

**ePM Minimum Requirements  
for PBS Capital Projects**

Updated as of: 12/2/2013

ePM Modules	Document Type	Description	Required Attachment(s)	Recommended Attachment(s)	Quick Reference Guides (QRGs)	
<b>A P P L I C A T I O N S</b>	<b>Budget and Reporting</b>	<b>Cost Accounts**</b>	Create for each budget activity, function code, cost element, and sub object class.		QRGs 30 & 31	
		<b>Funding**</b>	Enter Funding amounts and associate with the appropriate cost code. In addition any expected future funds should be created as a "pending" funding document.	Funding Approval Documents	GS14, SF49 (BA54), GSA 2957, GSA 3285, Allowance, RWA, other funding related documents	QRGs 31 & 32
		<b>Transfers</b>	Create Transfer Documents when funds are reallocated between cost accounts.		Notes describing purpose of transfer	QRG 33
	<b>Contract Management</b>	<b>Obligations &gt; Contracts**</b>	Enter all contracts that are associated and funded through the project. For Construction Contracts, enter schedule of values (SOV) based on the contractor's cost loaded schedule.	Award Document, Final SOW, for Construction Contracts only: Calendar Day Letter and CO Letter of SC	Contract, GSA 300, SF 26, SF 33, GSA 218, SF 252, SF 1142, SF 1442, SF 1449, Contractor Performance Reviews	QRGs 20, 21 & 64
		<b>Obligations &gt; Contract Modifications**</b>	Enter SOV for each contract modification. For Construction Contracts, set up distinct line items for each Customer Agency to distinguish the Shell/TI breakdown within the SOV for each mod.	Contract Modification	SF 30, Form 2437	QRGs 22 & 23
		<b>Obligations &gt; Invoices**</b>	Enter invoices against SOV line items.	Invoice, Receiving report (GSA 3025), for Construction Contracts: GSA 184, A & B, GSA 2419, GSA 220	Certified Payroll Documents	QRGs 24, 25, & 63
		<b>Obligations &gt; Miscellaneous Expenses</b>	Enter items charged to the project that are non-contract expenses.		Credit Card Receipts, PX Document, Interest	QRG 62
		<b>Project Financials &gt; Prospectus**</b>	Create Appropriation documents and enter the appropriation amount for each approved prospectus. Entered by Central Office.	Signed Prospectus	Congressional Appropriation and Authorization documents	
		<b>Change Control &gt; PCOs</b>	Enter all potential change orders. The aggregated amount contributes to the "Project Cost at Completion" on the ACR.		Contractor Price Proposals	QRG 26
	<b>Daily Reports, Issues, and Logs</b>	<b>Daily Reports**</b>	GSA Internal Executive and Detailed Status Reports and update monthly. Contractor Daily Reports.	External contractor Daily Report forms		QRG 40
		<b>Accident Report</b>	Record any jobsite accidents.	Accident Report		QRG 41
		<b>Design Review Comment</b>	Enter or upload design reviewer comments			QRGs 41 & 65
		<b>Fire Report</b>	Record any damage on the jobsite due to fire.	Fire Report		QRG 41
		<b>Injury Report</b>	Record any jobsite injuries.	Injury Report		QRG 41
		<b>Issue**</b>	Record project issues. Items that impact schedule or budget should be escalated to the Detailed Project Fact Sheet. Update monthly.			QRG 41
		<b>Punchlist</b>	Track deficient work items.	Final punchlists		QRGs 41 & 67
		<b>Safety Notice</b>	Record any safety notices	Safety Notices		QRG 41
	<b>Office Management</b>	<b>Correspondence</b>	Enter or upload letters, memos, phone conversation records, press releases and/or news articles.		Close-out items including: letters to local jurisdiction, tenants or property owners turning over utility billings	QRG 10
<b>Design Documents</b>		Upload drawings as individual sheets. Upload specifications by CSI specification section. Reference GSA P100 Appendix A for applicable requirements.	All drawings, specifications, ASIs, CDs, etc.		QRGs 51, 88, 91, 92, 93, & 65	

