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## TRAINING



The ePM team is working on developing training videos which will be topic-specific for ePM and ePMXpress 2.0. The videos will be available online in multiple locations to provide access to both internal and external ePM users. Along with onsite tools and online offerings, the training videos are a convenient method to expand and enhance understanding about ePM.

The first training video for release will be specific to ePMXpress 2.0. GSA will notify the ePM community when the videos are available and how to access them. During the interim, if there is a specific ePM topic of interest, please email [epminfo@gsa.gov](mailto:epminfo@gsa.gov) with suggestions. Stay tuned!

## New ePM O&M Contract



GSA is proud to welcome the partnership of Natoma Technologies (Natoma) and Runding Corporation (Runding) to the national ePM Team. They were selected to provide operations and maintenance services for ePM and to migrate the comprehensive management system to a cloud-based hosting environment.

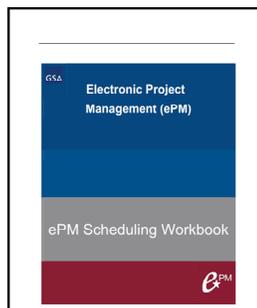
Natoma Technologies is a small business based in Sacramento, CA that provides IT consulting solutions to public sector clients. Founded in 1998, Natoma provides end-to-end technology services, including custom application development, COTS integration, O&M support, mobile platform development, and cloud migration. Key Natoma personnel on the ePM team include Ron Belanger, PMP Project Manager and Jason March, Federal Programs VP.

Natoma has partnered with Runding Corporation to support Proliance specific technical tasks. Runding is a small consulting firm based in Sarasota, FL that focuses exclusively on Proliance implementation and O&M services. Runding will be providing system architecture and SME support to the ePM program. Key Runding personnel on the ePM team include Mike Shelnett, Systems Architect, Chris Egan, SME, and Jay Noonan, Professional Services Executive.

Learn more about Natoma at [www.natomatech.com](http://www.natomatech.com) or Runding <http://runding.com/>.

## Additional Resources

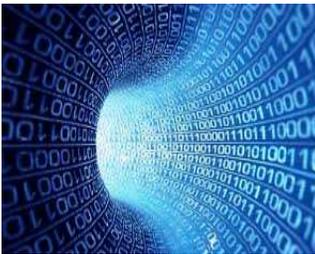
In an effort to improve resources for the entire ePM community, GSA added the Quick Reference Guides (QRGs) for ePM and ePMXpress to its website at: <http://www.gsa.gov/epm>. There is also a QRG Summary table which includes the audience for each QRG.



The PM schedule is an essential project tool created by project managers (PMs) to track project progression. From initiation to completion, it provides a macro view of the project. Unlike the more robust contractor schedule, the PM schedule provides a greater view of the project's scope with ready reference data for PMs to quickly access for communicating project status internally with PBS management and externally when necessary.

Many PMs recognize the value of maintaining an updated PM schedule in ePM prompting GSA to develop the ePM Schedule Workbook. This comprehensive guide will assist in the establishment of a PM schedule in ePM using activity summaries, milestones, and tasks. PMs learn the tips and methods for generating, maintaining, and viewing project data in ePM at multiple levels using various tracking methods.

A copy of the Schedule Workbook and is available for download on InSite in a PDF format by visiting <http://insite.gsa.gov/epm> > Training & Materials > Training Materials > ePM Schedule Workbook.



## Quick Tip

If you would like the ability to run applications requiring Internet Explorer, without the hassle of managing multiple browsers, try out IE Tab for Google Chrome. This extension makes it possible to run ePM inside your Chrome browser. Installation instructions can be found on InSite under > Training & Support > Support & Additional Materials > IE Tab in the Chrome Browser.

### ePM Resources:

**ePM Support**  
[epmsupport@gsa.gov](mailto: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:

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Whether it is riding his Harley Davidson, tinkering with gadgets, or troubleshooting problems in ePM, Jay Leach has a penchant for advanced, complicated systems. A graduate from Kent State University, he started in technical sales and IT consulting for Systems Integrator, working with the US Congress. His professional scope expanded to project management and international business development for an eForms/workflow software company who supported federal clients and international partners.

With his expertise in technical training, administrative process improvement, customer service, and IT systems troubleshooting, Jay was a natural fit for ePM and joined the team in 2010. Today, he is the National System Administrator in Central Office and his responsibilities include:

- Tracking all ePM User and Cognos Licenses
- Administering domains of the tiered ePM support system
  - Tier 1 support calls
  - Tier 3 Issue/Bug escalations
  - Tier 4 Issue/Bug resolution and follow up
- Managing all ePM lookup lists
- Executing administrative change requests



In addition to serving on the SAS&T Team, he also supports the Standing Audit Committee and Tier 3 Issues Committee. When available, Jay creates ePM synergies for the ePM Working Team, Technical Task Team Meeting, ePM Implementation Meeting, and Design Review Meetings.

A tip for ePM success: Jay encourages every user to call the ePM Helpdesk with any issues rather than struggling with the system. The ePM Helpdesk often has an easy way to complete your ePM tasks. Most of the time, issues are resolved during the call. For bigger issues, a regional administrator will follow up directly with the ePM user.

When he is not dabbling in the IT world, he is an avid sports enthusiast and likes to golf, snowboard, bicycle, and hike. He likes to relax at an Irish pub in DC and even bartends there once a week. Despite living in the middle of Redskins country, Jay is a huge Buffalo Bills fan.

## COGNOS REPORTING

Project	PCN Line	Original	Adjusted	Projected	Current	Unobligated	Sum of Invoiced
Project 1	10	10000000	10000000	10000000	10000000	0	10000000
Project 2	20	20000000	20000000	20000000	20000000	0	20000000
Project 3	30	30000000	30000000	30000000	30000000	0	30000000

The Status of Project Funds Report provides a high-level financial overview of active Capital and Small projects. The report displays critical information such as the PCN Line Item, Budget Activity, Original Appropriation, Appropriation Adjustments, Projected Cost at Completion, Current Obligations, Sum of Invoiced, and Unobligated Balances for each project. Users can customize the report by filtering on a project's Budget Activity on the report's prompt page.

The Status of Project Funds Report is located in the Financial (Budget & Contract Management) Reports sub-folder of the Cognos Public Folders.

