

Federal Project Director (FPD) Corner

By Victoria C. Barth, MA ISD
OECM

Certification and Equivalency Guidelines (CEG) Update

The CEG has been updated to provide clarification on a number of topics, specifically, the Certification Review Board's (CRB) rules governing the use of experience of the Deputy Federal Project Director and the use of reference checks and interviews to evaluate Level 3 and 4 candidates. The CEG is available on the PMCDP website¹.

The April 2011 CEG also contains the revised Continuing Education Credit Assignment Table listing activities eligible for continuing education (CE) credit. The following is a summary of the changes:

- FPDs may earn one CE hour for each hour of online training as long as the training is geared toward continuous learning, planned as part of

the individual's professional development and accompanied by a course completion certificate.

- FPDs may earn three CE hours for providing a project lessons learned document to the DOE lessons learned database.
- FPDs may claim a total of 32 CE hours for project peer review preparation and participation:
 - ◇ FPDs may earn a maximum of 8 CE hours for time spent to prepare for a review of another FPD's project; and
 - ◇ FPDs may earn 8 CE hours for each day the project peer review team convenes.

The latest version of the PMCDP's Continuing Education Credit Assignment Table is in Section 7 of the April 2011 version of the CEG and is also available on the PMCDP website².

In addition to the changes, the CEG has been made more user-friendly with the addition of "bookmarks." These bookmarks appear on the left side of the screen and allow users to jump directly to specific sections of the CEG without having to navigate the entire document.

The Certification Review Board granted the following certifications:

Office of Environmental Management:

- Robert P. Stern (CC - Oakland, CA) – Level 1

Office of Intelligence:

- Christine E. Hurley (DOE HQ) – Level 1

Office of Nuclear Energy:

- Julie E. Conner (NE - Idaho) – Level 2
- Danna G. Herbst (NE - Idaho) – Level 1

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¹<http://management.energy.gov/documents/CEG.pdf>

²http://management.energy.gov/documents/Continuing_Education_Credit_Assignment_Table.pdf

Project Management Order Update Highlights:

PARS II: A Good Neighbor

**By Cathe Mohar, MBA
OECM**

As you know, the original Project Assessment and Reporting System (PARS) has left the building. But PARS II has moved in, and like a good neighbor, it is ready to help you achieve your objective: deliver projects at the original Performance Baseline.

PARS II is enabled to help you comply with DOE Order 413.3B reporting requirements, serve as the central repository of official project information (including Critical Decision (CD) documentation), and be the database of record for all metric data reported to external stakeholders. PARS II is able to address the fifth and last criteria the Government Accountability Office has identified for removing the Department from their High-Risk List for contract and project management... *monitor and independently validate the effectiveness and sustainability of corrective measures.*

So, let's meet the new neighbor and learn how we can get along. PARS II welcomes your visits anytime;

the more the better. The minimum required visits per DOE Order 413.3B are:

- *No later than last day of prior month:* Contractors upload data for applicable projects
- *3rd workday of month:* Federal Project Directors (FPDs) enter monthly assessments.
- *6th workday:* Programs enter monthly assessments.
- *9th workday:* Office of Engineering and Construction Management (OECM) enters monthly assessments.
- *10th-15th workday:* Resolve differences between, FPD, Program and OECM assessments.
- *25th day of the month:* OECM publishes monthly report.

Please note that when you do make required visits, entry of data and information into all sections of the guest log (i.e., the Monthly Assessment Screen), including attachment of applicable management reserve and variance logs, contractor's monthly status reports, and other docu-

ments is appreciated. Not completing all fields or attaching documents may result in noncompliance with the requirements of DOE Order 413.3B Appendix C Section 16. Speaking of attachments, PARS II has set aside ample storage space for you to upload all relevant, applicable and required project documentation. Think of how many emails and phone calls for project documentation might be avoided if these documents are in PARS II for authorized users to access!

By the way, plan your next month's visit for after you receive an email confirming that OECM moved the period forward, typically no later than the 26th of every month. Another quick way to verify the reporting period is to look at the Status Date in the blue band at the top of the screen. Also, if there is text in the assessment box – STOP – the period has not been moved forward.

Please watch for more *PARS II Helpful Hints* in future issues of this newsletter. We truly want PARS II to be your good neighbor.



Question of the Month

**By Victoria C. Barth, MA ISD
OECM**

Question: I have obtained enough continuing education (CE) hours to satisfy PMCDP's biennial 80 hour requirement; however, I don't know how to obtain credit for my work. How do I record my hours? Who approves them?

Answer: You need to enter your CE hours into the Corporate Human Resources Information Service/ Employee Self Service (ESS) system and provide a brief description of the activity (for instructions, please reference Chapter 11, *Continuing Education Request*, of the PMCDP ESS Tutorial found on the PMCDP website¹.

Once this is done, your first-line manager will review your CE hour request. If approved, your request will be routed to the Office of Engineering and Construction Management (OECM) approving official. If OECM approves the request, your CE hours will be recorded.

