

**Project Management Career Development Program Certification  
Self Assessment of Requirements – Level 3**

REQUIRED COMPETENCIES*		FOR EACH COMPETENCY, INDICATE METHOD OF FULFILLMENT				
		PMCDP COURSE	PMP	PE/RA LICENSE	EQUIV. TRG	EXPERIENCE
<b>3.1</b>	<b>General Project Management</b>					
3.1.1	Demonstrate <b>expert-level</b> knowledge of program management and portfolio analysis. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP core course, <i>Program Management &amp; Portfolio Analysis</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) demonstrated equivalent experience.		N/A	N/A	N/A	
3.1.2	Demonstrate <b>expert-level</b> knowledge of DOE O 413.3B and all separately issued Guides relating to the Order by providing specific project examples of their comprehensive, intensive knowledge of the Order and supplemental Guides.	N/A	N/A	N/A	N/A	
<b>3.2</b>	<b>Leadership/Team Building</b>					
3.2.1	Demonstrate <b>expert-level</b> knowledge of leadership/team building by providing his/her opinion of the key ingredients in building and maintaining successful project management business relationships, how they implemented them on a specific project, and the results on the project.	N/A	N/A	N/A	N/A	
<b>3.3</b>	<b>Scope Management</b>					
3.3.1	Demonstrate <b>expert-level</b> knowledge of scope management by providing details of a specific example of when the scope of a project had a major challenge, including his/her response, and how that event shaped the way he/she now manages projects.	N/A	N/A	N/A	N/A	

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<b>3.4</b>	<b>Communication Management</b>					
3.4.1	Demonstrate <b>expert-level</b> knowledge of communication management by providing details of a specific example of a project when he/she got co-workers, team members, or others to effectively communicate with each other, including how this was accomplished, and the impact on the project.	N/A	N/A	N/A	N/A	
<b>3.5</b>	<b>Quality/Safety Management</b>					
3.5.1	Demonstrate <b>expert-level</b> knowledge of quality/safety management by providing details of a specific example of a situation that presented a safety/quality management paradox, including how this was approached, and the outcome.	N/A	N/A	N/A	N/A	
<b>3.6</b>	<b>Cost Management</b>					
3.6.1	Demonstrate <b>expert-level</b> knowledge of cost management by providing details of a lesson learned on a project that helped the candidate effectively manage cost, including how this experience improved his/her performance as a federal project director.	N/A	N/A	N/A	N/A	
<b>3.7</b>	<b>Time Management</b>					
3.7.1	Demonstrate <b>expert-level</b> knowledge of time management by providing details of the systems used for project planning and project scheduling.	N/A	N/A	N/A	N/A	
<b>3.8</b>	<b>Risk Management</b>					
3.8.1	Demonstrate <b>expert-level</b> knowledge of advanced risk management practices. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP core course, <i>Advanced Risk Management</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) demonstrated equivalent experience.		N/A	N/A		

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<b>3.9</b>	<b>Contract Management</b>					
3.9.1	Demonstrate <b>expert-level</b> knowledge of contract management by providing details of a contractual problem he/she encountered and how it was solved, to include how this affected his/her contractual expertise and savvy.	N/A	N/A	N/A	N/A	
<b>3.10</b>	<b>Integration Management</b>					
3.10.1	Demonstrate <b>expert-level</b> knowledge of integration management by providing details of a lesson learned when integrating a project, including the issue/situation, the approach taken, the results of his/her actions on the project, and how it improved his/her performance as an federal project director.	N/A	N/A	N/A	N/A	

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<b>3.11</b>	<b>Training/Electives</b>					
GROUP A						
3.11.A.1	Demonstrate <b>expert-level</b> knowledge of the project execution process, including Operational Readiness Reviews (ORR). Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP elective course, <i>Project Execution and Operational Readiness Reviews</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) demonstrated equivalent experience.		N/A	N/A		
3.11.A.2	Demonstrate <b>expert-level</b> knowledge of systems engineering. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP elective course, <i>Systems Engineering</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) demonstrated equivalent experience.		N/A	N/A		

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GROUP B						
3.11.B.1	Demonstrate <b>expert-level</b> knowledge of labor management relations. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP elective course, <i>Labor Management Relations</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) demonstrated equivalent experience.		N/A	N/A		
3.11.B.2	Demonstrate <b>expert-level</b> knowledge of negotiation strategies and techniques. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP elective course, <i>Negotiation Strategies and Techniques</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) demonstrated equivalent experience.		N/A	N/A		
3.11.B.3	Demonstrate <b>expert-level</b> knowledge of facilitation techniques and conflict resolution processes. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP elective course, <i>Facilitation Techniques/Conflict Resolution</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) demonstrated equivalent experience.		N/A	N/A		

