ePM Quick Reference Guide #133

ePM Naming Conventions

TYPES...

A. PROJECT NAME

Format: State-City-BuildingName-ProjectName-SubLocation

Example: CA-Los Angeles-Reagan CH-Upgrade Doors-2nd Floor

B. COST ACCOUNT

Format: Function Code #-description- BA##

Example: 413-Construction- BA55

C. FUNDING DOCUMENT

Format: FY_BA##_Region_Line Item_Program_Building Name

Example: 2012_BA55_R11_RWA# or ASID#_Energy_Winder

D. CONTRACTS

Format: Contractor Type-Vendor Name-Type of Service-Phase

Example: GC-James G Davis-Construction-Phase 1

Note: You can add other information at the end of the naming convention (i.e. Contract Number)

E. CONTRACT MODIFICATIONS

Format: Vendor-Contractor Type-Type of Services-Mod Number

Example: James G Davis-GC-Increase Project Scope-PS01

F. INVOICES

Format: Contractor Type-Type of Services-Phase-Month Year

Example: GC-Construction- Phase 1- Jan 2012

Note: You can add other information at the end of the naming convention (i.e. Invoice Number)

WHAT IS...

The above naming convention is the accepted standard across all ePM Projects. Adhering to this standard provides consistence in data and reporting nationally for GSA. If you have questions or comments about this standard please reach out to your Regional System Administrator or Regional Coordinator.