

In This Issue:

- **FY17 ePM/ePMXpress Continued Improvements**
- **Entry of Projects <\$25k into ePMXpress**
- **Quick Tip: Project Naming Convention**
- **GSA ePM/ePMXpress User Survey Results**
- **Small Projects Dashboard Regional Review Team**
- **Cognos Corner**

QUICK TIP: PROJECT NAMING CONVENTION

Follow the ePM Standard Naming Convention when creating projects in order to maintain consistency throughout the system and help when managers and customers are searching for projects. The standard naming convention is *State-City-BuildingName-ProjectName-SubLocation*. For example: *NY-New York-Manhattan-Jacob K. Javits FB/C-Renovate CIT 2nd Floor*. Refer to [Quick Reference Guide 133](#) for other ePM naming conventions including funding documents and invoices.



As a reminder, if you have technical questions about ePM, contact ePM Support at epmsupport@gsa.gov.

FY17 EPM/EPMXPRESS CONTINUED IMPROVEMENTS

The ePM Team continues to enhance ePM and ePMXpress with new functionality and existing application improvements.

- Fall 2016 (completed)
 - Improved ePMXpress performance by decreasing load and save times.
 - Enabled automated substantial completion email alerts to project managers.
 - Added construction and demolition waste diversion fields, and design/construction year funding fields to ePMXpress Project Details.
 - Fixed ePMXpress look-up list filter functionality during initial project creation.
 - Enabled new ePM functionality in the Quotes and Instructions modules. Functionality provides a location where project teams can collaborate on draft change order pricing and no cost technical directives/instructions.
 - Completed miscellaneous ePMXpress improvements.
- January/February 2017
 - Create a new archive database of older ePM/ePMXpress projects.
 - Fix inconsistencies in the automated user time-out process.
 - Allow for tagging of specific documents in ePM with SBU/CUI designation.
 - Change ePM "project states" to match industry terminology.
 - Allow for entry of additional PCN/RWA numbers in ePM/ePMXpress.

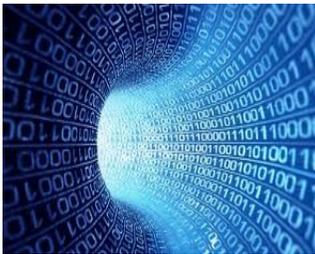
ENTRY OF PROJECTS <\$25K INTO EPMXPRESS

To improve project communications with our customers, PBS will start tracking and reporting BA80 projects in ePMXpress that are <\$25k and require a contract. Projects include non-severable N Type RWAs in federal space and stand alone/post lease acquisitions. Projects greater than \$25k are already tracked in ePM, and Micro Purchases that do not require a contract are tracked by Pegasys. In order to consistently track reimbursable projects, all actions over the Micro Purchase level will be tracked and reported. This information will assist in providing customers a complete view of their PBS project inventory.

Regional and Central Office personnel are working together to determine the most efficient manner for entering these projects into ePMXpress. Project templates have been created to include only 5 key schedule milestones to simplify and expedite the project entry process. The milestones include:

- Project Authorization/RWA Acceptance
- PM Submits Construction or D/B PR
- Construction or D/B Contract Award
- Construction Start/NTP
- Substantial Completion

Expectations are that PMs will continue to enter and update their projects in ePMXpress on a monthly basis. ePMXpress training and support will be provided. For more information, contact Chip Pierpont at peter.pierpont@gsa.gov.



COGNOS CORNER

The new Capital All Project Info Report is a comprehensive report that displays key project information including location, description, customer/AB code, status, team, funding, potential change orders (PCOs), planned obligations, and schedule milestones on Capital projects. This report provides program managers and executives with an overview of projects in their regions in a tabular format. This report can be exported into Excel for further filtering and sorting.

The Capital All Project Info Report is located in the Program Reports (Summary) Cognos folder, and it can be filtered by project type, managing org, funding type, or customer.

ePM Resources:

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

ePM Portal and User Resources
<https://epm.pbs.gsa.gov/portal/>

ePM Contacts:

Nick Gicale
ePM Program Manager
Nick.Gicale@gsa.gov

Tina Atkins
ODC Analytics Program Manager
Tina.Atkins@gsa.gov

Beth Mullen-Zehner
PBS CIO Project Manager
Elizabeth.mullen-zehner@gsa.gov



EPM/EPMPXPRESS USER SURVEY RESULTS

The ePM Team would like to thank all of the survey respondents who participated in the 2016 GSA ePM/ePMXpress User Survey. We received 425 informative responses to the survey. The purpose of the survey was to solicit feedback from internal and external users about ePM/ePMXpress and how it works for them. The results from this survey will help the ePM Team make decisions on ePM support, training, resources, and system development.

ePM

- 48% of users spend 15-60 minutes in ePM.
- The most utilized ePM modules are Office Management (RFIs, meeting minutes, design documents, and submittals), Daily Reports, and Schedules.
- Top four biggest challenges for adoption are ePM technical issues (slowness, system errors, etc.), software complexity, time constraints, and GSA access (HSPD-12 security clearance).
- Respondents feel that the following system upgrades over the past 2 years have been the most useful: single sign-on for GSA internal ePM users, new consolidated login/splash page, and reorganization of the left menu navigation.

ePMXpress

- 50% of users spend 15-60 minutes in ePMXpress.
- The most utilized areas of ePMXpress are Project Details, Schedules, PM Financials, and File Manager.
- Top four biggest challenges for ePMXpress adoption: ePM technical issues (slowness, system errors, etc.), time constraints, changing of team culture to utilize ePM, and ePM software complexity.
- The top three areas that users would like development in the future: increase system performance (speed), increase usability, and increase integration with other tools.

The team is working to prioritize user requests, and there are several new updates that will be released over the next couple of months that will address some of the concerns that users submitted. We hope that these improvements will improve the overall ePM end user experience. If you have any additional comments, please contact epmsupport@gsa.gov.

SMALL PROJECTS DASHBOARD REGIONAL REVIEW TEAM

ODC has established a regional team to review the content, source data and visualizations of the small projects dashboard as it is being developed in FY17. ODC is working with the CIO D2D Team who has contracted with Acuity to further develop the small projects dashboard, scheduled for completion in December 2017. The regional review team will assist ODC by ensuring the dashboard is accurate and useful at the regional level. For more information, contact Tina Atkins at (816) 806-5141 or tina.atkins@gsa.gov.