



Department of Energy
Washington, DC 20585

January 9, 2007

MEMORANDUM FOR ALL PROGRAMS

FROM:


PAUL BOSCO
DIRECTOR, OFFICE OF ENGINEERING AND
CONSTRUCTION MANAGEMENT
CO-CHAIR, CERTIFICATION REVIEW BOARD


BRUCE B. SCOTT
ASSOCIATE ADMINISTRATOR, FOR
INFRASTRUCTURE AND ENVIRONMENT
CO-CHAIR, CERTIFICATION REVIEW BOARD

SUBJECT:

Changes in the Project Management Career Development
Program

The Project Management Career Development Program (PMCDP) Certification Review Board (CRB) recently approved updates for continuing education (CE) activities to maintain certification. In addition, the CRB approved several updates to work development and experience requirements for certification. See attachments for detailed changes.

The updates should be considered effective immediately. If any additional information is needed, please contact Rose Jordan at (202) 586-3020 or Wanda Chambers Steinberg at (202) 586-8114.

Attachments

cc: Rose Jordan
Wanda Chambers Steinberg
Dana Krupa



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Attachment 1 – Continuing Education Activities

Training/Continuing Education (CE) Opportunity Description	Unit = DOE Credit
Educational portions of technical meetings, conferences, workshops, and seminars; DOE training; and focused training and short courses provided by commercial vendors	1 hour = 1
Academic courses at an accredited college or university	1 semester credit = 15 1 quarter credit = 9
Audited academic courses at an accredited college or university	1 semester credit = 5 1 quarter credit = 4
Presentations at workshops, conferences, and seminars	1 formal presentation = 5
Instructing at an accredited college or university	1 semester credit = 10 1 quarter credit = 9
<p>Certified Level 3 or 4 FPD serving as mentor to a certification candidate.</p> <p>A formal written mentoring agreement is required for the mentoring development activity and is also required to be documented in both mentor and certification candidate Individual Development Plans (IDP). Additionally, Level 3 and 4 certified FPDs serving as mentors are encouraged to take Departmental mentoring courses.</p>	6 months mentoring certification candidate = 30
<p><i>To further amplify the kinds of professional activities that may apply toward CE credit, certified federal project directors can additionally fulfill CE requirements as follows:</i></p>	
Participation as <u>member</u> of a project review team (i.e., IPRs, EIRs, independent cost reviews, earned value management validation reviews)	1 work day (team convened) = 8
Participation as a project review team <u>member</u> in preparation for a review (i.e., IPRs, EIRs, independent cost reviews, earned value management validation reviews)	Maximum per review = 8
Serving as an incumbent FPD* (Maximum 10 CE hour credit for 2-year certification period)	1 year = 5
Carryover allowed per certification period. If FPD is certified to a higher level, this will still apply.	Maximum carryover = 20
Serves as a Sponsor/Subject Matter Expert (SME) for one or more PMCDP courses (Applies to Level 3 or Level 4 certified FPDs)	Serves as SME for at least one year = 15

* Incumbent Federal Project Directors are those formally appointed to direct Capital Assets in accordance with DOE Order 413.3A, *Program and Project Management for the Acquisition of Capital Assets*.

Revisions to PMCDP Competency Statements

Competency Statements as approved by the CRB:

- 1. COMPETENCY 2.12.1**
Requirement for two years project management experience at level 1.
- 2. COMPETENCY 2.12.3**
Requirement for one year project management experience on a post CD-3 phase project.
- 3. COMPETENCY 3.12.1**
Requirement for two years project management experience at level 2.
- 4. COMPETENCY 3.12.3**
Requirement for one year COR experience.
- 5. COMPETENCY 4.12.1**
Requirement for two years project management experience at level 3.
- 6. COMPETENCY 4.12.2**
Requirement for one year program management experience

COMPETENCY 2.12.1 REQUIREMENT FOR TWO YEARS PROJECT MANAGEMENT EXPERIENCE AT LEVEL 1.

