RAHD User Community Joining ePM

Preliminary planning is underway to migrate documents from the online Recovery Act High Performance Green Building Database (RAHD) to the ePM system. This effort is necessary to comply with PBS CIO requirements on the storage of Sensitive but Unclassified (SBU) documents. This opportunity will bring a new user community to ePM, as RAHD users begin to access drawings to conduct project reviews.

The migrated documents will be uploaded under design documents and will be designated as a RAHD file. Due to the restricted access of the documents, only the GSA project team and PMO RAHD team will see these new documents in their register view.

ePM Quick Tip:

Does it seem that the export/print commands are not working in ePM? Actually these functions work, but they are a little tricky. To export or print please remember to hold the Ctrl key until the print/export window appears. If exporting to excel, continue to hold the Ctrl key until the document opens. This will ensure the command is completed and your document opens in excel.

If you need additional information on this topic or other ePM functionality, refer to the resources that are listed at the bottom of the newsletter.

punchlists for the eight different mechanical packages because it identifies the unique responsibilities of each subcontractor. Denise continues, "Using the four character designator has been especially useful in ePM notifications, because it immediately allows the recipient to know which subproject is associated with the notification. Since many of the RAY project team members are on multiple subprojects, this helps prioritize work load."

The team's efforts go deeper. They are starting to use the subject line to track the number of RFIs per subproject. For example, the subject line *RFI: MECH (55) - CRAC Pkg - Electrical Feeder Size for Multistack Chiller (#00211)* tells the reader that this is the 55th RFI on the MECHanical project (out of 211 total on the overall RAY ARRA project), and that it's specifically related to the CRAC package.

The RAY building cafeteria was successfully completed and opened last summer, while the skin rehabilitation and mechanical improvements are scheduled to finish in late 2011. The RAY team's concept of a document naming convention gives rise to other ideas on Denise's "wish list" for ePM. She would like to be able to create custom folders in ePM, and the ability to assign sub-numbers to RFIs. These enhancements would give even more options for grouping documents and tracking subprojects. Implementing a naming convention is a sound organizational practice that other project teams should consider on similarly complex projects.

Importing Schedules in ePM

Do you know how quick and easy it is to use the Schedule import tool in ePM? MS Project and Primavera schedules can all be imported into the ePM Schedule module. All of the schedule properties and activity relationships remain intact once imported. The schedules should be loaded without the Activity or WBS codes so that the ePM codes can be assigned. The schedule can then be updated and maintained in ePM, or a new schedule can be uploaded monthly.

If you're not yet using the schedule import utility, we encourage you to try it. The software is available from the GSA software catalog, or from the link within ePM under "File Management > Content Management" for external Contractors. There is a reference guide available with the Schedule Uploader tool that explains the simple steps to export. A guide is also available at http://insite.pbs.gsa.gov/epm under "Training and Support > Quick Reference Guides" for internal GSA users. Contact ePM Support with questions on installing the tool.

ePM Resources:

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

ePM Support
epmsupport@gsa.gov
1 (866) 367-7878

GSA User Resources
http://insite.pbs.gsa.gov/epm

Training Videos and Quick Reference Guides
http://www.meridiansystems.com/epminfo

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