

In This Issue:

- Service Delivery Excellence
- Customer Reporting
- Cognos Corner
- ePM Annual Recertification
- FY17 Capital Projects
- ePMXpress Training Video
- Meet the Team: Wayne Frias
- Quick Tip

EPM ANNUAL RECERTIFICATION

The annual ePM end user recertification process will begin in early August and will continue through early September. During this period, all users will receive an email asking them to recertify via a link that redirects them to the User Access and Certification tool. Users that do not recertify will lose their ePM license and will need to be relicensed in order to regain access to the system. Also during this time, program and project certifiers will confirm team members' need for access to ePM programs and/or projects.



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

SERVICE DELIVERY EXCELLENCE CUSTOMER REPORTING

The ePM Team continues to work with Service Delivery Excellence on improving GSA customer reporting. In May, GSA published a new version of the GSA Project Stakeholder Program/Project Report. The report is run weekly, and it is published to [Google Drive](#) monthly for all SDE identified clients and organized by GSA Region. The new version of the report allows GSA to communicate updates across a wider variety of projects than the previous ePM only version. Here is a summary of changes:

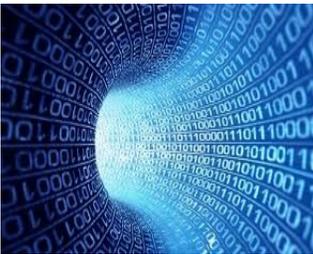
- Reports are run weekly via the PBS Oracle BI Framework
- Reports display project data from ePM, GREX, RETA, REXUS, OA Tool which covers owned and leased projects above the micro-purchase threshold
- RETA financial data is integrated with non-financial data on project fact sheets
- Additional data elements are displayed including CON (customer order number), detailed schedule milestones by project type, other
- Projects are organized by project state - completed projects display last
- References added for better navigation between program view and project factsheets

GSA		Project Fact Sheet June 29, 2017	
		U.S. General Services Administration	
CT-BRIDGEPORT-BRIEN MCMAHON USCH&-McMahon Envelope Repairs		Ref # 1	
FB 915 LAFAYETTE BLVD., BRIDGEPORT, CT 6604		Data sourced from EPM	
CT0059ZZ: BRIEN MCMAHON USCH&			
Program	Region 01 - New England Region Small Project	Project Financials	
Project # / CON	38501	Fund Type	Fund #
PCN / RWA #	RCT11123	54	RCT11123
Project Type	Design Only	Description	Amount
Current State	Execution	54 funds	\$130,000
Managing Org	1PSL: South Service Center Branch	Design of envelope repairs	
Team		Total Funding	\$130,000
Project Manager	Randolph Scott (718) 254-7137 RANDOLPH.SCOTT@GSA.GOV	RWA Financials (sourced from RETA)	
Project Sponsor	Robert Herman	Status	As of Date: 6/12/17
Contracting Officer		2-7-17 - Revised Procurement Package sent to Contracting Officer for review and solicitation.	
Property Manager		3/12/17 - Proposal received from the contractor.	
Customer Rep		3/16/17 - Completed technical review and sent to Contracting Officer for negotiations.	
Customers	000000: Shell		

COGNOS CORNER

The Capital Schedule Summary Report has recently been updated to show estimated and actual dates for the following milestones: Design Award, Design Start/NTP, Design Complete, Construction Award, Construction Start/NTP, and Construction Complete. Prior to this change, the report showed dates that were not linked to milestones, which led to inconsistent reporting across the Capital program. Additional report changes include displaying the ePM project number, project state, and Project Manager.

The Capital Schedule Summary Report is located in the Schedule Reports folder, and it can be filtered by program and current state. For users who would like to see more detailed schedule information, the Capital Project Schedule Detail Report is also available in the Schedule Reports folder.



QUICK TIP

Did you know that Project Managers can use the ePM User Access & Certification (UAC) tool to request ePM user licenses? PMs can save time by submitting a user license request through the tool instead of asking a system administrator to submit one on their behalf.

The following information is needed to submit a request: the user's region, name, title, company, phone number, and email address. Upon approval, PMs can use the UAC tool to export users to projects rather than asking an administrator to perform this step.

More information on using the UAC tool for license requests can be found in [Quick Reference Guide 127: User Access & Certification Administration](#).

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/>

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FY17 CAPITAL PROJECTS

GSA's FY17 capital program is now moving forward. For GSA capital project managers, remember to:

- Baseline planned obligation amounts and dates in CPA
- Estimate and baseline planned acquisition milestone dates in ePM
- Schedule ePM training for GSA project team members and contractors
- Reference GSA's FY17 ePM Guidance for additional requirements



Contact ePM Support for more information at epmsupport@gsa.gov.

EPMXPRESS TRAINING VIDEO

The ePM SAS&T team recently published an ePMXpress training video. The video describes ePMXpress navigation, provides instructions on editing each tab in the tool, and walks users through how to update their projects on a monthly basis in accordance with utilization requirements. Users can access the training video on the [ePM InSite page](#). Be on the lookout for the next training video: Intro to ePM.

MEET THE TEAM: WAYNNE FRIAS



Wayne Frias is the newest member of the ePM SAS&T team. He joined the team in the spring as the Zonal System Administrator for Regions 8, 9, and 10. As part of his daily duties, Wayne helps users with performance measures, schedules, and licensing issues. He also provides weekly online training and in-person training for projects that are just getting started or need a little extra assistance.

With his expertise in technical training, process improvement, client support, and IT systems troubleshooting, Wayne is a natural fit for the ePM team. He has over 17 years of experience providing IT solution support for public and private sector projects. Wayne has a Six Sigma Yellow Belt certification, and he is well-versed in architecture, engineering, and construction industry applications such as Primavera and Expedition. Prior to joining the team, Wayne supported a variety of large clients and worked on infrastructure projects including the Dulles International Airport Metrorail expansion project in Northern Virginia.

In his spare time, Wayne enjoys spending time with his growing family. He has 2 sons, ages 1 and 5, and is expecting another child in December. The furry member of the family is a pit bull named Muggsy. His love of dogs led him to become a volunteer at a dog rescue. Wayne is a diehard DC sports fan and also enjoys weightlifting, soccer, and boxing.