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3 Years

This month marks the three year anniversary of the ePM newsletter. The goal for this newsletter is to be the communication tool for new features, project successes, tips and more. The newsletter team would like to thank all of our ePM Users for sharing best practices, useful tips and interesting articles each month. We strive to bring helpful and useful information to the ePM User Community. We are always looking for new stories so if your team would like to be featured or if you have suggestions about what you would like to learn more about please let us know by emailing epminfo@gsa.gov. We are embarking on a new year and hope this will be our best one yet.



CAPITAL PROJECTS EPM REQUIREMENTS

ePM and ePMXpress are used to manage both Capital and Small Projects within GSA. Data requirements for both systems have increased over time in order to capture accurate and consistent project information for GSA project teams and management to use. All of these requirements are necessary for GSA to have current project information at a national level.

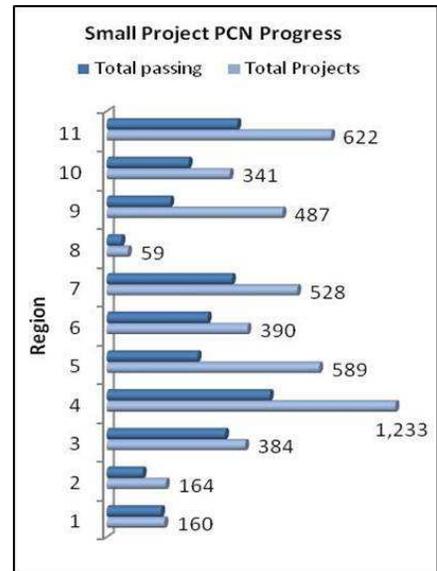
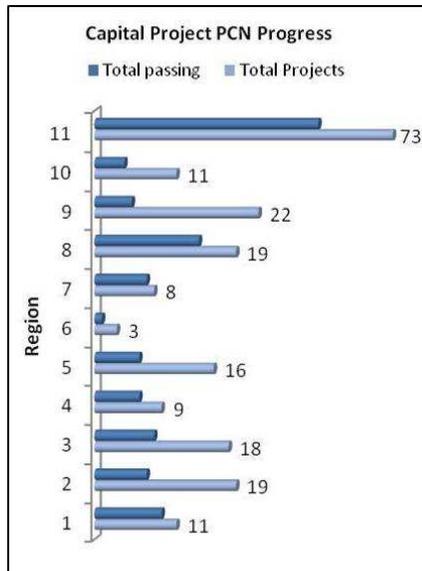
Central Office has updated the ePM Capital Minimum Requirements Document, and we want to highlight a few changes you can expect to see in this new version. The biggest difference is a new “Quick Reference Guides (QRGs)” column that has been added to identify the associated QRG to use when you are using that module in ePM. The descriptions for the items below have been updated to be more clear about what information should be recorded or entered into ePM.

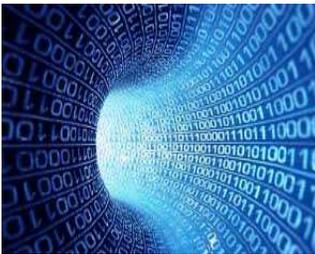
- Scheduling > PM Schedule
- File Manager > Catalog Card > 2.0 Planning
- File Manager > Catalog Card > 4.0 Closeout

Item Number	Item Name	Description	Required Information	Recommended Information	Quick Reference Guide (QRG)
1000-001	Project Name	Project Name (as recorded in the GSA system)	Project Name	Project Name	QRG 10.1.1
1000-002	Project Number	Project Number (as recorded in the GSA system)	Project Number	Project Number	QRG 10.1.2
1000-003	Project Location	Project Location (as recorded in the GSA system)	Project Location	Project Location	QRG 10.1.3
1000-004	Project Start Date	Project Start Date (as recorded in the GSA system)	Project Start Date	Project Start Date	QRG 10.1.4
1000-005	Project End Date	Project End Date (as recorded in the GSA system)	Project End Date	Project End Date	QRG 10.1.5
1000-006	Project Manager	Project Manager (as recorded in the GSA system)	Project Manager	Project Manager	QRG 10.1.6
1000-007	Project Sponsor	Project Sponsor (as recorded in the GSA system)	Project Sponsor	Project Sponsor	QRG 10.1.7
1000-008	Project Budget	Project Budget (as recorded in the GSA system)	Project Budget	Project Budget	QRG 10.1.8
1000-009	Project Status	Project Status (as recorded in the GSA system)	Project Status	Project Status	QRG 10.1.9
1000-010	Project Description	Project Description (as recorded in the GSA system)	Project Description	Project Description	QRG 10.1.10

