



Department of Energy

Washington, DC 20585

MAR 29 2006

MEMORANDUM FOR CERTIFIED FEDERAL PROJECT DIRECTORS

FROM:


ROBERT L. MCMULLAN
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:

Continuing Education (CE) Requirement for Maintaining
Federal Project Director Certification

The Certification Review Board (CRB) of the Project Management Career Development Program (PMCDP) extends further congratulations to you on attaining federal project director certification in the U.S. Department of Energy. Your contribution to improving project management, along with that of your colleagues, is highly valued. Now that you have attained certification, we would like to remind you of the biennial continuing education requirement to maintain your certification.

To maintain certification, sixty hours of continuing education are required every two years. For persons certified prior to May 31, 2004, your requirement needs to be fulfilled by May 31, 2006. Federal project directors certified after May 31, 2004, are expected to fulfill continuing education requirements by their biennial anniversary date. If you are unable to fulfill your continuing education by the date required, you will have 90-days thereafter to fulfill the requirement. Unless extenuating circumstances such as illness or military service prevent CE completion, after the 90-day period has been exceeded without appropriate remedial action, the Certification Review Board will take action to revoke your certification.

In completing your continuing education requirement, we encourage you to assess your professional development needs in your capacity as a federal project director. Specifically, we encourage you to participate in continuing education activities appropriate for your certification level, current or future project management responsibilities, interests in attaining higher federal project director certification, or activities that focus on knowledge and skill areas that enhance project management



capabilities of your program/site office. Documentation and verification of CE activities are the responsibility of the employee through CHRIS/ESS. Attached is a listing of activities that can be used to attain continuation education requirements.

If additional information is needed, please contact Rose Jordan at (202) 586-3020 or Wanda Chambers Steinberg at (202) 586-8114.

Attachment

cc: Mike Donnelly
Thad Konopnicki
Dan Lehman
Jay Rhoderick
Rose Jordan
Wanda Chambers Steinberg
PSO Project Management Officials

Continuing Education Credit Assignments

Training/Continuing Education (CE) Opportunity Description*	Unit	DOE CE 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 CE hour
Academic courses at an accredited college or university	1 semester credit	= 15 CE hours
	1 quarter credit	= 9 CE hours
Audited academic courses at an accredited college or university	1 semester credit	= 5 CE hours
	1 quarter credit	= 4 CE hours
Presentations at workshops, conferences, and seminars	1 formal presentation	= 5 CE hours
Instructing at an accredited college or university	1 semester credit	= 10 CE hours
	1 quarter credit	= 9 CE hours

Certified Level 4 project directors can also fulfill CE requirements by serving as mentors to Level 3 certification candidates (serving as a mentor to a Level 3 candidate for 6 months provides 30 CE credits). The Level 4 mentor is expected to take the Departmental mentoring course.

*To further amplify the kinds of professional activities that may apply toward continuation education credit, certified federal project directors can additionally fulfill CE requirements as follows:

Training/Continuing Education (CE) Opportunity Description*	Unit	DOE CE Credit
Participation as <u>member</u> of a review team (i.e., independent project reviews, external independent reviews, independent cost reviews, earned value management validation reviews)	1 work day	= 1 CE hour
Serves as a Sponsor/Subject Matter Expert (SME) for one or more PMCDP courses (Applies to Level 3 or Level 4 certified federal project directors)	Serves as SME for at least one year	= 15 CE hours

Project Management Career Development Program (PMCDP)

Guidelines for Sponsors

Ideally, sponsors will help provide expert guidance for strengthening courses. An individual who sponsors a course will be responsible for the technical content of the course. Sponsors will be engaged in activities such as observing the course and reviewing/assessing content and materials by outlining strong and weak areas of the course as well as by identifying areas requiring clarification or redesign. Consequently, time commitment is needed for both reviewing and attending courses. Key activities are identified below.

Ideally, sponsors will:

- Provide subject matter and technical expertise to assist in refining course content and delivery;
- Review course materials and document comments in writing and/or orally. Review may include identifying alignment of content with established DOE orders, directives, and procedures;
- Attend at least one session of the assigned course (in its entirety, if possible) – travel to field sites may be involved;
- Observe assigned course(s) as it is being taught and document comments in writing and/or orally. Review may include identifying alignment of content with established DOE orders, directives, and procedures;
- Informally speak with instructor(s) and participants concerning their views of course content and delivery;
- Review participants' written course evaluation forms, as needed;
- Discuss key delivery and design issues resulting from the sponsor's review with OECM staff, contracting officer's representative, contractors and/or subcontractors, as needed.

Sponsors may become known in their organizations or throughout the agency for expertise in area(s) that they serve as Sponsor. They may find that they may be sought out to provide guidance and consultation in DOE policies and practices in those and related areas. They may find that they are called upon to initiate dialog or conduct activities that could lead to communities of practices around key areas of their expertise. As such,

Sponsors may wish to:

- Lead, facilitate, or assist in establishing a Community of Practice (COP) formally or informally through which cutting edge information could be disseminated or dialog could

Project Management Career Development Program (PMCDP)

Guidelines for Sponsors

be established among colleagues for the exchange of ideas among those engaged in practice in the subject matter areas.

Sponsors who are interested in establishing formal Communities of Practice are encouraged to contact PMCDP. Questions or comments about sponsoring a PMCDP course should be forwarded to Rose Jordan at 202-586-3020 (rosalie.jordan@hq.doe.gov) or Wanda Chambers Steinberg at 202-586-8114 (wanda.chambers@hq.doe.gov).