		<b>Design Submissions**</b>	Group drawing sheets and specifications into the appropriate design packages.			QRGs 17 & 18
		<b>Meeting Minutes*</b>	Enter or attach meeting minutes for project progress and other key meetings.		Agendas, Meeting minutes	QRGs 11 & 98
		<b>RFIs**</b>	Enter project RFI's using the RFI register and log.	Related Documentation		QRGs 12 & 13
		<b>Submittals</b>	Enter submittals to create a submittal registry.	Submittal Documents, Warranties, O&M Manual Documents, Certificate of Occupancy	Finalized Permits, Final Cx Report, Facility training maintenance documents, Finalized Security Badge Log, LEED Certificate, Final RAHD Documents	QRGs 14 & 66
		<b>Submittals Packages**</b>	Create submittal packages from the submittals to route through the workflow process for approval.			QRGs 15 & 16
	<b>Scheduling</b>	<b>PM Schedule**</b>	Enter or upload the PM Schedule, high level schedule activities updated monthly include the 5 Stages of Planning, Authority Funding, Design, Construction, Close-out. Maintain dates in order to pull Cycle-Time measure: Design RFP Issued, Design Complete, Construction Start/Notice to Proceed, Substantial Completion and Rent Start			QRGs 42, 43, 78, & 79
		<b>Contractor Schedule(s)</b>	Enter or upload detailed schedules of design deliverables and construction activity showing tasks and their relationships.	Contractor Cost Loaded Schedule		QRGs 42 & 43
<b>F i l e  M a n a g e m e n t</b>	<b>Catalog Cards</b>	<b>1.0 Initiation*</b>	Attach the Project Charter.		Project Charter	
		<b>2.0 Planning*</b>	Store any Customer Memorandums of Agreement, Understanding, Occupancy Agreements, or other applicable customer oriented document. Store any documents related to site acquisition activities. All versions of the CapPMPs, Communications Plans and Risk plans are mandatory gPM criteria. Upload all applicable project studies (i.e. feasibility, project development study, surveys, traffic patterns, etc.).	MOA, MOU, OAs, Project Authorizations, NEPA Documents, Project Studies, CapPMP, Risk Plan, Communications Plan		QRG 104
		<b>2.1 CILP*</b>	One complete set of CILP documents that are used for a CILP call should be stored in this folder. There should be a document for every required CILP submission and only one copy of each document. This folder is used by the Portfolio team for managing the CILP process.	All CILP required documents		QRG 104
		<b>3.0 Execution*</b>	Store all files captured during design & construction execution that do not fall under other assigned folders.	Adjudication Fact Sheets, Baseline requests, etc.		QRG 104
		<b>3.1 Photos</b>	Upload all project photos.		Construction Progress Photos, Renderings, Final Completion Photos	QRGs 86 & 104
		<b>4.0 Close-out*, ***</b>	Upload Close-out documents not stored elsewhere in ePM. Use the ePM Close-out Checklist for which documents need to be included.	Final OA, Customer Satisfaction Survey		QRG 104
<b>A d m i n</b>		<b>Companies**</b>	Enter all key vendor companies and customers.			QRG 02
		<b>Contacts**</b>	Enter all key team members and contacts for the project.			QRGs 02 & 64
	<b>Project Properties</b>	<b>Project Properties*, **</b>	Enter basic project information including PM, description, scope, region, program area, project type, building type, delivery method, and building ID.		"Key" Photo and other gallery "pictures"	QRG 76

**NOTES:**

\* Required gPM practice

\*\* Key data element on the Detailed Fact Sheet

\*\*\*Once the gPM Close-out Checklist is issued nationally that will replace the ePM Close-out Checklist

**All ePM modules are required to be used by Capital Project teams**