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QRG UPDATES

Over the past few months, the SAS&T team updated many of the ePM Quick Reference Guides (QRGs). There are several updated QRGs including:

- QRG 70: Detailed Project Fact Sheet Report
- QRG 71: Executive Project Fact Sheet Report
- QRG 81: ODC Small Project Status with Milestones
- QRG 142: Small Projects Dashboard
- QRG 143: Customer Dashboard
- QRG 144: Capital Projects Dashboard

These step by step quick reference guides are available on [InSite](#).

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/>

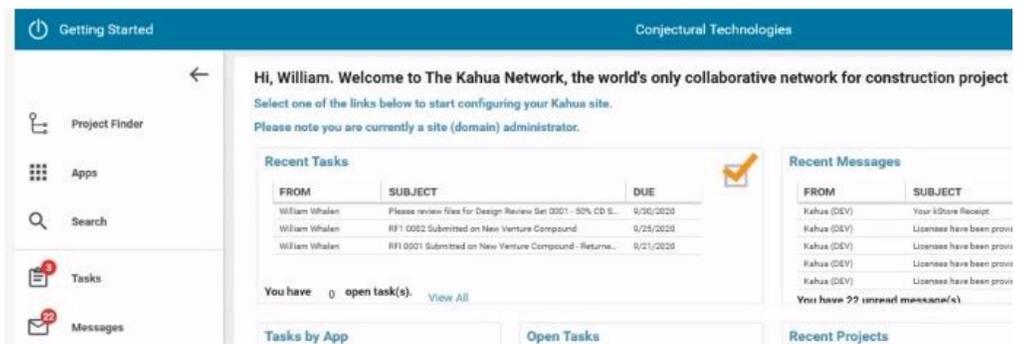
EPM REPLACEMENT UPDATE

GSA announced on August 17 that Kahua will be PBS' enterprise-wide project management information system, replacing ePM in the fall of 2021. Kahua provides a configurable, cloud-based platform that facilitates the exchange of data, documents and workflow among all project stakeholders. Kahua has over 6,000 customers ranging from the largest owners and general contractors to small subcontractors. Some of Kahua's customers include: CBRE, Clark Construction, New York City School Construction Authority, Facebook, Naval Facilities Engineering Command, Architect of the Capitol, and the Department of Veterans Affairs.

Among Kahua's more noteworthy features:

- Intuitive interface allowing quick navigation to information
- Ability to simultaneously work on several projects by having more than one project open at once
- Configurable workflows that enable timely collaboration with stakeholders
- Quick and easy-to-use drawing markup tool
- Embedded email application for communicating and sharing documents
- Rapid development and deployment of third party applications
- Comprehensive dashboards and ad hoc reporting
- Mobile-enabled

Over the next year, Kahua will work with approximately 200 GSA employees across multiple business lines to configure the out-of-the-box tool to meet the agency's needs. The teams will each focus on one particular aspect of the tool such as capital project delivery, metrics, or reporting.



While the tool is being configured, project teams will continue to use ePM. Data accuracy and timely updates are essential as dashboards, reports, and performance metrics will remain in place. It's also important because some project information will be migrated from ePM to Kahua. As the launch date of the system gets closer, the GSA Kahua team will provide more details on the migration and archiving of information.

Kahua support and training will be offered in a similar manner to how it is currently provided with online training sessions, in-person classes, and support materials. More information on training will be shared prior to deployment.

Opportunities will arise to help test the tool as specific modules are configured. If you have any questions or would like to get more involved with the configuration and testing of the tool, please contact ina.atkins@gsa.gov. To get more information on Kahua, please visit www.kahua.com.



