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With the release of ePM v4.4, GSA implemented changes to the Detailed Fact Sheet that allow users to view specific sub-sections of the report instead of generating the entire report.

On the report's prompt page, in addition to being presented with a list of projects to view, users are presented with a list of report sections and sub-sections where they can put a check mark next to the sections they would like see on the report. For example, if a user only wanted to view the Design Submissions and Submittal Packages, he/she would put a checkmark in those boxes and generate the report. When the report is finished running, it will only display the selected sections. Users will appreciate being able to choose only the information that they need instead of generating, and possibly printing, unnecessary sections of the report.



ePM v4.4 Release Functionality

Enhanced Earned Value (EV): Enhanced EV enables detailed EV tracking based on contractor cost loaded schedule activities. Using the Enhanced EV tool, a Microsoft Project or Primavera schedule is uploaded to ePM, and the schedule tasks are mapped to the individual contract obligation, creating the EV spend plan. An updated schedule can be uploaded which will automatically update the associated EV spend plan. If Enhanced EV is utilized, contractors can enter monthly cost loaded schedules showing actual progress in Proliance and automatically generate monthly invoices. Project teams are not required to transition to the enhanced EV functionality yet. Each project has the option of using this functionality in lieu of standard EV tracking. The ePM team will support any project desiring to pilot the enhanced mode of EV. Accessing EV through the ePM UI requires no action and will open the latest version, however if you have previously downloaded EV to your desktop then you will need to remove and reinstall the application.

To uninstall the old desktop version and install the new one, follow these steps:

1. Open ePM and navigate to the EV tool in a project
2. When the EV tool opens in ePM, right click anywhere on the EV screen and select "Remove this application..." the EV desktop version will be removed.
3. Right click again anywhere on the EV screen and select "Install GSA.EV Application onto this computer..."

Cognos Improvements: All ePMXpress data (including PM Financials) is now available for reporting out of Cognos. Additionally, minor changes have been made to existing Cognos reports, so some reports might look different. New reports have also been developed and will be deployed to Cognos soon. For users with recurring scheduled Cognos report email deliveries, you may need to reschedule these report runs to ensure newly versioned reports are delivered as expected.

Punchlist Notifications: The punchlist notifications provide the ability to notify users who have been assigned a punchlist item via an email with a link to the item requiring attention.

Submittal Workflow Changes: Submittal workflows now have two new workflow states - 'Accepted as Noted' and 'Revise and Resubmit'. Returning submittals to a draft state after being 'Submitted' is allowed. Notifications are set up so that when a comment is submitted it sends notice to the "receiving participant" and if a comment is cancelled it will notify the person who originally created the comment. Also, date fields are auto populated when a submittal package is Submitted, Accepted, Accepted as Noted or Rejected.

Transmittal Functionality: Users can utilize Transmittal documents within ePM projects. The Transmittal document is located in the Office Management section of the left navigation menu.

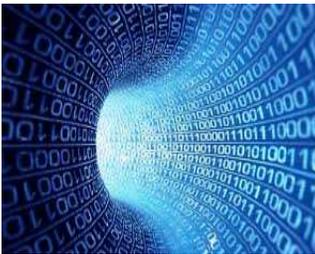
Issues and Logs: Completed and Closed date fields have been added to the Issues and Logs Resolution tab.

File Manager: Users can now upload files to ePM without renaming the files (catalog cards, drawings, submittals).

ePMXpress: The ePMXpress links to existing Cognos reports are functioning properly.

User Access Certification Tool v2 (UAC): The UAC Tool automates the ePM end user licensing process and will allow certain users (mostly project managers) to add and approve user access to both projects and programs.

Note: Some of this new functionality listed above may require training for users so stay tuned for more information.



Quick Tip

Need Project Team Training?

Make sure that your Project Teams are prepared and ready. When planning a training session it is essential for all project team members (GC, CMA, AE, Customer, etc.) to be licensed users in ePM. In addition, for your training to be a success, it is very important that all parties are available to attend the scheduled training sessions. Please come prepared to obtain a wealth of knowledge during your scheduled training session.

ePM Resources:

ePM Support

epmsupport@gsa.gov
1 (866) 367-7878
M-F 7:30 AM -7:00 PM EST

ePM Login Site (IE)

<https://epm.pbs.gsa.gov/proliance>

ePMXpress Login Site (Chrome)

<http://epm.pbs.gsa.gov/proliance/ePMXpress>

User Resources

<http://insite.gsa.gov/epm>
<http://gsa.gov/epm>

ePM Contacts:

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User Access Certification (UAC) Tool Features:

Below describes a little more on the functionality for the latest version of the UAC Tool:

Project Managers (PMs) will be responsible for:

- Adding ePM Users to their Projects and assigning them the correct Security Category
- Entering new ePM Contacts into the UAC Tool
- Submitting new ePM Contacts for licensing approval and waivers as required
- Potential Annual Project Access Certification

ePM Regional Coordinators will be responsible for:

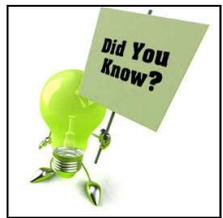
- Approving new contacts for ePM licensing
- Adding ePM User to Programs and assigning them the correct Security Category
- Annual Project and/or Program Access Certification

All Licensed ePM Users will be responsible for:

- Annually self-certifying their need for an ePM License
- Validating and updating their ePM Contact Information

Did you know the ePM Capital Projects Minimum Requirements document (found on InSite link to the left) also defines gPM requirements?

All of the gPM required documents are identified with one "*" in the "Document Type" column. This guidance includes which documents are required and recommended and where they should be stored within ePM. The National gPM team uses ePM to look for documents that are required in the Project Quality Assessment Measure. Work with your ePM or gPM team to ensure that your project documents are being stored in the correct location.



MICHAEL BLACK, R6 GSA RSA



Michael Black, who works in the Design and Construction division, joined the ePM team in 2013 as the Region 6 (R6) Regional System Administrator (RSA). Michael has an Electrical Engineering Bachelors degree from the University of Nebraska and was an engineer for Sprint before coming to GSA to be a Project Manager. He used to assist customers with technical support which has come in handy while working with ePM and ePMXpress users.

Michael still manages projects in the Heartland Region (Nebraska, Iowa, Missouri and Kansas) so it has taken time to become acclimated and learn how to juggle both roles. He said "R6 Small Projects PMs have been great about using ePMXpress to create projects and the next objective will be keeping the information timely". "Michael has the ability to think through the details and perceive the big picture in all that he manages. For ePM users this gives them the help they need to address the data entry and their long-term adoption of the system." Bob Rusbarsky, Region 6 ePM Coordinator.

Michael and his wife are about to celebrate their daughter Lauren's first birthday in March. In his spare time, he also enjoys playing softball, volleyball and golf and watching University of Nebraska football, of course. If you are in R6 and work with ePM or ePMXpress and have not met Michael, please stop by to introduce yourself.