

Maintain Project History

1. To update your project history, click on the “PMCDP Menu” and choose “Maintain project history.”



2. A screen with the header “PMCDP Profile for [Your Name]” will appear titled “Step 3: Maintain project history.”

PMCDP Profile for

Step 3: Maintain project history

Sorted by your_date *(Click on underlined column headings to change sort order)*

The CRB requests that certification candidates please identify the following information for individual projects on which certification candidates are currently working or have worked on over the course of the past 10 years (if certification candidates wish to additionally identify projects worked on prior to 10 years ago, that is at his/her discretion). In addition, please identify future projects on which you anticipate that you will work beginning within a year.

[Add another project](#)

Action	<u>Project Name</u>	Position Title	<u>Total Project Cost (in millions)</u>	<u>Overall Project Start Date</u>	Overall Project End Date	Your Start Date on Project	Your End Date on Project	Project Description
[Delete] [Update]								[View]
[Delete] [Update]								[View]

Options:

Delete: This will delete all information for the selected project as currently showing in the table.

Update: This will bring you back to the original input screen for project information.

View Description: This will bring up a text box that will allow you to see the description previously entered.

Sort: Project history information is presented in date-order, with the most recent position date first. You may sort your project history information by the project name, total project cost, overall project start date, or your start/end date on a project. To change sort order, click on the underlined column heading.

3. To update a project, under the “Action” column, click on “Update.”

[Add another project](#)

Action	Project Name	Position Title	Total Project Cost (in millions)	Overall Project Start Date	Overall Project End Date	Your Start Date on Project	Your End Date on Project	Project Description
[Delete] [Update]								[View]

Save and continue Clear form

4. A screen detailing the project information will be displayed. Update as necessary. Click on “Save and continue.”

Update a project in your PMCDP profile

* - Required fields

Project name: *

(Also include location and current decision/project phase. If project is not a DOE funded project, then please include the name of the organization/company and brief description of project)

Position title: *

Total project cost: *

(in millions; do not use dollar sign)

Overall project start date: *

(mm/dd/yyyy format)

Overall project end date:

(mm/dd/yyyy format - leave blank if current project)

Your start date on the project: *

(mm/dd/yyyy format)

Your end date on the project:

(mm/dd/yyyy format - leave blank if still on project)

Specific role: *

(4000 character limit) Include specific involvement during project life cycle schedule/decision phases (e.g., served as project manager during CD-0 through CD-1 from 7/95 through 9/97; served as project engineer during project closeout from 1/03 through 9/03; serve as federal project director during CD-4 project closeout from 9/03 to present).

Save and continue

5. A screen with the header “PMCDP Profile for [Your Name]” will appear stating that your profile has been updated. All current projects will be listed for your review. Click on “Save and continue.”

PMCDP Profile for

Step 3: Maintain project history

Sorted by date *(Click on underlined column headings to change sort order)*

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Your project has been added.

[Add another project](#)

Action	<u>Project Name</u>	Position Title	<u>Total Project Cost (in millions)</u>	Overall Project Start Date	Overall Project End Date	Your Start Date on Project	Your End Date on Project	Project Description
[Delete] [Update]								[View]
[Delete] [Update]								[View]
[Delete] [Update]								[View]

6. You can go back at any time and add or update your project history information by clicking on “Maintain project history” in the PMCDP menu.

7. A screen with the header “PMCDP Profile for [Your Name]” will appear stating that your project information has been updated. Two options are presented for you:
- Start entering PMCDP competency information, and
 - Review of your current information

[Text-only menu](#)

PMCDP Profile for

Your profile has been updated.

You can go back at any time and add or update your profile information by clicking on the appropriate items in the PMCDP menu.

If you want to start assessing your PMCDP competencies, [click here](#).

If you want to view the report that will be presented to the Certification Review Board (CRB) during your consideration for certification, [click here](#).

Choose the applicable “click here” to continue.

8. **ADD ANOTHER PROJECT.** To add another project, click on PMCDP Menu, “Maintain Project History”, click on “Add another project.” Follow instructions in this tutorial under “Step 3, Project History.”

PMCDP Profile for

Step 3: Maintain project history

Sorted by your_date (Click on underlined column headings to change sort order)

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[Add another project](#)

Action	<u>Project Name</u>	Position Title	<u>Total Project Cost (in millions)</u>	<u>Overall Project Start Date</u>	Overall Project End Date	Your Start Date on Project	Your End Date on Project	Project Description
[Delete] [Update]								[View]
[Delete] [Update]								[View]