PROJECTS DASHBOARD AND DATA QUALITY REPORT

The Office of Design and Construction recently published the GSA PBS Projects Dashboard and Data Quality Report in the Data to Decisions (D2D) Portal. The report, which was built using the Microstrategy platform, provides a wealth of data for small and capital projects. Below are some highlights of the over 150 data points that are included in the report:

ePM

- Managing Org
- Building ID
- Agency Bureau Codes
- Funding Amount
- Description
- Construction & Demolition Waste
- Team Members
- Document checks
- ECCA Amount
- Detailed Status
- Delivery Method
- Substantial Completion Date
- NTP Dates
- PMP Check

EASI

- Contract Award Date

IRIS

- Project Control Number (PCN)

RETA

- Reimbursable Work Authorization

Record Count 43,481	Managing Org Tier 1	Managing Org Tier 2	Managing Org	ePM Program	ePM Project #	PCNRWA #	Financial IDs	Building #	Project Name	ePM State	Last Modified	Life Cycle Phase	PM Na
	Central Office	Central Office	CO.CO	Central Office Soft Projects Program	45900	N0687223	N0687223	IL0205ZZ	IL-CHICAGO-EVERETT M. DIRKSEN-Dirksen SSA Space Consolidation	Planning		Project Initiation	Waym Fitas
	Central Office	Central Office	CO.CO	Central Office Soft Projects Program	53509	PROCON01		DC0021ZZ	DC-Washington-GSA-New Project Sponsor Space	Planning		Planning	Laurie Watts
	Central Office	Central Office	CO.CO	Central Office Soft Projects Program	55920	19811987		DC0021ZZ	DC-Washington-GSA-Project for workflow testing	Planning		Project Initiation	Laurie Watts
	Central Office	Office of Design and Construction	CO.PC	Central Office Soft Projects Program	38898	RRWAA01		VT8126ZZ	VT-NEWPORT-373 CITIZENS ROAD NE-Testing for xpress 6.4	Planning		Project Initiation	Duncal Strang Watts
	Central Office	Office of Design and Construction	CO.PC.PCB	Central Office Soft Projects Program	35111	BA61FUND		DC0021ZZ	DC-Washington-GSA-2016 Small Projects Sandbox	Planning		On-Hold	Donal
	Central Office	Office of Leasing	CO.PR	Central Office Soft Projects Program	32446	12345678		CT0001ZZ.DC0021ZZ	DC-Washington-Training Project 123	Planning		Execution	Elizabeth Pierre Chast

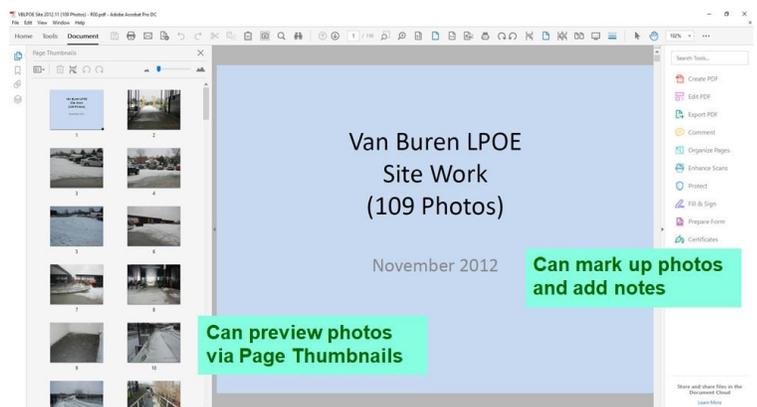
Once the report is generated, you can filter it by Managing Org, Fiscal Year Completed, Measured Set, ePM Program, and ePM State. The report can also be downloaded into Excel for further data manipulation.

Visit the D2D portal to access the [GSA PBS Projects Dashboard and Data Quality Report](#), which requires a D2D account. You can register your .gov email address at [max.gov](#).

USER SPOTLIGHT - JOHN MAURER

John Maurer, a Project Manager in Region 1, created a way to easily organize over fourteen thousand project photos. This storage method results in photos that are smaller in file size for easy and fast downloads. Here are the steps:

1. Create a PowerPoint Photo Album.
2. Insert and arrange photos.
3. Insert text boxes for descriptions (captions and notes).
4. Insert shapes (arrows, boxes, circles), if needed.
5. Save the file as a PDF.
6. Create a Catalog Card in ePM.
7. Name the file so that it's easy for team members to locate such as "Site 2020.11 (109 Photos)."
8. Upload attachments: original PowerPoint Photo Album and ZIP file of photos.



Please contact john.maurer@gsa.gov if you have questions about this process.

EPM CONTACTS

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