ePM Regional Coordinator

One role that goes unseen but is very important to ePM Implementation is the "GSA ePM Regional Coordinator". In some regions this role is handled by one person for both Capital and Small Projects, while other regions have two or more people to support this role.

The ePM Regional Coordinator actively manages the regional implementation plan, discusses ePM adoption with regional management, and balances the regional resources between Capital and Small Projects.

Additional responsibilities of this role are communicating ePM enhancements, sharing best practices, and participating in regular national calls. The ePM Regional Coordinator is the "go-to" person for ePM related needs and questions. If you work for GSA and have not met your ePM Regional Coordinator, please contact your RSA to make the introduction. The Central Office ePM Team sees this role as vital to the success of the ePM National Program.

Earned Value Tracking in ePM...

The National ePM team is working diligently to deploy earned value tracking in ePM. Earned value will affect the Budget and Cost Module (BCM) which includes Funding, Contracts, and Invoices for a significant portion of the Capital projects in ePM. In preparation for this new functionality, we will need project teams to review their BCM data to ensure that it is up to date. Guidance is being developed to walk project teams through the steps to get their project financials properly structured for earned value tracking. This will impact both GSA and Contractors who submit invoices via ePM.

Why GSA is Using ePM?

Have you ever wondered why PBS elected to use ePM to manage design and construction projects?

Many regions had invested in various systems or tools to manage both Capital and Small Projects, however there was no enterprise system. Existing tools addressed various project management problems and proved the need for a solution, but they did not solve PBS's strategic goal of national consistency. Information was fractured across many platforms, and could not meet current evolving security standards. Although many systems worked well they were not configured fully for national use. All of these problems emphasized a need to have one system to be hosted in GSA's environment.

GSA solicited for a Commercial Off-the-Shelf (COTS) system and several were evaluated. The Proliance system was selected and reconfigured for GSA and named Electronic Project Management (ePM). Many other organizations with large real estate holdings and construction projects on the same or larger scale than GSA utilize Proliance for project management. Some examples are The Walt Disney Company, Simon Property Group, and CBRE, to name a few who have implemented Proliance to manage and report on their extensive project portfolio.

A major benefit to using one system is to standardize the way GSA manages projects and to establish project workflows. The use of ePM allows documentation of communication with contractors and an official archive of project files which mitigates GSA's financial and contractual legal risks. Capturing key project data and correspondence generated during design and construction projects helps keep the major stakeholders informed and on the same page. ePM also enables GSA to collaborate and share project information with contractors while maintaining varying levels of data security.

The decision to implement Proliance at GSA was done after much consideration of the agency's needs and future goals. As a leader in real property design, construction, and asset management, GSA required a software tool that could handle the complex business environment and provide flexibility to adapt as updates in the application are available. Proliance was identified as the best tool to accommodate GSA's needs.

ePM Quick Tip:

Can't find your design review comments in the Design Review OBA template? If design review comments are entered in the User Interface, they must be linked to the design submission under the attachments tab as a Proliance document. This will allow the comments to show up in the OBA. To link the specific document (drawing sheet), use the "Design Document" section in the general tab and select the document from the lookup list. Users can then see and manage all comments in one location with the OBA.

ePM Resources:

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

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

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

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

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Small Projects moving to ePM

Several regions have undergone the transition from PTW to ePM. In the last weeks of October, Region 2 migrated 800+ projects from PTW to ePM, and NCR received training on ePMXpress. As some of you know, ePMXpress is another interface to access data in ePM. The remaining regions to complete the migration process into ePM are Regions 5, 7, 9 and NCR.

In R2, the Small Projects user community worked diligently to clean up project data before it was brought into ePM. Only "open" projects were migrated, so it was important for the project teams to update the status of the projects accordingly. The ePM team has learned that it is helpful to remove closed projects and review building IDs to avoid creating duplicate project records in ePM. Prior to the official migration, R2 conducted two test runs to

get an idea of how the process would work and iron out any kinks. We have learned from other regions that the more time a region spends preparing project data ahead of the migration, minimizes clean up once the data transfer is complete.

At NCR, many users participated in training from the five service centers which manage a myriad of small projects. Admittedly, training was less challenging for NCR users since many of them were previously exposed to the full ePM Proliance user interface. Users liked the structure of ePMXpress and have been very positive about the upcoming move away from PTW. ePMXpress displays shortcut icons which streamline access to data in ePM and the OBAs. Most notably, NCR users liked the ease of direct points of entry into the various modules within ePM from the project home page. Project data migration for NCR is planned for the first week in November. To learn more about ePMXpress see your Regional System Administrator.

Sneak Peek from the ePM Development Team

Here is a sneak peek behind the curtains of the File Manager application included in our next ePM release (version 3.0). Please bear in mind that it is still a work in progress, but we are wanted to share our plans with you. The File Manager application will allow users to upload and download large numbers of files quickly into ePM, create a custom folder structure, drag files from one folder to another, remove files to a recycle bin, plus much more.

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