



DATE: September 1, 2010

MEMORANDUM FOR ALL PROGRAM ELEMENTS

FROM: PMCDP CERTIFICATION REVIEW BOARD

SUBJECT: Project Management Career Development Program (PMCDP) Requirements for Crediting Deputy Federal Project Director Experience.

On September 1, 2010, the Certification Review Board (CRB) identified new requirements for crediting Deputy Federal Project Director (FPD) experience.

Effective immediately, PMCDP certification requirements allow candidates to fulfill the work/developmental experience requirement by serving as a Deputy (or some other term of art) FPD on an active, post CD-3 project having a TPC greater than \$20M (Level 2 or higher).

To receive the work and developmental experience credit in PMCDP, the candidate:

1. Must demonstrate he or she has been accountable and responsible, i.e. "owned" a complete, discrete and usable subset of the overall project, i.e., a complete subset of the work breakdown structure (WBS).
2. Must describe and show in documentation how he or she has functioned as the FPD on a specific piece of the project scope, and be able to identify the cost, schedule, and scope of the project sub-part. This may be a separate building or a major, discrete sub-system of a very large project, like the piping and pressure vessels in a nuclear power plant.
3. Must work directly for the project FPD in a capital asset construction or environmental project and be formally designated in project documents (e.g., Project Execution Plan).

EXAMPLE:

*"I was in charge of the complete construction of Building 16 of the XYZ Project, a separate and distinct facility within the large ABC project. Building 16 had a TPC of \$110M and was constructed over eighteen months. I had full responsibility for the cost, schedule and scope of construction. Photographs of the building and the PEP identifying me as the Associate (Deputy) FPD are attached."*

Notes:

All experience must be described with specific examples demonstrating what was done, how it was done, and what the results were.

- Deputy FPD experience may be used for certification levels 2 - 4 if the candidate functioned as outlined above.
- The same Deputy FPD project assignment cannot be used to obtain multiple levels of certification.

This flash will be available at the following website: [http://www.management.energy.gov/project\\_management/1673.htm](http://www.management.energy.gov/project_management/1673.htm)

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