

# >> ePME SPOTLIGHT

*Bringing Efficiency & Consistency to R&D Management*

## ePME VISION

As part of the Department's e-government strategy in response to the President's Management Agenda, the ePME vision is to:

Simplify and unify the Department's R&D tracking, management, and reporting processes, and

Implement the technology solution to support those processes in an electronic, distributed information environment.

### ePME VISION

ePME's Vision Statement, describing the goals of the project

### A WELCOME FROM THE PROGRAM MANAGER

Kimberly Rasar, ePME Program Manager, introduces ePME

### ePME RATIONALE

Discover the challenges in the R&D Management Process which led to the creation of ePME

### ePME ACCOMPLISHMENTS

Goals and benchmarks accomplished by ePME.

### CHARTERED WORKING GROUPS

Information about the ePME Chartered Working Groups, including goals and status

## A WELCOME FROM THE PROGRAM MANAGER

Welcome to the first edition of ePME Spotlight, the newsletter of the U.S. Department of Energy e-Government Research and Development (R&D) Portfolio Management Environment (ePME) Project. ePME Spotlight will bring you periodic updates of DOE's corporate ePME initiative. The Senior Management ePME team and I are excited about this project and are confident that it will add value to the Department's business processes.

### What is ePME?

□ ePME is the premier end-to-end R&D tracking, management, and reporting environment, which will include policies, procedures, processes, tools, and technologies. ePME will build and maintain ongoing metrics of each R&D effort. Information will be stored in

electronic form using cutting edge technology and will be accessible via the Web. The information will be comprehensive and include proposals/ plans, reviews, funding actions, progress reports, and publications.

ePME will provide many benefits to researchers and program managers, and will simplify reporting to both internal and external offices such as the Chief Information Officer (CIO), Chief Financial Officer (CFO), Congress, and the White House. ePME will directly support the Department's mission by providing a seamless view of the information available on R&D projects, regardless of the information's location or platform. This past August OMB proposed ePME as one of a select few

## A WELCOME FROM THE PROGRAM MANAGER cont'd

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interagency cooperative projects to provide support to R&D projects across all agencies. Furthermore, ePME will better align R&D projects with the Government Paperwork Elimination Act (GPEA) and the Government Performance and Results Act of 1993 and facilitate compliance with the President's Management Agenda for e-Government.

Substantial contributions were made to the ePME project before its official launch. We commend every team member who led us to a successful start of ePME, and helped in completing the Collaborative Management Environment (CME) Strategic Information Management (SIM) study, which justifies existence of the ePME collective.

Members of the ePME Project Team may contact you for assistance soon.

Future collaboration of current and new team members will ensure continued success of the project. Our joint efforts will refine the Department's business processes and increase its efficiency. These innovations will catapult DOE to the forefront of e-Government in the areas of R&D management, tracking, and reporting.

This edition of ePME Spotlight includes the rationale for ePME, information on the Business Process Reengineering activities, accomplishments to date, and the names and contact information of the key players in this initiative. In addition, we have listed some of the working groups.

Please feel free to give us a call on (301) 903-4049 if you have questions, would like to provide input, or to simply let us know how we are doing.

**Kimberly Rasar, Program Manager**

## ePME RATIONALE

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The Department of Energy solicits thousands of R&D proposals each year. In addition, hundreds of unsolicited proposals and thousands of requests for continued support of already-awarded R&D projects are also received. The Department must review and act on all requests. The entire process, from submission through close-out, is currently replete with inefficiencies. Researchers must provide the same information multiple times in different formats. The proposal cycle is not logically synchronized with other budget/information calls to which researchers must respond. DOE administrators must manually input data, frequently more than once, into incompatible automated systems. In fact, of the \$72 million DOE spends on the proposal submission phase; approximately \$13 million (or more than 17 percent) is a result of inefficiencies.

In addition to the administration and management proposals, inefficiencies continue throughout the R&D process. A 30-90 day delay between the award and the actual receipt of funding by the researcher is not unusual, and once work begins, there is no single, logical place to obtain information on research progress, results, or publications. In addition,



## ePME RATIONALE cont'd

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researchers must submit redundant, sometimes unnecessary information each year to request continued funding.