ePM PCN/RWA Cleanup

Project Control Numbers (PCNs) and Reimbursable Work Authorizations (RWAs) are used at GSA to identify most projects. ePM team members are working with project teams to ensure every active ePM project has a PCN or RWA number entered into ePM. This cleanup is necessary to facilitate a successful integration with ePM and GSA financial system data. Progress reports have been sent to the regions in order to assist with the cleanup. The PCN/RWA Cleanup effort is scheduled to be completed by Dec 31, 2013. If you have questions about PCN/RWA cleanup reach out to your ePM RSA.





Quick Tip

If Certified Payrolls are being uploaded in ePM, they cannot contain any personally identifiable information (i.e. social security numbers or addresses).



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 Website
<http://www.gsa.gov/epm>

ePM Contacts:

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In past issues we have highlighted ePM team members that are contract support under the System Administration Support and Training contract with AECOM. One goal for the ePM management team has been to teach GSA staff how to administer and support ePM and ePMXpress. We are closer to that goal in many regions, and over the last year several GSA folks have gone through the rigorous training to take on that role.

This month we are highlighting Christina Cordero, from Region 2 (Northeast and Caribbean region) who has recently taken on the GSA Regional System Administrator (RSA) role. Before coming to GSA, Christina graduated from the United States Merchant Marine Academy with an Engineering degree. She also has worked at Charleston Naval Shipyard overhauling Naval Nuclear Submarines and then at Department of Transportation. Once Christina joined GSA she worked for Property Management and then transferred to the Design and Construction Division. All of her past experience will be helpful in her new role. In addition to the RSA role, she has also been assisting with ePM training and working with the GSA Region 2 Security Office to make improvements with the security process. When Christina is not working she enjoys spending time with her family, biking, and playing soccer.



COGNOS REPORTING

The FMSP Project Delivery Measure Reports are used to assess the timeliness of project delivery for the Small Projects program. This Summary report displays high-level results of a region(s) performance. For each region, the number of pending and future projects is shown in addition to the number passing and failed projects. The percentage of projects completed on schedule and the final pass/fail results are shown. When the report is delivered and opened in Cognos, users have the ability to drill down and view detailed schedule information on all projects in a region. If the report is delivered via email in Excel or another format, the drill down feature is not available.

The Detail report displays in-depth results of a region's performance. For each project, the list of fields includes Project Type, Building ID, Project Manager, Managing Organization, ASID or RWA #, BA's, Projected Cost at Completion, and several milestone dates. The project's Status Code displays whether or not the project has passed or failed the measure. A table with explanations of each Status Code is listed at the top of the report.

Users can customize the way data displays on reports by filtering on the FY Start, Project Type, Schedule State, Projected Cost at Completion, and Managing Organization fields. The FMSP Project Delivery Measure Reports are located in the Measure Reports sub-folder of the Cognos Public Folders.

Program Name	Total Projects (Completed + Pending + Future)	Pending Projects	Future Projects	Completed Projects (Passed + Failed)	Passed (Completed On Schedule)	Failed (Late or No Estimate)	% Completed On Schedule	Program Pass/Fail (Range: 85%)
Region 01 - New England Region Small Project Program	99	8	90	1	1	0	100.00%	PASS
Region 02 - Northeast and Caribbean Region Small Project Program	144	20	119	5	3	2	60.00%	FAL
Region 03 - Mid-Atlantic Region Small Project Program	267	46	197	24	13	11	54.17%	FAL
Total	510	74	406	30	17	13	56.67%	

Back in July the ePM Team sent out the 2013 ePM Users Survey. We want to thank everyone who participated in the survey and provided us feedback. We are reading what everyone wrote and for those ePM Users who requested to have someone respond to them, we are going to start responding over the next couple of weeks. While we cannot make every change that some users have requested we will do our best to make improvements where possible.

