

## ***PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM (PMCDP) BUSINESS LINE***

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### **Service Description**

The Project Management Career Development Program (PMCDP) encompasses a wide range of developmental, mentoring, training, and rotational activities which lead to certification, based upon competencies commensurate with a specific performance level that is tied to the Total Project Cost (TPC) managed. This program is designed to satisfy other requirements, including the IT Project Management, which are based on different thresholds and regulatory requirements.

The PMCDP currently offers 28 training courses, six developmental activities, and experiential components of varying complexity based on certification level. Additionally, PMCDP offers other functions such as courseware research and development, project management research and development, courseware prototype and delivery, curriculum management, certification management, evaluation, market research and marketing, and knowledge management (including capabilities such as, DOE standards and guidelines, technical papers, presentations, workshops, seminars, videos, and web-based applications, etc.), and continuing education.

The Program has been approved by the Office of Management and Budget and the Office of Personnel Management.

### **Cost Structure**

Costs for this business are both fixed and variable. Fixed costs include the cost of developing and administering the PMCDP. Costs consist of contractor costs for continuing research and development, preparing courseware prototypes, curriculum management, certification, evaluation, and knowledge management activities.

### **Pricing Policy**

In the first two years of operations, FY 2004/05, the business line will assess programs (investors) based on the number of projects, the amount of projects in the portfolio, and the number of incumbent project directors or potential project directors identified by the programs. Fixed costs related to the PMCDP will be charged to programs based on their prorata share of the number of projects and the value of those projects in the Project Accounting and Reporting System (PARS). The variable costs of delivering courses will be charged to programs based on their prorata share of targeted participants based on the program PMCDP Profile.

In addition, during FY 2004/05, we expect some programs outside of the assessment pool to desire participation in the training offered. In those cases, the business will allocate a certain number of slots, on a space available basis, at the rate of \$200/day. These charges will offset other development costs and future charges to the investor.

## **Billing Cycle**

Customer accounts will be billed in October or when FY 2004/05 appropriations become available. The charges will be based on PARS and Participant Profile data as of September 1 of the prior fiscal year. Discretionary participation will be charged in the month the training takes place.

## **Budget Estimation Methodology**

The budget estimate is based on programmatic statistics reported in the timeliest PARS and PMCDP Participant Profile data available. This data includes estimates of present and forecasted needs that include number of projects, portfolio value of projects, number of project directors and aspirant project directors, and level of required certification of project directors. Budget estimates do not typically include general inflation factors.

## **Frequently Asked Questions**

### **Where can I find information about requirements for certification?**

Order 361.1, Module 4, Acquisition Career Development Program, Project Management Career Development Program Module, was signed June 13, 2003 and reissued as Order 361.1A, Chapter IV on April 19, 2004. The Order is posted on the DOE Directives web page [www.directives.doe.gov](http://www.directives.doe.gov) (See 361.1A, Chapter IV. If viewing the document in pdf, Chapter IV starts on page 39).

### **Where can I find the training schedule?**

The training schedule is located in the Employee Self Service (ESS) in the Corporate Human Resource Information System (CHRIS). The training catalog identifies "PMCDP" as the course "TYPE". Individual course descriptions accessed through the training schedule menu will identify a specific PMCDP course required for certification in the "Course Description" field. A tentative course schedule may be viewed at [http://oecm.energy.gov/project\\_manage/PMCDP\\_ndex.html](http://oecm.energy.gov/project_manage/PMCDP_ndex.html).

### **Who do I contact to register for training?**

You should contact your training coordinator.

### **Are travel costs to participate in training and development activities included?**

No, they are not.

### **Are staff salary costs included?**

No, they are not.

### **Are costs for rotational assignment included?**

Costs related to salary or general staffing actions are not included.

### **Points of Contact**

Fund Manager: Walter Howes (202) 586-8254

Business Line Manager: Wanda Chambers (202) 586-8114

For more information, customers are invited to visit the Project Management Career Development home page at [http://oecm.energy.gov/project\\_manage/PMCDP\\_index.html](http://oecm.energy.gov/project_manage/PMCDP_index.html).