## ePME ACCOMPLISHMENTS

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- Chartered a Board of Directors to provide executive-level direction, support, and guidance.
- Established an Executive Steering Committee (ESC) to provide day-to-day guidance and validation of the ePME project.
- Established three Working Groups (WGs), including the Systems/Government-Off-The-Shelf (GOTS), the Business Case Validation, and the Business Processing Re-engineering Working Group that are hard at work, and have, in some cases, completed deliverables.
- The PME Project Team is in place, has developed the contracting strategy, and is moving forward with identifying requirements.
- An ITOP award to DynCorp and an 8A award to CSMi were made in August 2002 to help with the management support and implementation.
- A Memorandum of Agreement among DOE corporate systems Enterprise Financial Management and e-Procurement has been signed. Meetings are being held to ensure corporate-level collaboration and to come to a

resolution on how best to fill in the gaps in the electronic end-to-end R&D portfolio management process.

- ePME was approved as one of the Department's top e-government initiatives to address the President's Management Agenda.
- ePME was recommended by OMB as an interagency initiative with DOE as the lead.

**"...there is no single, logical place to obtain information on the results, publications, or progress."**

The first system module, Electronic Field Budget Receipt and e-Procurement Integration, is being prepared for implementation. The schedule for the second module, R&D Tracking & Reporting, is being developed. The third module, Electronic Project Execution and Budget Tracking, is still in the conceptualization phase.

## ePME BOARD OF DIRECTORS

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Dr. James Decker (Chair),  
Principal Deputy Director  
Office of Science

Dr. Bruce Carnes, Chief Financial Officer/Director  
Office of Management, Budget and Evaluation

Ms. Karen Evans, Chief Information Officer  
Office of the Chief Information Officer

Dr. Maureen McCarthy, Chief Scientist  
National Nuclear Security Administration

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Office of Nuclear Energy, Science and Technology

Mr. Mark Gilbertson, Director  
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Office of Environmental Management

Mr. Marc Hollander, Chief Information Officer  
National Nuclear Security Administration

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Office of Management, Budget and Evaluation

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Office of Corporate Financial Systems  
Office of Management, Budget and Evaluation

Mr. Michael Kane, Deputy Associate Administrator  
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Mr. David Smith, Budget Officer  
Office of Business Administration  
Office of Energy Efficiency and Renewable Energy

Mr. William Valdez, Director  
Office of Planning and Analysis  
Office of Science

## PME Key Players: Contact List Project Team

Ms. Kimberly Rasar  
Program Manager  
(301) 903-9617

Ms. Amy Kryjak  
ePME Secretary  
(301) 903-4049

Mr. David Biancosino  
ePME Implementation  
Lead  
(301) 903-4057  
(509) 372-4084

Mr. Dean Oyler  
ePME Functional Lead  
(Acting)  
(301) 903-6394

Mr. Vince Dattoria  
ePME Technical Lead  
(Acting)  
(301) 903-9560

Dr. Yukiko Sekine  
ePME Program  
Integration Manager  
(202) 586-3541

### CHARTERED WORKING GROUPS

| Chartered Working Group        | Function   | Task Status |
|--------------------------------|--|-------------|
| Business Case Validation       | Conducted a systematic review of the ePME Business Case. The team focused on validating the assumptions and analysis that resulted in the ePME Business Case, as well as the related ePME requirements, in order to make recommendations on necessary modifications or updates.  | Complete    |
| Business Process Reengineering | Will identify and change the form, content, and schedule of data provided to R&D managers; validate, unify, and improve upon the programmatic and budget-related information provided by laboratories/fields; and review and revise Departmental policy to ensure that it will support the new process and reduce redundant administrative reporting | In Progress |
| System/GOTS                    | Developed a capability comparison matrix for available GOTS systems that can potentially be modified/enhanced to serve as an electronic proposal receipt system or serve as a lessons-learned conceptual model   | Complete    |