ePM

Connection

"Change is the law of life and those who look only to the past or present are certain to miss the future." - John F. Kennedy

Adopting new strategies and workflows can improve efficiency, increase success, and build team collaboration. ePM can seem to be a daunting if you are new to project management software. However, there are personal strategies that ePM users at any level can adopt to facilitate their transition into the system. Successful users have identified three guiding principles:

Step 1 - Develop a focus
Instead of approaching the system in its totality, select key areas for understanding that are relevant for that role on the project.

Step 2 - Create goals
Each project team should create goals (specific, measurable, attainable, realistic, and time-sensitive) for maximizing the system to accomplish their project tasks.

Step 3 - Define roles and responsibilities
The Project Manager must coordinate with team members and clearly and concisely explain the modules and processes each team member will take in ePM. This ensures that the entire project team is aware of what information and steps they need to take in ePM.

One on One: Denver U.S. Custom House

Built in 1931, the Denver Custom House was commissioned to replace a previous, overcrowded Custom House located elsewhere in Denver. The edifice's Italian Renaissance Revival design and inclusion of the National Register of Historic Places exemplifies its extensive history. Over the years, the Denver Custom House has served multiple government agencies and even withstood a bombing in 1975. Today, it is home to the courthouse for the U.S. District Court for the District of Colorado.

Although built for durability, it was not constructed for efficiency. With rising energy costs, the Denver Custom House was in need of a "green" renovation. Using funds from the American Recovery and Reinvestment Act, GSA and a local design group are working to improve the building's energy consumption by as much as 20 percent with new mechanical and electrical systems. The upgrades to the exterior will feature more than 750 energy-efficient windows that will preserve the original façade. Additional architectural upgrades will improve interior space design and flow. The project team, led by Kristy Fantz, the GSA Project Manager, was interviewed to learn more about how they use ePM and what modules have been implemented:

Q: At what point did your project team start to use ePM?
A: ePM was used from the beginning of construction, which was when the minimum requirements were sent out.

Q: What are the most useful features in ePM for your project?
A: ePM is good for team collaboration because all data is located in one location. The system also provides security for transmitting the as-built drawings. It is nice to not have to keep track of every submittal because it is a reference in the contract file in ePM. Another benefit is that ePM is in a web environment that allows access to the project information which Central Office or other business lines needs.

Q: What are some of the challenges in using the system?
A: In the beginning security, access, and training caused delays. Another hurdle was getting other business lines to learn how to use ePM and their steps in the workflow process.

Q: What are the unique features of this project that made ePM helpful?
A: Our team is fully utilizing the budget and cost modules in ePM. We made a lot of modifications and it has been very helpful during the invoicing process to have everything in ePM.

Q: Have the minimum requirements helped your team with providing management with project information?
A: Yes, the Detailed Project Fact Sheet has helped to provide information to management and helped guide the priorities for what data should be entered into ePM. The team has also utilized the automated capability to have these reports sent directly to management.

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ePM Quick Tip:

With the newly released Cognos reports we now have over 15 reports available. To be sure you can see and run all the available reports a user should adjust their personal preferences in Cognos. Navigate to the Public Folder and Click this icon in the upper right corner of the screen.

Reminder: Cognos is a reporting tool for GSA's internal use and there are not enough Cognos licenses for every ePM user. If you would like to request a Cognos license or schedule training on how to access the Cognos reports, please contact your regional ePM team.

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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The Denver Custom House project team realized the true value of ePM especially the financial capabilities. By storing the project's financial data in one, easy to access location, ePM instilled efficiency into everyday tasks such as invoices and billing. With ePM, GSA can access project data to monitor progress, compare costs and troubleshoot discrepancies. Today, the Denver Custom House project team is fully utilizing ePM's budget and cost modules.

We are excited to share that there are a lot of new Cognos reports available and more are under development. We will highlight new reports as they are available to keep Analytics users informed of the new developments. Should your project have a specific need for a report work with your RSA to see if an existing report can fill your needs or if a new one should be created.

- **Adoption Report** - This report is used by Central Office as a Key Performance Indicator (KPI) for Capital Projects to evaluate ePM adoption. This report shows the document types, the number of documents in each module and how often they are updated.

- **Adoption Report (All Document Types - All Projects)** - This report displays a table organized by region depicting the last time an ePM project's data has been altered across its many features (such as contract, design documents, and RFI) and counts the number of items in each project. This report will be used by the ePM team to measure Capital Projects areas of success and those needing more attention.

- **Capital Projects Schedule Summary** - This report provides a project level summary for the start and finish dates of the Design and Construction phases on projects using the PM Schedule Template.

- **Capital Projects Schedule Detail** - This report provides a detailed view of the first three task levels of the project Schedule for any selected project(s). This report is also accessible from the Capital Project Schedule summary report by clicking on a specific project name.

- **Obligations and Payments by Project and Contract** - This report provides a project's contract and contract modification financial details at the Line Item level, and the associated cost account details. It summarizes the financial information by contract and by project.

- **Obligations and Payments by Project and Contract (Contract Totals)** - This report provides contract-level cost account financial and cost account totals by contract and contract modification.

- **Facilities Management and Services Programs (FMSP) PM Workload** - A traditional "spreadsheet" report for project manager supervisors and others.

- **FMSP Projects report** - The FY12 Project Delivery Measure Report with all the filters and calculations removed.

Farewell to PIP ...

After ten years of meeting PBS needs for Capital Project and Program information, the Project Information Portal (PIP) is retiring at the conclusion of this month. ePM will then serve as the sole source for both current and historical PBS project information from planning through construction. Legacy PIP data and documents will automatically migrate into ePM after ePM v3.0 is online. PIP users who are new to ePM should work with RSAs to get the necessary training to find migrated PIP data and documents in ePM.