shaded walking path. Finally, vehicle crossings will be improved with 62 primary vehicle inspection booths and a dedicated inspection booth for buses. Sweeping innovative energy and environmental upgrades will be incorporated throughout the project, helping them to achieve the goal of Leadership in Energy and Environmental Design (LEED) Platinum certification and Net Zero energy status.

Damon Yee, the PM, assembled a team from GSA led by Matthew Shew and Yvonne Arena who understood the challenges of introducing ePM to a new team. They decided to identify specific modules for implementation. The combination of a phased approach to training and a commitment to communication, helped the team with overall ePM adoption. After a few training sessions, the project team eagerly participated in weekly scheduled conference



calls to share best practices and to discuss project specific needs. From these discussions, Matthew and Yvonne mobilized and allocated resources and training as necessary.

As ePM gained traction, the project team discovered that this management system streamlined work processes and improved workflows. The SYLPOE project team collaboratively worked with the ePM Regional System Administrator (RSA) to ensure that proper permissions were in place. Adjusting the permissions minimized disruptions to the workflow, but

Continued on Pg 2





ePM Quick Tip:



Do you need a quick report based on data entered into

ePM? Try creating a custom register view that includes all the desired information. Name this view in a meaningful way so you can use it again. Use the Print button to Export this view into Excel for analysis and formatting. Remember to hold the ctrl key until you have the Excel document successfully opened.

ePM Resources:

ePM Support

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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Continued from Pg 1



maximized security for project data. All project members could then access the appropriate levels of information, as approved by the project manager.

Sustainability is a prominent theme in the renovations of the SYLPOE. The project team appreciated that ePM helped to establish a "green" project management process by sharing project data electronically. For example, the 263 RFIs and 325 submittals for the project would have otherwise been printed and stored as hard copies. Overall the number of paper drawings and files generated by the team has been significantly reduced.

By working together to overcome obstacles, the SYLPOE project team has made ePM work for their project. The project is expected to be completed in 2016, and as the SYLPOE moves forward, they will continue to incorporate more ePM features in the daily project activities.

Thousands of Buzzsaw Files Migrated to ePM



Do you need to upload a large volume of project files into ePM? There is a tool to assist you with that effort.

The St. Elizabeths Campus Development Project recently had over 60,000 documents to migrate into ePM from Buzzsaw. The team was able to upload the documents using the Proliance File Uploader Desktop Quick Application (DQA). GSA's requirement to house Sensitive but Unclassified (SBU) documents in a secure environment prompted the relocation of these files.

The DQA is a powerful tool when you need to upload a large volume of documents. The project team worked with the ePM RSA and the trainer to customize the templates for each document type for the project team. The user completes the template and then works with the RSA to have the files uploaded into ePM. The application can create design documents, submittals, and catalog cards. Due to the complexity of the File Uploader DQA project teams should work with the RSA and trainer to set up the templates in advance and to upload files.

The advantage of using the utility over the wizard within the database is that the application continues to run in the background and will not time out. Contact your ePM trainer or RSA to learn more about using the File Uploader DQA on your project.

For the St. E's project team the document migration was a coordinated effort with the A/E, Design Consultants, GC, and CM to clean up project files and verify user access over a period of 5 months. As a result of this effort, the project team developed a basic protocol when using the tool:

- Ensure the computers are configured properly.
- Test to detect firewall issues with some of the vendors.
- Use the template to create a draft form and send to your trainer or system administrator to quality check and test run.
- Upload mass amounts of documents (hundreds) either early in the morning or later in the afternoon. Weekends are also an ideal time as the system traffic is lighter (Note: the speed of the upload is dependent on the bandwidth and the system traffic).
- Remember zip files cannot be uploaded using the application.