¹<http://management.energy.gov/1865.htm>

PMCDP Course Schedule

Start	End	Course	PDU's	Location	PMCDP Info	CHRIS Code/ Session	Registration Restrictions
May 2011							
5/2/11	6/24/11	Project Management Systems & Practices in DOE	60	Morgantown, WV (NETL)	Level 1 Core Course	001024/0038	None
Onsite: 6/7-6/9							
5/3/11	5/6/11	Advanced Risk Management	25	Argonne, IL (Argonne National Laboratory)	Level 3 Core Course	001042/0012	None
5/9/11	5/11/11	LEED for New Construction & Existing Buildings	18	Richland, WA (Federal Building)	Level 1 Elective	001936/0014	None
5/10/11	5/11/11	Effective Program and Project Communication	N/A	Aiken, SC (Savannah River)	Level 2 Core Course	001940/0007	None
5/10/11	5/12/11	Contract Administration for Technical Representatives	21	Washington, DC (Headquarters)	Level 1 Core Course	000058/0168	None
5/16/11	5/19/11	Project Risk Analysis & Management	25	Idaho Falls, ID (Idaho Operations)	Level 1 Core Course	001033/0031	Idaho Sponsored ¹
5/17/11	5/19/11	Executive Communications	N/A	Los Alamos, NM (Canyon School)	Level 4 Core Course	001031/0022	None
5/18/11	5/20/11	Contract Administration for Technical Representatives	21	Cincinnati, OH (EMCBC)	Level 1 Core Course	000058/0174	None
5/23/11	5/27/11	Project Management Simulation	35	Oak Ridge, TN (OR Federal Building)	Level 2 Core Course	001029/0023	None

PMCDP Course Schedule

Start	End	Course	PDU's	Location	PMCDP Info	CHRIS Code/ Session	Registration Restrictions
June 2011							
6/6/11	6/10/11	Acquisition Management for Technical Personnel	32	Las Vegas, NV (Nevada Site Office)	Level 1 Core Course	000145/0029	Per Betty Warrior ²
6/7/11	6/9/11	LEED for New Construction & Existing Buildings	18	Aiken, SC (Savannah River)	Level 1 Elective	001936/0013	None
6/7/11	6/9/11	Labor Management Relations	N/A	Oak Ridge, TN (OR Federal Building)	Level 3 Elective	001038/0006	None
6/9/11	6/10/11	Life Cycle Cost Estimating	NA	Las Vegas, NV (Marriott Hotel)	NA	002173/0001	None
6/13/11	6/17/11	Advanced Leadership	35	Aiken, SC (Savannah River)	Level 4 Elective	001041	Per Alejandro Baez ³
6/13/11	6/17/11	Project Management Simulation	35	Idaho Falls, ID (Idaho Operations)	Level 2 Core Course	001029/0025	Idaho Sponsored ¹
6/14/11	6/16/11	Performance-Based Management Contracting	21	Lakewood, CO (WAPA)	Level 1 Core Course	001951/0008	None
6/15/11	6/17/11	LEED for New Construction & Existing Buildings	18	Las Vegas, NV (Nevada Site Office)	Level 1 Elective	001936/0015	Per Betty Warrior ²
6/20/11	6/23/11	Planning for Safety in Project Management	25	Los Alamos, NM (Canyon School)	Level 1 Core Course	001035	Per Betty Warrior ²
6/20/11	6/24/11	Acquisition Management for Technical Personnel	32	Aiken, SC (Savannah River)	Level 1 Core Course	000145/0023	None
6/21/11	6/23/11	Scope Management & Baseline Development	21	Richland (Federal Building)	Level 2 Core Course	001036/0013	None
6/28/11	6/30/11	Earned Value Management Systems	21	Albuquerque, NM (Alb. Operations)	Level 1 Core Course	001026/0070	None
6/28/11	6/30/11	Real Property Asset Management	21	Las Vegas, NV (Nevada Site Office)	Level 2 Elective	001183/0017	None
July 2011							
7/19/11	7/21/11	Contract Administration for Technical Representatives	21	Germantown, MD (Headquarters)	Level 1 Core Course	000058/0169	None
7/19/11	7/21/11	Project Execution & Readiness Reviews	21	Oak Ridge, TN (OR Federal Building)	Level 3 Elective	001039/0007	None
7/25/11	7/29/11	Project Management Simulation	35	Albuquerque, NM (Alb. Operations)	Level 2 Core Course	001029/0024	None
7/26/11	7/28/11	Earned Value Management Systems	21	Las Vegas, NV (Nevada Site Office)	Level 1 Core Course	001026/0073	Per Betty Warrior ²

For the corresponding classes, registration is restricted to the designated organization unless prior arrangements are made with the following individuals:

¹Contact Debbie Williams, 208-526-8771, williadb@id.doe.gov

²Contact Betty Warrior, 505-245-2127, betty.warrior@hq.doe.gov

³Contact Alejandro Baez, 803-952-3456, alejandro.baez@srs.gov

Full PMCDP Course Schedule

For the full listing of FY2011 classes, visit the PMCDP website at http://www.management.energy.gov/project_management/1581.htm and click on the “course schedule” link that appears on the “Training” page.



Questions or Comments?

Please email general questions and comments about PMCDP to PMCDP.Administration@hq.doe.gov, or visit our website at

http://www.management.energy.gov/project_management/pmcdp_home.htm

For specific information, please contact one of the following individuals:

- Victoria C. Barth, MA ISD - Course Schedule, Certification Review Board (CRB) information, Certification and Equivalency Guide (CEG): Victoria.Barth@hq.doe.gov
- Linda Ott, PMP, MA Adult Ed - Team Lead, PMCDP: Linda.Ott@hq.doe.gov
- Steven H. Rossi, P.E., PMP, LEED AP, CCE - PMCDP Newsletter, Continuing Education Units: Steven.Rossi@hq.doe.gov
- Peter J. O’Konski, P.E., CEM, PMP, LEED AP, CCE, Director, Office of Facilities Management and Professional Development: Peter.OKonski@hq.doe.gov