Work for a minimum of two years as a Level 1 project director. The following equivalency is provided to aid program secretarial officers, field element managers (including operations offices, site offices, area offices, project offices, and service centers), and the CRB in evaluating the adequacy of the candidate's experience in this area:

Work for one year as a level 1 project director, and either:

- Serve one year as a deputy project director, formally recognized in project documents, on a level 3 or higher level project, or
- Serve one year as a functional manager on a Level 4 project (i.e., engineering manager, procurement manager, construction manager, environmental compliance manager, project controls manager, licensing/quality assurance manager), or,
- Serve one year as a supervisor of project directors (see below).

As a formally documented supervisor of project directors:

- Assigned FPDs manage a portfolio of Capital Asset projects > \$20M and having an aggregate TPC greater than \$100 million;
- Reviews key project documentation such as Project Execution Plan and Acquisition Strategy,
- Participates in Quarterly Performance Reviews and ESAAB presentations,
- Concurs in Level 2 or higher Baseline Change Proposals,
- Provides recommendations to the Acquisition Executive on FPD project assignments,
- Supervisor's Performance Management Plan contains critical elements and standards from the projects for which their subordinate FPDs are responsible (in accordance with the Deputy Secretary's memorandum dated 12/22/04),
- Demonstrates KSAs related to DOE PM Principles and Practices by recent work experience or recent completion of PMCDP training courses.

**COMPETENCY 2.12.3
REQUIREMENT FOR ONE YEAR PROJECT MANAGEMENT EXPERIENCE ON A
POST CD-3 PHASE PROJECT.**

One year as a federal project director or project engineer on a post CD-3 phase project, or

- Serving one year with an Architect/ Engineering firm or DOE M&O/ M&I contractor on a post CD-3 project.

**COMPETENCY 3.12.1
REQUIREMENT FOR TWO YEARS PROJECT MANAGEMENT EXPERIENCE AT
LEVEL 2.**

Work for a minimum of two years as a level 2 project director. The following equivalency is provided to aid program secretarial officers, field element managers (including operations offices, site offices, area offices, project offices, and service centers), and the CRB in evaluating the adequacy of the candidate's experience in this area.

Performing for one year as a project director on a level 2 project and one year in any of the functions below.

- Serving as a deputy project director, formally recognized in project documents, on a level 3 or higher project.

**COMPETENCY 3.12.3
REQUIREMENT FOR ONE YEAR COR EXPERIENCE.**

Serve one year as a COR,

or, as an equivalency:

Serve for two years (minimum) as a formally-designated Technical Monitor, involved in such activities as:

- Assisting COR in interpretation of contract requirements,
- Questioning technical assumptions or other aspects of analyses, commenting on contract deliverables (through the COR),
- Providing guidance and technical input (through the COR) related to government furnished services and items (GFSI),
- Interacting regularly with the contractor in support of the COR,
- Administering technical, administrative, and/or funding aspects of a task assignment, as assigned by the COR.

COMPETENCY 4.12.1 REQUIREMENT FOR TWO YEARS PROJECT MANAGEMENT EXPERIENCE AT LEVEL 3.

1. Work for a minimum of two years as a level 3 project director, and
2. Have a minimum of eight years project management experience as a project director on at least two different projects, and
 - At least 3 of the 8 years must be post CD-3 experience; and
 - At least 1 year of the 3 years of post CD-3 experience must be on a level 3 or higher project.

The following equivalency is provided to aid the program secretarial officers, field element managers (including operations offices, site offices, area offices, project offices, and service centers), and the CRB in evaluating the adequacy of the candidate's experience in this area:

- For requirement #1: Performing one year as a project director on a level 3 or higher project and one year serving as a deputy project director, formally recognized in project documents, on a level 3 or higher level project.
- For requirement #2: The CRB may consider a waiver where the FPD has been assigned for a total of 8 years on a single level 3 or higher level project.

COMPETENCY 4.12.2
REQUIREMENT FOR ONE YEAR PROGRAM MANAGEMENT EXPERIENCE

Perform one year program management duties with 180 days (minimum) at DOE HQ. Duties at headquarters may be fulfilled non-consecutively in two 90-day details.