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<b>3.12</b>	<b>Work and Development Activities</b>					
3.12.1	Work for a minimum of two years as a Level 2 federal project director or satisfy the following equivalency (3.12.1.1).	N/A	N/A	N/A	N/A	
3.12.1.1	Equivalency: Possess a combination of one year of Level 2 project director experience and one year of deputy project director experience. A combination of FPD and deputy FPD experience for two continuous years on the same project is acceptable as long as the FPD experience accounts for a minimum of 12 months of that two-year period.  <b>Note:</b> To obtain credit for using any amount of Deputy FPD experience, all claimed Deputy FPD roles must be formally recognized in project documents and submitted with the profile to OECM – please reference page 6-3 of the PMCDP’s Certification and Equivalency Guidelines (CEG) document for additional information regarding the PMCDP’s Deputy FPD experience requirements.	N/A	N/A	N/A	N/A	
3.12.2	Be mentored by a Level 3 or 4 federal project director for six months or satisfy the following equivalencies (3.12.2.1 or 3.12.2.2).  <b>Note:</b> For Level 3 federal project director to qualify as a mentor, he/she must have a minimum of two years experience on a Level 3 or higher project.	N/A	N/A	N/A	N/A	
3.12.2.1	Equivalency: Be formally mentored for one year by a member of the Senior Executive Service, or other executive excepted service positions, such as “EN”, “EJ”, “EK”, etc. [NOTE: The mentoring activity must be entered into the Individual Development Plans of both the mentor and mentoree. A formal agreement must be signed by both parties detailing the goals, activities, etc. of the mentoring arrangement.	N/A	N/A	N/A	N/A	
3.12.2.2	Equivalency: Serve as a member of the Senior Executive Service for two years (minimum).	N/A	N/A	N/A	N/A	

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3.12.3	Serve one year as a COR as determined by the Contracting Officer or satisfy the equivalency 3.12.3.1.	N/A	N/A	N/A	N/A	
3.12.3.1	Equivalency: Serve for two years (minimum) as a formally designated Technical Monitor. Both COR and Technical Monitor must have successfully completed the DOE course <i>Contract Administration for Technical Representatives</i> . COR initial or refresher training must have been completed within the five years previous to the certification application date.	N/A	N/A	N/A	N/A	

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<b>3.13</b>	<b>Behavioral Skills</b>					
3.13.1	Demonstrate a well developed, <b>expert-level</b> project management competency in leading change by providing a detailed specific example of when he/she convinced a supervisor, site manager, and/or project team on an idea or concept for improving the project management performance, including how the candidate proceeded and the result on the project.	N/A	N/A	N/A	N/A	
3.13.2	Demonstrate a well developed, <b>expert-level</b> project management competency in leading people by providing details of a specific example of a project when he/she got co-workers, team members, or others to effectively communicate with each other, including how this was accomplished, and the impact on the project.	N/A	N/A	N/A	N/A	
3.13.3	Demonstrate a well developed, <b>expert-level</b> project management competency in producing results by providing details of a specific example when he/she developed an innovative solution to a project challenge, including what the challenge was, what roles were played by others in refining the innovation, and the impact of the actions on the project.	N/A	N/A	N/A	N/A	
3.13.4	Demonstrate a well developed, <b>expert-level</b> project management competency in business acumen by providing details of a specific management or technical problem he/she solved, including the approach to the problem, the role played by others, and the outcome.	N/A	N/A	N/A	N/A	
3.13.5	Demonstrate a well developed, <b>expert-level</b> project management competency in building coalitions and communications by providing details of a specific example of when he/she had to find common ground with a wide range of stakeholders, including how he/she went about finding consensus and resolution, and the outcome.	N/A	N/A	N/A	N/A	

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<b>3.14</b>	<b>INTERVIEW REQUIREMENT</b>					
	Level 3 certification candidates must successfully complete DOE CRB panel interviews, unless waived by the CRB. The CRB may elect to also interview the current site/office manager before interviewing the certification candidate. However, this requirement will not apply to federal project directors who were incumbents at Level 3 before the date of issuance of DOE Order 361.1 (June 13, 2003). New DOE hires for positions requiring Level 3 certification must successfully complete CRB panel interviews. The procedures for these interviews are issued by the CRB.	N/A	N/A	N/A	N/A	N/A

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