

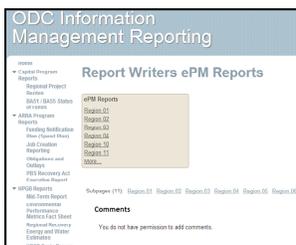
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Reporting

Have you ever been looking for an ePM report that you want to look at weekly or monthly but you don't want to go through Cognos to get it? We have a solution for you. Several of the regularly requested ePM reports are set up to run weekly and are posted on a Google Site.

Anyone in GSA can access the [ODC Information Management Reporting](#) Google Site. Once you get to the site look on the left hand side for "Report Writers ePM Reports", then navigate to your specific Region. The type of reports available on this Google Site are: ePM KPI Adoption report, Capital Projects Schedule Summary, FMSP Project Delivery Measure, Obligations and Payments by Project and Contract, Ball in Court Reports for RFIs and Submittals, Projects with Project Plans and Communication Plans (gPM), and Status of Funds by Region. If you have any questions, contact the ePM Help Desk for assistance.



Ad-Hoc Reporting in ePMXpress

ePMXpress Ad-hoc reporting received a much needed boost with the recent installation of release 4.1. The updates make all data fields in ePMXpress available to include in a report. Many of the more popular fields like Project Manager, Project Status, and Project Team were highly requested fields and are now available. Building Number and Building Description previously caused an error message which has been resolved.

One major improvement is that Actual Schedule dates can be pulled into a report. They show up as a yes/no value, therefore to get the Actual Date you must include the Estimated Date field in the report. When the value is "yes", that means that the Estimated Date equals the Actual Date. If the value is "no", then the Estimated Date has not been marked as Actual for that particular schedule item.

Some data groups are automatically available when you select other data groups. For example, the Project and Program data groups are always available no matter which data group is selected. PM Funding is another data group that is automatically available when any of the Funding related options like PM Obligations or PM Estimates are selected. This will help as you are building ad-hoc reports to be able to maximize the number of fields available to report against concurrently.

We encourage you to explore the My Reports area of ePMXpress to try out the ad-hoc reporting feature for yourself. Remember to filter by region and/or Small Projects to limit your results to your area of interest. There are common filter statements provided in the Quick Start Guide or contact your ePM Regional System Administrator for assistance.

FY14 Capital Project Starts



It is time to prepare for projects starting in FY14. The ePM Student Guide, Users' Pre-Training Checklist, a Project Stand Up checklist and many other helpful documents are available for download on the ePM Insite page [insite.gsa.gov/epm](http://insite.gsa.gov/epm).

Project teams awaiting congressional funding for FY14 should begin planning project team training, a document management strategy, and inclusion into the ODC measure program,. Teams anticipating construction contract awards and starts should plan to create and baseline a spendplan in ePM for the EV measure. A valuable lesson learned for new project teams is the HSPD-12 process (necessary for access into ePM) has been one of the most reported challenges getting contractors on board, so please start this process as soon as possible.



A total of 422 users logged into ePM and ePMXpress 4,225 times during the shutdown.

