

In This Issue:

- ePM and ePMXpress Browser Compatibility
- Project Delivery Measure Changes
- Capital and Small Project Minimum Requirements
- Minor System Updates
- FY15 Key Performance Indicators (KPIs)
- Migration of ePM to the Cloud

ePM and ePMXpress Browser Compatibility

Some external users have expressed frustration with recent browser upgrades and the unintended impact on ePM and ePMXpress performance. The ePM Team is actively reviewing these issues. In the interim, GSA recommends that ePM users utilize the Internet Explorer v9 Browser, and ePMXpress users utilize the Chrome Browser. Future upgrades to both ePM and ePMXpress should help address browser compatibility issues. For additional questions on browser compatibility, please contact epmsupport@gsa.gov.



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

For business line questions contact Nick Gicale or Ralph Abel.

PROJECT DELIVERY MEASURE CHANGES

FY15 brings some new changes to the project delivery measures! Both the Capital and Small Project Delivery Measures have been combined into one scorecard measure, which pulls data from ePM/ePMXpress. The scorecard consists of the following components and are weighted as follows:

- Capital Projects On-Schedule (15%)
- Capital Projects On-Budget (15%)
- Capital Projects On-Green (20%)
- Small Projects Planning (10%)
- Small Projects On-Schedule (30%)
- Small Projects On-Budget (10%)



The Small Projects program area has the biggest change in the measures with the addition of the two measure areas of Small Projects Planning and Small Projects On-Budget. Additionally, post-occupancy RWA projects in leased space will be measured. The Capital Projects Measures items remain the same as last year.

The **Small Projects Planning Measure** consists of two parts (5% each):

- Projects under \$150,000 all the template milestone dates must have the estimated dates filled out on or before the actual Requirements Finalized milestone date.
- Projects over \$150,000 must also have a Project Management Plan and a high level task based schedule on or before the actual Requirements Finalized milestone date. This part of the measure affects small BA80 funded projects over \$10,000 and BA54 funded projects funded beginning in FY15 only.

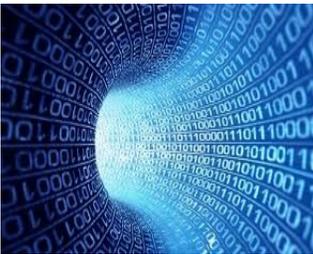
The **Small Projects On-Budget Measure** also consists of two parts (5% each):

- BA54 funded projects the final cost must be within 10% of the contract award. The data will be pulled from the PM Financials Tab of ePMXpress.
- BA80 funded projects the project final cost must be within the range of accuracy submitted on the RWA. For example if the RWA is submitted at the end of the planning phase, the project would have to come in +/- 30%. This data will be pulled from RETA. Project changes due to changing customer requirements and unforeseen site conditions will not count against the project measure.
- This part of the measure affects projects started in FY15 only; however, the data is being tracked for all active projects.

Questions? For the Small Projects Measure contact Ralph Abel at ralph.abel@gsa.gov. For the Capital Projects Measure contact Dennis Ryan at dennis.ryan@gsa.gov.

CAPITAL AND SMALL PROJECT MINIMUM REQUIREMENTS

The Capital and Small Project ePM/ePMXpress Minimum Requirements have been updated to reflect recent organizational, measure, and KPI changes. Updates include: formalization of a new small projects section, clarification of FY15 measure required data fields, specification of usage requirements for projects \$150,000 - \$2.8M, and incorporation of expected update frequencies for different data elements. The Minimum Requirements document can be found on ePM Insite - <https://insite.gsa.gov/portal/category/517870>.



MINOR SYSTEM UPDATES

Over the last two months, the ePM Team applied a handful of fixes to ePMXpress. Among the notable changes: an automated warning feature now alerts users when they have been idle in the application, current date default when updating project status, and overall navigation performance improvement.

ePM Resources:

ePM Support
epmsupport@gsa.gov
 1 (866) 367-7878
 M-F 7:30 AM -7:00 PM EST

ePM Login Site
<https://epm.pbs.gsa.gov/proliance>

ePMXpress Login Site
<https://epm.pbs.gsa.gov/Proliance/ePMXpress/>

User Resources
<http://insite.gsa.gov/epm>
<http://gsa.gov/epm>

ePM Contacts:

Nick Gicale
 ePM Senior Project Manager and
 Capital Projects Rep
Nick.Gicale@gsa.gov

Ralph Abel
 Small Projects Rep
Ralph.Abel@gsa.gov

Carol Reynolds
 PBS CIO Project Manager
Carol.Reynolds@gsa.gov



FY15 KEY PERFORMANCE INDICATORS

New Office of Design and Construction Key Performance Indicators (KPIs) have been developed for FY15 to help PBS track adoption of ePM/ePMXpress on Small and Capital projects. Results of the KPI reports show how well design and construction project teams are utilizing ePM/ePMXpress as a project management tool and to assess the completeness of project data. As ePM/ePMXpress continue to be utilized for project and program reporting, it is vital that the data be reliable and up-to-date.

In FY15, the Capital Projects KPI reports on projects in both design and construction phases. Active Capital design project teams are required to update 8 focus areas on a regular basis: PM, Charter, PMP, PM Schedule, Meeting, Invoice, Design Document, and Design Submission. Active capital construction project teams are required to update 12 focus areas on a regular basis: PM, Charter, PMP, PM Schedule, Meeting, Invoice, Design Document, Design Submission, Submittal Package, Issue, RFI, and Daily Reports. ePM focus areas that are updated within the last 30 days are considered acceptable.

In FY15, the Small Projects Adoption KPI reports on all active ePM/ePMXpress projects, and whether any element of the project has been updated in the last 30 days. An additional KPI also compares active project sets in ePM/ePMXpress with IRIS (BA54) and RETA (BA80). Small project KPIs continue to evolve and may change as the fiscal year progresses.

For questions on regional KPI results, please contact Nick Gicale (nick.gicale@gsa.gov) for Capital projects or Ralph Abel (ralph.abel@gsa.gov) for Small projects.

Region 07 - Greater Southwest Region Capital Project Program											Regional Summary		33.3% **		
ePM Project #	Project Name	Phase	GSA Management					Design Document	Design Submission	Submittal Package	Construction			Measure Results	
			PM	Charter	PMP	PM Schedule	Meeting				Invoice	Issue	RFI	Daily Reports	Raw
15842	TX-Austin-JJ Pickle FB R&A	Construction	**	**	**	05/29/2013 (2) **	**	**	**	**	04/25/2012 (5) **	**	04/25/2012 (2) **	0 of 12	0.0% **
18308	AR-Little Rock FB R&A	Design	Y (Tom Norman)	**	**	06/04/2013 (1) **	**	**	Y (18)	Y (1)	N/A	N/A	N/A	3 of 8	37.5% **

MIGRATION OF EPM TO THE CLOUD

In February 2015, the ePM, ePMXpress, and Cognos applications will be transferred to a new hosting environment in the Amazon Cloud. The ePM Team expects the change in hosting provider to reduce annual system IT costs, improve overall system performance and reliability, and consolidate support functions resulting in quicker issue resolution.

Due to the switchover of hosting environments, ePM, ePMXpress, and Cognos applications will likely be unavailable and offline for 5 business days in early February. The downtime is needed to ensure a successful system cutover. As the Amazon go live data approaches, more information will be shared with GSA Regions and ePM/ePMXpress users via email.