

Information Technology (IT) Project Manager (PM) Profile

*Must be completed

*Name: _____ *Tel No: _____ *Title: _____

*Fed/Contractor: _____ *Program Office: _____ *Email: _____

Project Cost*: _____ Certificates/Licenses: _____

*Years PM Experience in DOE: _____ In Other Agencies: _____ In Private Sector: _____

*Aggregate costs over a 5 year period for all projects currently managed and identified on Exhibit 53s/Exhibit 300s.

Positions/experience and training relating to project management; include other positions/experience or training if relevant (attach additional sheets as necessary):

Training*:	Course Title	Date Duration	Provider
<u>Exhibit 53 Non-Major System Level IT Project Managers</u>			
Project Managers for Exhibit 53 non-major investments must complete Project Management Training that meets the following competencies:			
▪ An understanding of PM and IT-PM competencies listed in the OPM 2210 Series IT Project Manager Guidance (pages 6,7)			
▪ Fundamental PM knowledge, skills and abilities that include an understanding of principles, practices and terminology			
▪ Primary IT PM skills			
▪ Contracting Officer's Representative (COR/COTR)			

* Please note the training requirements will be updated based on new requirements for project managers to comply with FAC P/PM (Federal Acquisition Certification for Program and Project Managers) requirements.

Revised 10/18/2007

Training*:	Course Title	Date Duration	Provider
<u>Exhibit 300 Major System Level IT Project Managers</u>			
Project Managers for Exhibit 300 major investments must complete Project Management Training that meets the following competencies, based on the Level of the investment:			
<u>Level 1 IT Project Manager</u>			
<ul style="list-style-type: none"> Project Management Essentials: <p>Generalized coverage of these topics</p> <ul style="list-style-type: none"> - Project Risk Management - EVMS and Project Reporting - Life Cycle Cost Estimating - Leadership and Teambuilding - WBS Development and Project Scope Baseline - Communications: interpersonal, oral and written - Project Planning and Resource Loaded Scheduling - Contract Types, Bid Evaluation and Award Process 			
<ul style="list-style-type: none"> Contracting Officer's Representative (COR/COTR) 			
<ul style="list-style-type: none"> EVMS (specialized, in-depth) 			
<ul style="list-style-type: none"> Other relevant training courses (e.g., software/systems engineering) 			
<u>Level 2 Senior IT Project Manager (In addition to Level 1 training criteria)</u>			
<ul style="list-style-type: none"> Advanced Project Management Concepts: <p>Generalized coverage of these topics</p> <ul style="list-style-type: none"> - Federal Budget Process 			

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Training*:	Course Title	Date Duration	Provider
<ul style="list-style-type: none"> - Capital Assets Order 413.3 - Federal Project Manager Roles and Responsibilities 			
<ul style="list-style-type: none"> ▪ IT Project Risk Management (specialized, in-depth) 			
<ul style="list-style-type: none"> ▪ Integration 			
<ul style="list-style-type: none"> ▪ Other relevant training courses (e.g., Leadership/Supervision, Team Building) 			
Level 3 Senior IT Project Manager (In addition to Level 2 training criteria)			
<ul style="list-style-type: none"> ▪ Project Management & Portfolio Analysis Simulation 			
<ul style="list-style-type: none"> ▪ Federal Budget Process 			
<ul style="list-style-type: none"> ▪ Other relevant training courses 			

List any additional pertinent courses and associated information that you think may have a bearing on Project Management skills.

The above elements are training topics under the IT PM Career Development Program (IT PMCDP). If you have taken a course, which addressed the topic area outside of IT PMCDP, please provide the requested information. Experience may be considered equivalent to training. Please list any experience in lieu of course work, if credit for experience is desired.

I hereby certify as to the accuracy of the above information, to the best of my knowledge and belief.

**Failure to sign below may result in a delayed response*

(Signature and date)

* Please note the training requirements will be updated based on new requirements for project managers to comply with FAC P/PM (Federal Acquisition Certification for Program and Project Managers) requirements.

Revised 10/18/2007