In January, GSA will launch a new Key Performance Indicator (KPI) report for Capital projects that will be used to assess the completeness of project information in ePM. The KPI report will highlight 5 focus areas – Project Manager, Schedule, Status, Invoices, and Issues – and will show the last date the focus area was updated. Data that is over 30 days old will appear red on the report and subsequently count against the project’s overall score.

A project’s score will be calculated by dividing the number of updated focus areas by the total number of focus areas. For example, if a project team has updated the Project Manager, Schedule, Status, and Invoices focus areas in ePM but not the Issues focus area, the project would have a score of 4 out of 5, or 80%.

Additionally, there will be dates shown for the Design Documents, Submittals, Meeting Minutes, RFIs, and Daily Reports focus areas, but these will not count against a project’s score.

To learn more about orientation and training in your region, click here to find your ePM Small Projects Regional Coordinator. For additional information on ePM, follow PBS electronic Project Management (ePM) in Salesforce Chatter, or go to ePMXpress 2.0 on InSite.
ePMXpress 2.0 has been designed to work specifically with Google Chrome. This will enhance the user experience by cutting down the need to have multiple browsers open while performing work. Be sure to launch ePMXpress 2.0 from your GSA email browser, Google Chrome.

Thank you to all of the ePM team members for their hard work in 2012. We have made a lot of progress this year with ePM including: Earned Value, File Manager, CILP submission, integration with Suite of Planning Tools and gBUILD and most recently installing ePMXpress 2.0 for Small Projects.

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
- GSA User Resources
  http://insite.pbs.gsa.gov/epm

ePM Contacts:
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  ePM Project Manager
  Nick.Gicale@gsa.gov
- Tom Kollaja
  Capital Projects Rep
  Tom.Kollaja@gsa.gov
- Ralph Abel
  Small Projects Rep
  Ralph.Abel@gsa.gov
- Marie Johnston
  PBS CIO Project Manager
  Marie.Johnston@gsa.gov

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Drew Dilks, Project Management Branch Chief for Region 1, believes that GSA managers must know not only what information is contained in ePM but more importantly how to get it out. With one of the highest ePM adoption rates of any region, the credit for success resides with the regional requirement that all project data must be entered into ePM. Given the vast number of projects conducted in a region, most managers do not have the time to review every detail of a project. With ePM, one can reconstruct a problem through the RFIs and meeting minutes to figure out what happened.

It is important for managers to explain why ePM data is needed, then project team can understand how the data will be used. In Region 1, many stakeholders (contracts, budget, engineers, and customers) use ePM to gather project information either by going into ePM or having a report generated. The primary reports that Drew use are the Executive Fact Sheet and the Earned Value (EV) reports. Both reports deliver the project information necessary from a management perspective. Other helpful reports are the RFI and Submittal reports that are used regularly at weekly construction meetings to help project teams keep the project on time and on budget.

For Region 1, embracing ePM was a logical choice for management, especially when EV functionality came online. The benefit of using ePM as a management tool was immediate when reviewing all of the budget, contract, and invoice information. If a project team can enter the necessary information, then ePM operates on auto-pilot for generating the EV information.

Earned Value Measures Reporting

Earned value tracking for FY12 measures reports was completed in ePM, and will soon be used for FY13. The Central Office measures team has been working with the regions to compile the list of projects that will be included in the FY13 measures. The measures will include projects from FY12 measures that are still in progress, new projects above prospectus level, projects that are identified by ODC and projects with RWA funding. This affects a considerable portion of Capital Projects in ePM.

Project teams should review their project data in ePM to ensure it is accurate and current to prepare for the first FY13 measures report. In order to successfully track EV in ePM, the Budget and Cost Module (which includes Funding, Contracts, Modification and Invoices) will need to be structured correctly. Don’t forget to refer to the BCM Guide on InSite for help with setting up these different modules, reviewing and validating project data in ePM and more. The ePM Earned Value BCM Guide can be found on InSite at http://insite.pbs.gsa.gov/epm >Training and Support > Training Materials. For further guidance contact your ePM RSA or Regional Team.

The following is FY13 Q1 Measures Reporting Schedule:
- 1/8/13, Last day to update ePM for Draft Measures Report
- 1/11/13, Draft Measures Report distributed to Regions for review
- 1/16/13, Last day to update ePM for Final Measures Report
- 1/22/13, List of projects for narratives sent to Regions
- 1/30/13, Project narratives due to Central Office

“ePM provides more transparency, if I need more information about the project, ePM enables me to drill down to project specifics.”

Drew Dilks
Project Management Branch Chief