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## ePM/Cognos Reports on Google Drive

If you are looking for ePM related project and/or program information, consider [ePM's Google Drive Weekly Reports Folder](#). Cognos reports are posted to this site on a weekly basis with newly refreshed data. Reports posted included Capital Project Detailed Factsheets, Performance Measure Reports, KPI Reports and many others. If you wish to be added to a weekly email distribution containing direct links to new reports, please contact the ePM Help Desk.

As a reminder, if you have technical questions about ePM, contact ePM Support [epmsupport@gsa.gov](mailto:epmsupport@gsa.gov).

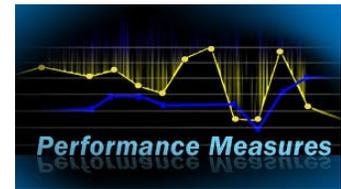
For business line questions contact Nick Gicale or Ralph Abel.

## EPM, EPMXPRESS AND COGNOS SUCCESSFULLY MIGRATED TO THE CLOUD

On February 16th, ePM, ePMXpress and Cognos went live in the Amazon Web Services Cloud hosting environment. The migration went relatively well--all open issues have been resolved. We believe the change in hosting partners will provide end users with a more reliable user experience, while decreasing annual hosting costs to GSA.

## EPM/EPMXPRESS MEASURES, KPIs AND ODC MINIMUM REQUIREMENTS

In February, Central Office ODC made significant changes to ePM related performance measures and KPIs for small projects. Throughout the rest of FY15, ePM/ePMXpress schedule data for non-lease projects will feed the FY15 Small Projects Delivery Measure. The Small Projects Planning Measure has been discontinued, and the Small Projects Budget Measure has shifted its focus towards IRIS estimate and FMIS obligation data.



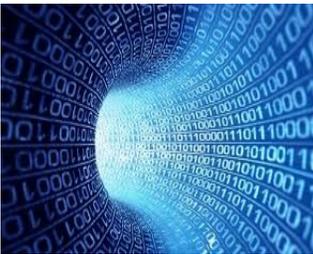
Additionally, a refined FY15 ODC Small Projects ePMXpress Utilization KPI will report regional usage of the tool on a monthly basis. The KPI will focus only on BA54 and BA80 projects created in FY15 in the active project state. KPI reported elements include: Project Manager, and last updated dates for Project Status, Project Schedule, and Project Financials. The KPI Report will also verify whether projects above \$150,000 have project management plans and task based schedules in ePM/ePMXpress. The Quick Tip section below describes how to upload a PMP. The ODC Small Projects ePMXpress Utilization KPI will be run monthly on the 5th alongside the ODC Capital Projects ePM Utilization KPI.

For specific guidance on ODC ePM/ePMXpress Usage expectations and ePM-related Measure/KPI guidance, visit <http://insite.gsa.gov/epm>.

## QUICK TIP

The steps below describe how to upload a PMP for an FY15 Small Projects that is over \$150k.

1. Develop PMP in SOPT (Include ePM Project # in SOPT Project Name)
2. Save as .doc file (MS Word)
3. Log In to ePM UI and Enter Project ([epm.pbs.gsa.gov](http://epm.pbs.gsa.gov))
4. File Management > Catalog Cards > 2.0 Planning > New
5. Under Source File/URL > Click on the Upload Icon > Under File Attachment click on Browse > Select File on Computer > Open > Attach
6. Enter Name as "Project Short Name Project Management Plan"
7. Expand Additional Information Section > Click on GSA Initiative Lookup Icon > gPM Documents > Project Management Plan
8. Save
9. Click on the Workflow Menu > Submit > Add Contacts to Notify by Clicking on To: and Cc: Lookup Icons > Click Execute > Click on Return to Register or Return to Document



## OPEN SUPPORT MEETINGS ON THURSDAYS

The ePM National Support Team now holds weekly open house training sessions every Thursday from 2:00 to 4:00 pm ET. These sessions allow ePM users to ask the ePM trainers questions on any ePM-related topic. For more information contact [epmsupport@gsa.gov](mailto:epmsupport@gsa.gov).

### ePM Resources:

**ePM Support**  
[epmsupport@gsa.gov](mailto: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:

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## LITTLE ROCK FEDERAL OFFICE BUILDING

The 7-story Little Rock Federal Office Building is part of a complex that includes the Post Office Courthouse and Courthouse Annex. The building has over 360,000 gsf situated over 2 acres. Construction was completed in 1961, and there have not been any major renovations in many years.



GSA's aim is to modernize the building in order to keep it operating safely and efficiently. The renovation project received funding in FY14 to 1) replace the fire alarm system, 2) replace the CPVC sprinkler piping, 3) abate asbestos-containing plaster finish coat from perimeter walls, 4) restore water-proofing barrier of exterior envelope, and 5) restore site pedestrian paving around the building. A major challenge of the project is completing the work items in a fully occupied building. Given the disruptive nature of the work to the tenant spaces, completing most work must be done after hours. The work spaces must be ready for occupancy at the beginning of the next business day.

The Little Rock project is led by Project Manager Tom Norman. Tom's team began using the ePM system during the planning phase. They submitted all Capital Investment and Leasing Program (CILP) documents through ePM where they could be accessed by regional Asset Managers and Portfolio users in Central Office. After the project received funding, the team began utilizing ePM to upload design documents and collect design review comments. One benefit Tom identified is ePM's centralized storage capability. This allows the team, including Central Office users, to access documents on their own and without assistance from Tom.

When the CMA contract was awarded in December, the team began developing plans, processes, and schedules for integrating the project team members into the ePM system in time for the GC award in June. Once the contract is awarded, the team will collaborate to customize ePM for their needs.

The team's goals for the next few months are to familiarize themselves with the ePM minimum requirements and to receive on-site training for the entire team. The project is expected to be completed in 2016, and as it moves forward, they will continue to incorporate more ePM features in the daily project activities.

## EPM END USER RECERTIFICATION

The annual end user recertification process will begin in May. This process, which is required for all GSA IT systems, verifies that all users continue to need access to the system and their assigned projects. During the recertification period, all ePM users will receive an automated email asking them to recertify and a link that will redirect them to the login recertification page. Please make sure to respond to any requests by the ePM Regional System Administrator or ePM Regional Coordinators in the coming months.

