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**FY14 Capital Projects Guidance**

In August 2014, the national Office for Project Delivery issued an “FY14 Capital Project Data Entry Guide” for use on capital projects from FY14 and forward. The Guide describes a process for tracking and reporting all capital project planned obligations within ePM. Previously, under ARRA, tracking and reporting of planned obligations was completed in a Recovery PMO hosted P6 system which has been sunsed. The use of ePM for program reporting of planned obligations at a project and contract level fills a gap not currently met by other GSA information systems. Regional capital project teams should continue working with their local ePM support contacts to begin populating projects with all FY14 planned obligations. Questions on this guidance can be addressed to Tom Kollaja, ePM Capital Projects Coordinator at tom.kollaja@gsa.gov.

**2014 ePM Certification**

Thank you for your time and effort in this year’s ePM certification. Over the six week period, 24 Programs, 2,256 ePM Users and 17,903 Projects were certified. Great job getting the message out, encouraging participation, and completing this task. If anyone is having ePM access issues, please have them email ePMSupport@gsa.gov.

**New “All Project Info” Report**

GSA is now utilizing a new Cognos report developed by PwC, with input from Regions 5, 7 and Central Office. The “All Project Info” report exports a complete set of project data across a range of ePM projects. The report is targeted towards reporting on under-prospectus projects, and includes user prompts for ePM Small Project Program(s), Managing Org(s) and Project(s). Report output includes over 70 ePM/ePMXpress fields organized by project including: basic project details, project status, team members, cost record finances and schedule dates. The report can be found in Cognos within the Public Folder --> Regional Reports --> Region 05 folder. Please contact the ePM Help Desk for additional information.

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.
Over the last 3 months, the ePM Team has experienced a number of staff transitions:

-Jim Harrington has replaced Kathy Mulligan as the ZSA covering Regions 1, 3 and 6

-Alida Rodriguez has replaced Jodi Harris as the Lead ePM Trainer

-Valerie Pierre has replaced Joel Johnson as the Central Office Program Support POC

-Carol Reynolds has replaced Kirsten Delashmutt as the GSA CIO Project Management Lead

-Allen Matz has transitioned off the ePM Support Team

**ePM Resources:**

**ePM Support**
epm.support@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

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**User Spotlight**

Jeff Yoder is a Supervisory Project Manager overseeing the Southern Illinois/Indiana area of the PMSC’s Southern Service Center. Jeff joined GSA in 2003 and has used ePMXpress since its roll-out in early 2013.

Jeff says that the most frequently used ePMXpress modules in the Service Center right now are Scheduling and File Manager. His team is “embarking on the routine use of the Financial module to track estimates, cost allocations, and change orders this coming Fiscal Year.” He says that “it’s beginning to improve our management efficiency in terms of Programs, but still requires some changes to make it a good Project Management tool.” His team has become very comfortable using the tool as time has passed.

Jeff has spent time with his team developing an understanding for its use and discussing the value of the practical application ePM has. Jeff explains the benefits, “It may take a little more time up-front to input the data, but by not having others people from within our Service Center or other Divisions interrupting our project managers with phones calls for project status or information about timelines, I and others are not disrupting their workflow – keeping them on task and more efficient at what they’re doing.”

We asked Jeff to share his lessons learned with ePM. “Additionally, system users need to put time into their weekly schedule to keep their project information up-to-date—especially with weekly reports now being generated for review. Even if nothing has happened, they need to make a comment showing progression is being made. This becomes even more critical as we are trying to move away from the multiple tracking mechanisms currently being used on Program Areas and geographically around the Service Centers. Lastly, in order to effectively manage a Program, we need to be able to extract that data (Reports) in a meaningful format that is both intuitive and easy to read.”

Jeff is currently involved the with National Project Management Systems Team that is investigating Project Management Systems and will be making a recommendation to the National Office of what the future should look like for GSA in terms of Project Management tools.

Jeff is a graduate of Indiana University and holds a BGS undergraduate degree with a concentration in Organizational Leadership. He also has a Master’s Certificate in Project Management from George Washington University and has held several positions in Project Management prior to his GSA career. In his spare time, Jeff participates in the Indiana Construction Roundtable, is on the Board of Directors for both a Cycling organization and his Homeowners Association, competes in Ironman Triathlons around the country, and coaches his daughter’s basketball team.