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There have been some recent changes to the ePM Management Team. Julie Lovett has transitioned off the ePM Team to a new position with Natoma Technologies. Jameelah Noble has also transitioned off the Central Office Team, and is now the Region 7 ePM System Administrator. Please congratulate Julie and Jameelah on their new roles!

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

For business line questions contact Nick Gicale, Tom Kollaja or Ralph Abel.

EPM END USER RECERTIFICATION

The ePM Team will be kicking off the ePM End User Recertification process in late July. Recertification of GSA PBS applications is an annual requirement to ensure GSA associates/contractors have the appropriate security access to our applications.

All ePM end users will be asked to electronically verify they still require active ePM/ePMXpress end user accounts. Additionally, many GSA capital project managers will also be asked to electronically confirm the individuals assigned to their ePM projects have the correct ePM security categories. Thanks in advance for your help in complying with this requirement!

FY14 SMALL PROJECTS GUIDANCE



Facilities Management and Services Programs (FMSP) sent out a memo in May 2014 defining new ePM minimum requirements for small projects. This revision to the requirements was driven by additional reporting requirements attached to supplementary funding that GSA received in FY14, and a renewed focus on data analysis to provide better management of our project inventory. The full Minimum Requirements document can be found on [GSA ePM Insite](#). Highlights include:

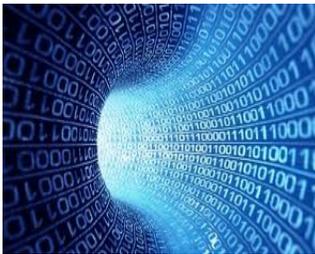
- All BA54 and BA80 funded projects above \$10,000 are required to be entered in ePMXpress/ePM.
- BA80 projects that are part of a BA54 funded project must be entered in IRIS.
- Projects must utilize special prefix naming conventions for BA54B (FY14-BA54B-), Fire Protection & Life Safety Line-Item Spend Plan (FY14-FIRE-) and Tenant Consolidation Line-Item Projects (FY14-SPACE-).
- New requirements exist for data entered in Project Description, Project Status, Project Type and Funding Type project fields. Project Description and Project Status have new formatting requirements for information in those fields. Project Type now has three new choices corresponding to the BA54B, Fire Protection & Life Safety and Tenant Consolidation projects.
- Three new schedule milestones have been added to the with/without design minimum milestone requirement: Funds in Place, Signed Agreement (when applicable) and Project Closeout. The Project Closeout milestone is met when all aspects of the project have been completed - see the Small Project PM Guide on [GSA Insite](#).
- FMSP recommends that funding, contract obligations and invoices be entered and tracked in ePMXpress.

Additionally, small project teams must comply with the following requirements/asures: Small Project Delivery PBS Performance Measure, P-100, Sustainability/Green Purchasing Plan, Green Purchasing Plan and other green products efforts, and gPM Guidance.

Keeping projects up to date in ePM/ePMXpress not only helps in the managing of the projects, but provides Central Office and other stakeholders the data needed to run the program without adhoc manual data calls. Project Teams should update major project progress as it occurs or at a minimum, once per month – Central Office FMSP Reports will be pulled from ePM/ePMXpress the last business day of each month.

FY14 CAPITAL PROJECTS GUIDANCE

The Office of Design and Construction will be requiring specific information for FY14 Capital Projects to be captured in ePM as a subset of the ePM Minimum Requirements. Refined data elements to be utilized for program reporting on FY14 projects include funding documents, planned obligations, and schedule milestones. By having regions manage this data in ePM, ODC will avoid manual data calls with project teams, and enable more streamlined reporting for GSA leadership. For more guidance on entering these data elements, ePM users should contact their local ePM Regional Coordinator.



Quick Tip #1

With GSA's recent adoption of Internet Explorer v9, ePM users are no longer required to hold down the [ctrl] key when running a Cognos report or printing to Adobe PDF/ Microsoft Excel formats.

Quick Tip #2

Have you noticed that GSA sunsetted the Google Chrome IE Tab plugin? If you are an ePMXpress user, you may be frustrated in trying to open an ePM Gantt schedule from Chrome without this plugin. The ePM Team has a workaround! Please contact the ePM Help Desk for instructions.

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>

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

ePM Contacts:

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Kirsten.Delashmutt@gsa.gov



ePM Management Reports Site

In an effort to make ePM Reports more accessible, the National ePM Team recently launched a Google Site titled [ePM Management Reports](#).

The new Google Site makes use of ePM's Cognos functionality of automatically sending formatted reports to an email address assigned to a Google Drive folder. Links to the reports on Google Drive are then

published out to the ePM Management Reports Google Site. The site is open to all GSA associates and internal contractors, and features the most popular National and Regional reports available from ePM. For more information on the new site, or to request training on using ePM Reports, contact the ePM Help Desk.



Meet the team

BRIAN T. CLARK—REGION 4

Brian T. Clark is one of our talented Region 4 GSA RSAs in Atlanta, GA who supports the GSA as a Contractor with Unisys. He has an extensive background with the GSA, having worked on various contracts for the past 17 years. During this time, Brian has accumulated a wealth of knowledge and has met a lot of really wonderful and smart people in R4 that helps him support ePM. He spent 10 years working with Comprizon as a database administrator and help desk resource. Through this, Brian got to know the Region 4 procurement community, workflows and reporting needs very well. Today, he also works on other applications such as REXUS, GALAXY and IRIS and he is part of the National BI, Business Intelligence, reporting team. Additionally, Brian worked with ePM back when it was still called Proliance about 7 years ago. That is almost as long as Bert Aultman!



Mr. Clark also has an extensive education and professional background in IT and Engineering. He studied Electrical Engineering at Rochester Institute of Technology in Rochester, NY and Mohawk Valley Community College in Utica, NY. Prior to working as a Business Analyst and Project Manager for Region 4, Brian worked as an Electrical Engineer for KODAK and as a Network Engineer (MCSE) for the GSA with Unisys.

As a GSA RSA, one of the outside of the box approaches that Brian and the Region 4 ePM Support Team are offering their end users is Region Specific online training. Brian says, "It should be a more convenient way for users to get some basic training when needed." He also highly recommends that users log into ePM often so that your account does not get disabled.

Thank you Brian for your hard work and dedication to ePM Support. Go Tigers and Hawks!!!