1001000011100 1001000011100 100100001100 10010000001100 1001000001100 1001000001100

${f C}$ onnection

In This Issue:

- EVM Training in March
- R1 Bangor Smith Project
- File Manager Utility
- Better than a Database
- Connecting with Other Business Lines

A **New Way** to Manage Files in ePM

File Manager gives users the ability to drag and drop files into Submittals, Catalog Cards and Design Documents within ePM. Teams will be able to upload files in mass, view and redline documents with Brava viewer, and create sub-folders for each document subtype.

Sample Folder Structure:



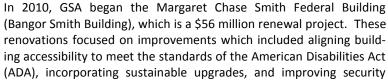
Documents are created in ePM in a Draft state as they are dropped into the File Manager application. All workflow on those documents must be performed in ePM. The File Manager utility inherits ePM instance based security, assuring that documents will not be shared across companies unless purposefully forwarded. It is important to note that users still will not have the ability to remove documents from ePM. Users can only send documents to a recycle bin which changes the document state in ePM to Void.

File Manager can be launched from within ePM or can be installed locally on the computer. After the release of 3.0 users can work with their RSA to obtain training and installation instructions.



Earned value training in March... Project teams have been actively engaged in data clean-up in preparation for reporting earned value in ePM. The functionality to track and report Earned Value for Capital construction projects, will be available with the installation of ePM v3.0 in March. Training for each project team on the new tool will begin at that time.

Bangor Smith Federal Building



features. Energy-efficient upgrades to mechanical, electrical, lighting, and plumbing systems will also be incorporated to earn a Leadership in Energy and Environmental Design (LEED) Platinum Certification upon completion in 2013.

Getting Started

Although ePM was not the original management system, it was gradually rolled out subsequent to the design phase and the start of construction. Initially, the biggest challenge was acclimating the team to how ePM worked and encouraging its implementation. As workflow processes external to the system were gradually streamlined into ePM, the team's persistence in learning and using the application took hold.

Loading historical data such as payments, contract information and financial data was a major effort but was key to the project team's adoption of ePM when critical mass of project

data was reached. Once ePM became a central source for information, it was extremely useful and provided all parties with the flexibility required to view, manage, and administer the project. "With the source files attached to the database of information, it became a 'onestop' process." - Peter Menzies, GSA PM



The Bangor Smith project team has approximately 30 Funding documents, 64 cost accounts, and 17 contract documents in ePM.

Sharing Tips and Tricks

A primary area used by the project team is financial management. Maximizing resources is becoming a critical marker for project success, and ePM is designed to account for every dollar. The robust functionality offered by ePM allowed the project team to tag and account for the unique coding and tracking needs, all within a singular system. When backloading data into ePM, the project team encourages other teams to compile the budget and cost data into a spreadsheet, prior to entering data into ePM. Additionally, it is ideal to finalize the contract Schedule of Values prior to inputting the data in ePM, then ensure that it is in an approved state prior to creating any contract modifications or invoices.

Getting the Most From ePM

Currently, the Bangor Smith project team is capturing project data in ePM for the majority of their project activities. Since ePM is a comprehensive management system, it enables the functions and capabilities of analyzing project data from multiple perspectives - financial, workflow, document management. More importantly, however, ePM positions the team to analyze the data and make informed decisions for future project success.





ePM Quick Tip:

Need a better way to manage project photos

register? Does uploading of multiple photos seem clunky and confusing? Instead of trying to access multiple photos with obscure file names, your team can compile a defined set of photo documents. Try creating a Power Point file containing the photos, then creating a zip file to "package" them based on either type or time-frame before uploading them into ePM. This will allow teams to more readily find and navigate through photos in the future.

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

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





PMs have always been challenged with how to organize and synthesize project data to ensure compliance with the project's scope, schedule, and cost. In the past, project data was managed through disparate channels and diverse programs. Today, GSA supports its PMs by offering ePM, a comprehensive management system that is much better than a database. This application is designed to meet the needs of all project activities for the entire project lifecycle.

ePM assists PMs in supervising a project by unifying project data in a central location, providing oversight throughout the project's lifecycle, and implementing standard work processes and data flows. In addition, ePM helps to anticipate spending and submittal deliverables, facilitates design document reviews; and to manage activities like punchlists, deficiency logs and more. Now, with ePM, PMs can easily monitor and track all project management activities in a single web-based application. The following table is a sampling of typical project tasks, and how project teams operated before ePM and after:

Without ePM	With ePM
Project drawings were circulated as dated hard copy files, which were sometimes superseded but not available in a complete drawing set.	Project drawings are easily uploaded and accessed in ePM by the entire project team. Drawing revisions automatically supersede older copies.
Meeting minutes and daily reports were drafted in Word documents that were either stored on a personal C drive, company server, or e-mailed to the team.	Meeting minutes and daily reports are entered into ePM and reflect the most current information based on data pulled from the system.
Financial tracking for budget and spending were stored in Excel spreadsheets and necessary financial reports generated in MS Word documents.	Financial documents such as funding requests, contracts, and invoices are generated via ePM and are based on data entered by the project team.
Submittal logs and other contractor communications shared with PM via e-mail or through another 3rd party software application.	Future submittals and other contractor communications generated through ePM based on project data in the system.

Connecting

to Other Business Lines



ePM is now being used for reporting by multiple business lines within GSA. Recent executive messages from the Office of Budget & Finance and the Office of Acquisition asked for regional support from their corresponding communities to ensure that the budget and contracts data is accurate in ePM. Project Managers should be working with the members from those supporting PBS offices to verify the data.