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EPM QUICK TIP

Using the Verified button in ePMXpress Schedule:

Schedules in ePMXpress should be reviewed and updated on a monthly basis. However you may not always need to update the project schedule when you review it. If you don't have changes to your schedule, you can click the Verified button on the Schedule tab for your project in ePMXpress and your KPI metrics will indicate that your project schedule has been reviewed for the month.



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

EPM ANNUAL RECERTIFICATION

The annual ePM End User Recertification process will begin in the third week of July and will continue through the third week of August. During the User Recertification 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. The relicensing process will take at least a week to process. Also during the User Recertification period program and project certifiers will confirm team members' need for access to ePM programs and/or projects.

Key dates for ePM End User Recertification:

- Tuesday, July 16th—End User, Program and Execution/Planning/On-Hold Project recertification Kick-Off
- Wednesday, July 17th—ePM Online Training Program/Project Recertification
- Wednesday, July 31st—ePM Online Training Program/Project Recertification
- Thursday, August 22nd—End User, Program and Execution/Planning/On-Hold Project recertification ends

Please contact Duncan Stroup (Duncan.stroup@gsa.gov), if you have any questions about ePM Recertification.

UPDATED EPM QRGs

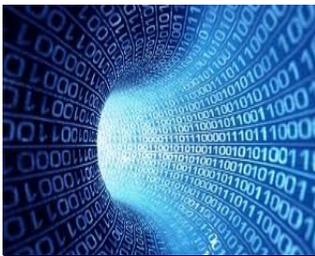
The SAS&T team has recently created new Quick Reference Guides (QRGs) to help assist users manage projects.

- QRG 39: New External User Log In
- QRG 73: Key Property Fact Sheets
- QRG 82: All Project Info Report
- QRG 89: Capital Schedule Performance SPI Report

Several QRGs have also been updated with refined processes to accomplish ePM tasks. These update QRGs include, but are not limited to:

- QRG.011 – Meeting Minutes Creation
- QRG.017 – Design Submission Review
- QRG.026 – Potential Change Order Creation
- QRG.032 – Funding Approval
- QRG.040 – Field Reports and Sets
- QRG.041 – Issues and Logs
- QRG.051 – Design Document Creation Wizard
- QRG.017 – Design Submission Review
- QRG.026 – Potential Change Order Creation
- QRG.040 – Field Reports and Sets
- QRG.041 – Issues and Logs
- QRG.051 – Design Document Creation Wizard
- QRG.098—Meeting Minutes Approval
- QRG.104—File Manager
- QRG.133—ePM Naming Conventions

QRGs can be accessed on the ePM [website](#).



MEET THE TEAM: TATRICE AVIS

Tatrice Avis is the newest member of the ePM SAS& Team. She is joining the team as the Zonal Systems Administrator for regions 1,3, 4, and 11. Tatrice brings years of experience with project management systems implementation and training.

Tatrice's professional background includes eBuilder, having implemented eBuilder with the Public and Private sector clients. She also has extensive experience providing training and project management consulting services to clients.

Outside of work Tatrice enjoys international travel, having visited 16 countries in her life. Tatrice enjoys living in and exploring D.C. having moved here from Florida a few years ago. She also enjoys reading, photography and attending wine tastings.

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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PBS CUSTOMER DASHBOARD—JUNE RELEASE

Customers, as of June 30, were provided access to the PBS Customer Dashboard.

In the continuing effort to provide our customers with effective and strategic solutions, PBS business lines Portfolio Management, Office of Design & Construction, and the Office of Leasing have partnered to develop the PBS Customer Dashboard. This tool consolidates a broad range of data that we currently share with customers in multiple reports into a central portal with flexible, filtered views and weekly data refreshes. Customers will be able to access their agency or bureau data 24/7 via GSA's Data to Decisions (D2D) portal. Customers determine who in their agency has access to the dashboard.

The dashboard feeds directly from source systems to show information in four categories:

- My Projects (*sources ePM REXUS, G-REX and RETA*)
- My RWAs (*source RETA*)
- My Occupancies (*sources OA Tool, REXUS*)
- My Rent (*source OA Bill*)
- *My Buildings - FY20

Through this dashboard GSA and customers can:

- Evaluate status of your projects, Occupancy Agreements, and RWAs
- Verify financial information, key dates, and points of contact
- Access current data sourced directly from PBS systems, available 24/7
- Gather meaningful portfolio trends at a national, regional, or local level
- Prepare for upcoming occupancy planning and chart requirements due dates
- View annual or monthly rent bills by bureau, location, or individual OA
- Create and export customized reports

For more information on the PBS Customer Dashboard, please contact Alexis Cragle at alexis.cragle@gsa.gov.

FY19 SMALL PROJECTS DELIVERY MEASURE UPDATE

For Reimbursable (BA80 funded) small projects that are part of the PBS ODC Project Delivery measure, baseline change requests can now be submitted for specific types of delays. Depending on the acquisition size, various forms of documentation are required when submitting a request. **October 2nd, 2019** is the cutoff for FY19 measured project baseline change requests.

Full guidance around baseline change requests can be found in the [2019 Small Project Baseline Change Requests - Implementation Guidance](#) GoogleDoc. Contact josue.flores@gsa.gov with questions.