



DATE: SEPTEMBER 19, 2008

MEMORANDUM FOR ALL PROGRAM ELEMENTS

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MANAGEMENT
CO-CHAIR, CERTIFICATION REVIEW BOARD

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SUBJECT: Project Management Career Development Work/Developmental
Requirement

The Certification Review Board announces the following clarification to roles required of a Deputy Federal Project Director (FPD). In order to obtain credit as a Deputy FPD, the following criteria must be met:

- Formally recognized in project documents (e.g. Project Execution Plan) on a Level 3 or higher project.
- Serve one continuous year as the deputy FPD as reflected in an SF-50 to receive formal recognition. This is not required for those with experience from past years when SF-50 was not Departmental policy as documentation.
- Manage all project assignments through their completion as assigned by the project director.

Subordinate Requirements:

- Provides recommendations to the project director on project assignments.
- Review, evaluate, and monitor cost, schedule and scope baseline.

- Monitor and oversee the progress of detailed engineering, design, and construction work.
- Ensure the preparation of required project documentation.
- Participate in the project acquisition strategy as required.
- Ensure preparation of requirements to reflect project status, costs and schedule trends, manpower adequacy, funding, and project uncertainties.
- Conduct field inspection of work in progress and evaluate the performance of contractors using established baselines.
- Ensure ES&H requirements and QA requirements are properly implemented.
- Develop, review, and endorse annual budget requests.
- Oversee the planning and coordination of the turnover of completed projects.

This requirement will be added to the update of the Certification and Equivalency Guideline.

This flash will be available at the following website: http://www.management.energy.gov/policy/guidance/policy_flashes.htm.

Questions regarding this should be addressed to Peter O’Konski at (202) 586-4502 or Marylee Baker at (202) 586-8254.