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## REMINDER ON CAPITAL PROJECT ACQUISITION MILESTONES

The Office of Design and Construction in Central Office tracks acquisitions for Capital projects to ensure that contracts are awarded in a timely and efficient manner. Therefore, it is imperative that project teams maintain their acquisition milestones and obligations in ePM on a regular basis. The ePM team offers training classes on project scheduling for teams that are interested in learning about ePM scheduling topics such as baselines, resources, and milestones. Please contact [epmsupport@gsa.gov](mailto:epmsupport@gsa.gov) for more information.



As a reminder, if you have technical questions about ePM, contact ePM Support at [epmsupport@gsa.gov](mailto:epmsupport@gsa.gov).

## SDE FACT SHEET AND DISTRIBUTION

The SDE Customer Fact Sheet Report, which was featured in the March 2016 issue of the ePM Connection, will now be delivered to a wider audience. Beginning this summer, the report will be sent to customers of 4 agencies: Courts, Customs and Border Patrol, Federal Bureau of Investigation, and Social Security Administration. Because the SDE report is a customer-facing report, it is essential that projects are kept up-to-date. Capital and Small project teams should update their projects in accordance with FY16 measures and KPI guidance.

## SMALL PROJECTS FY16 MEASURE ADJUDICATIONS GUIDANCE

For small projects managed in ePM/ePMXpress and subject to FY16 national project delivery performance measures, a strengthened adjudication review process will resume on July 1st. New guidance has been developed to assist regions and project teams navigating a performance measure adjudication. The Small Projects Performance Measure Adjudications Guidance document is available for review on [ePM Minimum Requirements](#) page.

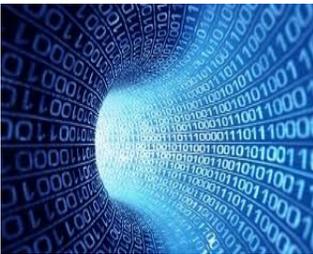
Key points in the guidance:

- All adjudication requests for small projects subject to the performance measure (projects above \$25K) will be reviewed by Central Office
- Primary reasons for adjudication include only: PBS business decisions, customer-caused delays and Federal Acquisition Regulation (FAR) excusable delays
- All adjudication requests must be submitted before the project reaches substantial completion
- For adjudication requests that were pending at the time Central Office suspended the original process in April, or that were drafted between April and July, these requests will also be reviewed utilizing the strengthened guidelines

## EPM FY16 Q3 RELEASES

In the 3rd quarter of FY16, minor upgrades were made to ePM/ePMXpress, including the following:

- Brava software is now available within ePM for redlining project drawings/ documents and opening all file types. (Brava online training is available in July and August- visit the [training catalog](#) to sign-up)
- Added a user warning window/countdown to alert users prior to system logout due to inactivity.
- The ePM UAC (User Administration and Certification) Tool is online to help support processing of new user accounts and project/program access requests.
- Added technical capacity to support running reports in the ePM Cognos Tool.
- Fixed issue with ePMXpress where hitting 'Enter' in a lookup list opened a new window.
- Fixed issue with ePMXpress where closing a GANTT schedule closed other ePMXpress windows.



## EPM END USER RECERTIFICA- TION



The annual ePM end user recertification process has begun and will continue through late July. During this process, all users received 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.

### ePM Resources:

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

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## SENSITIVE BUT UNCLASSIFIED (SBU) BUILDING INFORMATION

You may be hearing more about SBU lately and that is because 1) the annual OLU SBU training has been released and all government employees and contractors must take it by July 29, and 2) PBS is currently conducting a SBU assessment of 42 capital projects. The purpose for the assessment is to ensure PBS' adherence to the [P 3490.2 Document Security for Sensitive But Unclassified Building Information policy](#) and also to identify areas of potential SBU-related vulnerabilities that may be eliminated with additional guidance or training. The assessment includes a questionnaire, ePM project review, and one-on-one discussions with the Project Manager. The assessment is scheduled to conclude by the end of July - at the same time that the annual SBU training is due.

### ePM Online Training - Design Reviews Using Brava Scheduled for July and August

Did you know that you can use ePM to securely conduct design reviews/mark ups? These online training sessions will go over how you can use ePM using Brava to review and markup design drawings. Users will also learn how to transmit your project documents back and forth with your contractors in a secure manner that meets SBU requirements. More information on using ePM for design reviews can be found in Quick Reference Guide (QRG) 091: [ePM View and Redlining Document Management](#).

## SMALL PROJECTS DASHBOARD PATH FORWARD

On May 27, the PBS Advisory Board approved funding for the development, consolidation, and support of four dashboards under the ODC organization with the assistance of OCIO's Data to Decisions (D2D) Team. The dashboards include: the Capital Program Information Dashboard (CPID), the RWA Dashboard, the Project Sustainability Dashboard and the Small Project Program Dashboard. The first three dashboards have been more fully developed, whereas, the Small Projects Dashboard requires more data model development. The plan is to create a data model, or Project Datamart, that would not only support the Small Projects Dashboard, but could also support the data needs of the other ODC dashboards.

Over the past year a team has been working on the requirements for the Small Projects Dashboard, identifying the content and data elements needed along with mockup views in Tableau. This information will provide the selected contractor a good start on the development of the data model. The Project Datamart will pull data from multiple source systems so that project data can be viewed together in one location. Once the data model is developed, there will be endless possibilities of how project data can be visualized. As the Project Datamart gets developed and visualizations are being created, the team will seek regional input on data presentation. Regional briefings will be set up to gather feedback. In the meantime, monthly updates will be provided on the progress of this effort during Steering Committee and National Project Delivery calls.