

In This Issue:

- 2013 Accomplishments
- GSA ePM Leadership
- 2013 Training & Support
- Meet the Team
- Cognos Reporting



The ePM Team accomplished several goals in 2013.

February - ePM reports available on Google Drive for internal users

March - an ePM closeout policy and checklist were developed

June - updates were made to ePMXpress 2.0, earned value and Cognos reporting improvements and a new Automated End User Recertification tool and process were also implemented

July - ePM data is available in Business Intelligence (BI), new ePM Division 1 language was developed, and GSA awarded new ePM contract which includes migrating ePM to a cloud hosting provider

September - ePMXpress enhancements were installed to make several user improvements, end user recertification, FY reporting on Capital and Small Projects Performance

November - Content was updated on InSite and more resources were added for external users on gsa.gov/epm

December - the Capital Projects ePM Minimum Requirements were updated to include Quick Reference Guide references

We expect a lot more exciting changes over 2014 to improve the user experience so stay tuned to learn more information.

2013 TRAINING & SUPPORT FACTS:

Have you ever wondered how much training is being conducted on ePM or how many new projects exist? Well, wonder no more. Below are some interesting facts about ePM training and support for 2013:

- 173 ePM Training Sessions held
- 910 ePM Users trained
- 640 New ePM User Accounts were created
- 3,919 New ePM Projects created
- 13 GSA employees & contractors completed RSA training
- 4 other GSA employees & contractors started RSA training

GSA ePM Leadership Team



Each month we focus on various ePM Team Members and we would like to also highlight the GSA staff working behind the scenes every day to make ePM successful. Nick Gicale of Region 5 has been the ePM Project Manager since December 2011. As the ePM National PM, Nick oversees all aspects of the project, including strategic, performance and stability, releases, integrations, adoption, support and training. Nick works with the Executive Steering Committee and GSA Executives who represent the major business lines using ePM & ePMXpress.



Tom Kollaja, with the Office of Design & Construction, is the Capital Projects representative and Ralph Abel, with Facilities Management and Services Program is the Small Projects representative. Tom and Ralph serve on the national team to ensure that the needs of their business lines are met by the system functionality and address regional concerns. They are also involved in assuring the data quality in ePM and ePMXpress, developing policy and processes including what information teams are required to enter. Both Tom and Ralph work with the ePM regional coordinators in determining data and documents that should be stored and measured on projects.

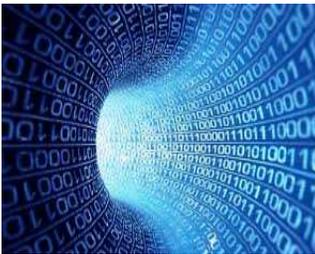


ePM and ePMXpress are integrated systems that are hosted and supported by the GSA CIO. Kirsten DeLashmutt, is the CIO IT Project Manager. Kirsten's role is to manage all IT specific tasks and to maintain ePM and ePMXpress stability and reliability. Kirsten is responsible for overseeing the training, development and production environments, system security compliance and ensuring releases are installed properly. Both ePM & ePMXpress are currently hosted at the GSA Enterprise Service Center in Chantilly, VA. However, Kirsten is leading the technical migration of ePM to the cloud in the coming months.



Together, Nick, Tom, Ralph and Kirsten all work together as an Integrated Project Team to continually improve the value of ePM and ePMXpress within GSA.





Quick Tip

The ePM Schedule DQA (Desktop Quick App) facilitates the upload of Primavera and Microsoft Project schedules directly into the ePM schedule register. The schedule will upload as the generic 'Schedule' sub type. To upload with the intent of creating a PM Schedule for a project, the user will need to manually convert the uploaded schedule to the PM Schedule sub-type. To do this open a new blank PM Schedule document and the uploaded schedule simultaneously in collaborative Gantt view. Then the uploaded schedule data can be copy and pasted into the PM Schedule document.

ePM Resources:

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

ePM Login Site
<https://epm.pbs.gsa.gov/proliance>

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

ePM Contacts:

Nick Gicale
 ePM Senior Project Manager
 Nick.Gicale@gsa.gov

Tom Kollaja
 Capital Projects Rep
 Tom.Kollaja@gsa.gov

Ralph Abel
 Small Projects Rep
 Ralph.Abel@gsa.gov

Kirsten DeLashmutt
 PBS CIO Project Manager
 Kirsten.Delashmutt@gsa.gov



WELCOME BACK ALIDA



We are happy to announce that Alida Rodriguez will be returning as one of our ePM National Trainers. Alida received her Civil Engineering degree from the University of Puerto Rico with a specialization in Construction Management and she is EIT certified. She also received her MBA Certificate from the Krannert School of Management, Purdue University and an Electrical Engineering certificate from the University of Wisconsin.

Alida has worked for General Contractors in the past and now works for Meridian Systems, the ePM software developer, which is a Trimble company. In addition to being certified in ePM (Proliance) as a trainer, she is also certified to use and train Primavera products and is an expert in Scheduling. Her passion is Cost Management and she specialized in it for three years at Skanska USA.

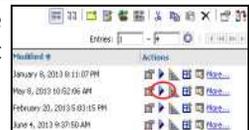
Besides being one of our two National and Online Trainers, Alida also works on various other national ePM initiatives. Alida worked in R11 for almost a year, she says they have been champions of the Earned Value adoption by updating their EV information in record time. Additionally, R11 Small Projects were the first to be trained, adopt and use ePMXpress. The ePM Regional Coordinator, Bronzwyn Palmer, was key to ePMXpress' success.

Two of Alida's favorite ePM Tips are 1) use multiple screens when dealing with multiple projects and 2) set up Cognos to automatically send reports directly to your email on a scheduled basis. Additionally, she highly recommends keeping your ePM Project information up to date, meaning entering all the financial data, RFIs, Submittals and Daily Journals, etc. in a timely fashion. This will save a lot of time and ensure accurate reports.

Outside of ePM, Alida resides in the DC Metro area and actively enjoys cycling, skiing, baking, dancing and car antenna toppers. Yes, car antenna toppers. She changes them based on the season, including a bat for Halloween, a turkey for Thanksgiving and a Nationals baseball cap for the best season of all.

COGNOS REPORTING

Would you like to see a Detailed Fact Sheet in a PDF version? Need the Status of Project Funds report in Excel? In Cognos, the default output format for reports is HTML, but you can change that to be PDF or Excel.



1. Put a check mark next to the report you'd like to modify. Then click the blue triangle – Run With Options.
2. Select a report Format: HTML, PDF, Excel 2007, Excel 2002, Excel 2000, CSV, or XML.
3. Choose a Delivery method: View the report now*, Save the report, Print the Report, or Send me the report by email.
4. Make sure that the Prompt for values check box is marked.
5. Click Run.



Once the report has generated, it will be in your desired output format.

*If the 'View report now' option is selected the user will need to hold down the Ctrl key until the report is generated.