U.S. Department of Energy
Employee Self Service

CHRIS ESS

Key to Your Information Universe

Project Management Career Development Program

ESS Tutorial

APRIL 2009

This page intentionally left blank.

The Project Management Career Development Program (PMCDP)

The Project Management Career Development Program (PMCDP) has been developed in response to recommendations by the National Academy of Science's National Research Council as contained in their report, *Improving Project Management in the Department of Energy* (June 1999). In a January 17, 2001 memorandum, the former Deputy Secretary directed the Office of Engineering and Construction Management (OECM) within the Office of Management, Budget, and Evaluation to develop the PMCDP. The development of the PMCDP supports the President's Management Agenda in the area of Strategic Human Capital Management. The implementation of this program will considerably strengthen the capability of the Department's project management workforce and will thereby enhance the Department of Energy's (DOE's) ability to successfully perform projects.

Tutorial Purpose

This document has been developed to assist participants in using ESS for managing his or her participation in the PMCDP.

PMCDP Participants

The PMCDP applies to all incumbent DOE federal project directors, employees desiring to be on a project management career path, and others whose positions require him or her to provide management direction, oversight, or matrix support to DOE federal project directors.

PMCDP Certification

There are four levels of certification in the PMCDP. Each level has associated competencies (supporting knowledge and skills). Participants have access to all competencies associated with the program. Fulfillment of a competency may be obtained by (1) declaring an equivalency, or (2) declaring the competency as a developmental need, and then completing the associated training or developmental activity. The participant must choose an approving official, such as a supervisor/manager, office/site manager, or subject matter expert, to approve the participant's attainment of a competency. Participants should follow site/office specific policy and procedure for designation of approving officials. Use of a subject matter expert to approve a competency is optional and must be delegated or directed by the cognizant program secretarial office or field office manager. When a participant has completed entering information for a PMCDP competency, an electronic mail message is automatically generated and sent to the participant's approving official who reviews the competency information. Based on the information provided by the participant, the request is approved, disapproved, or designated as pending.

Waivers can only be requested for fulfillment of a single competency, or a whole certification level. If a waiver has been requested, the site/field office manager and the Certification Review Board (CRB) must approve the waiver as well. Participants can obtain approval for a competency at any level.

Certification for a level can only be obtained when approval has been granted for all competencies within a level (i.e., all 19 competencies must be approved to obtain Level 1 certification and Level 1 certification must be approved prior to obtaining Level 2 certification).

A certification request form must be completed and sent to the appropriate approving officials, as well as the site/office manager.

Equivalency for a Competency

An equivalency is defined as the necessary skills and knowledge for competency in the specific area, gained through previous coursework, on the job training, and/or experience. PMCDP emphasizes project management development and experience. Entry of detailed experiential and training information must be included for each competency. See PMCDP Equivalency and Certification Guide: click on PMCDP Menu, "Cert and Equivalency Guidelines."

Association with PMCDP

The PMCDP training module resides on the Corporate Human Resource Information System (CHRIS). Therefore, you must be associated with the module by your appropriate human capital management personnel, rather than through your training coordinators.

Site personnel should contact his or her supervisor and/or his or her administrative officer and request to be associated with the PMCDP. The human capital representative should follow site/office procedure for associating personnel in CHRIS.

Headquarters personnel should contact his or her respective office supervision and request to be associated with the PMCDP. The supervisor should follow the Program Element procedure for associating personnel in CHRIS.

Generally, person(s) with administrator access at your site/program office that have authority to make changes to your Employee Self-Service (ESS) account must manually associate your job position number to the PMCDP training module.

In order to advance to higher levels of certification, you should check your profile to ensure that you are associated with the correct level. If you are not associated to the appropriate level, contact your human capital management representative as described above.