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EPM END USER RECERTIFICATION

The annual ePM end user recertification process will begin in mid-May. This process, which is required for all GSA IT systems, verifies that all users continue to need access to ePM and their assigned programs and projects. During the recertification period, all ePM users will receive an email asking them to recertify and a link that will redirect them to the login recertification tool. Any user that does not recertify during the recertification period will lose their ePM license and will need to restart the approval process in order to regain access to the system.



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

REGIONAL EPM USAGE UPDATES

Recently, three regions have incorporated changes into how they are implementing ePM/ePMXpress at a regional level:

- Region 1 is requiring that capital project construction contractors gain access to ePM prior to GSA issuing them a full construction Notice to Proceed. Taking this step has allowed the region to stress the importance of ePM, enforce ePM contract usage compliance and ensure all team members are utilizing the system prior to major construction phase activities. Contact Drew Dilks (surran.dilks@gsa.gov) for more information.
- Region 3 has recently issued guidance clarifying that all projects over \$150,000 in federally-owned space must use ePM for design submissions, RFIs, and submittals. Contact Brandon Bolstad (brandon.bolstad@gsa.gov) for more information.
- Region 4 has clarified guidance on managing small project data in ePMXpress. As part of Region 4's Small Projects Process Improvement Effort, all regional small projects in federally owned space above the micro-purchase threshold are required to be managed in ePMXpress. Contact Laura Shadix (laura.shadix@gsa.gov) for more information.

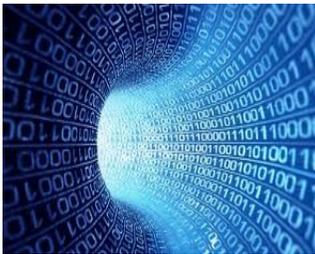
NEW ACQUISITION MILESTONES FOR CAPITAL PROJECTS

At the onset of FY16, the Office of Acquisition Management and the Office of Design and Construction teamed up with other business lines to ensure all project team members work closely together to develop the acquisition strategy and milestones. As described in the Memo: [Integrated Acquisition Management](#), October 23, 2015, "the milestone schedule is a planning and goal setting tool that allows our PBS business lines to coalesce around a single goal; timely and efficient execution of a high quality contract."

In support of this effort, new acquisition milestones were added to all formative and active capital projects during the design and/or construction phases of the project as applicable. These milestones will be used to calculate the Schedule Performance Index (SPI), which is based on the most recently completed standard acquisition milestone. The SPI will indicate whether a project is On Schedule (no more than 10% behind schedule - or 15% ahead of schedule), Schedule Warning (between 10%-15% behind schedule or more than 15% ahead of schedule), Not on Schedule (more than 15% behind schedule) or Data not Current (more than 10 days since last data update). The new acquisition milestones and the SPI report will assist project teams in tracking procurement activities and ensuring timely awards for their projects. The first SPI report is planned for release in April 2016.

EPM REPORTS QUICK LINK

The ePM Portal now features a Quick Link to ePM's Google Drive Weekly Reports folder. This folder contains frequently accessed ePM reports and is refreshed on a weekly basis. To access the Google Drive folder, click the ePM/ePMXpress Reports link on the ePM Portal at <https://epm.pbs.gsa.gov/Portal/>.



COGNOS CORNER

The new SDE Customer Fact Sheet Report is a one-page report featuring key project information including schedule, financials, status, and issues. This report is ideal to share with managers and clients because it contains high-level information. It features a summary page that lists the PCN/RWA#, Project Name, Project Manager, Funding Amount, Funds in Place, Construction NTP, and Substantial Completion date for each project included in the report.

The SDE Customer Stakeholder Report, located in the Fact Sheet Reports folder, is available for capital or small projects. It can be filtered by region, project type, fund type, funding amount, or project state.

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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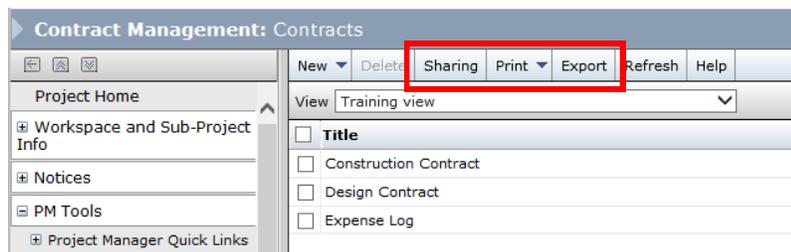
EPM 6.0 RECAP

ePM 6.0 was successfully installed over the weekends of February 13th and 20th. ePM 6.0 implemented a number of improvements - upgrade to Proliance v5.8/Cognos v10, new unified splash/login page, Single Sign-On and Multi-Factor Authentication, streamlined left menu navigation in ePM, extended end user session time-out, and enhanced functionality within the ePM User Interface. A minor release was installed in March which added an end user time-out warning and addressed other minor system issues.

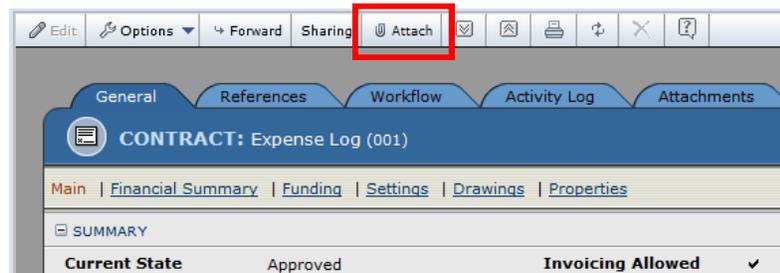
NEW FUNCTIONALITY IN EPM 6.0

As part of the ePM 6.0 upgrade, Proliance v5.8 includes new functionality to more easily share project files with other users, export register views/data and attach files to project documents.

To access the sharing and export features, navigate to any area of the ePM application, and see the register view toolbar. Menu buttons are now included for 'Sharing' and 'Export' (see screenshot below). Users can now easily share a single or multiple selected documents with other companies/users. The exporting feature allows a user to save register view data into an offline Excel file.



To access file attachment functionality navigate to a project document (see screenshot below). Attaching files can now be completed via the 'Attach' toolbar link in lieu of navigating to the Attachments tab.



QUICK REFERENCE GUIDES UPDATES

ePM Quick Reference Guides (QRGs) have been updated to reflect changes that were implemented during the upgrade to ePM 6.0. QRGs can be accessed through the ePM's InSite at https://insite.gsa.gov/portal/category/517834.