## Review/Update Competencies

Once you have completed a developmental assignment or training, or you have additional information to input for a competency, you may update it at any time. You may view comments from approving officials on competencies in the "Competency Status Report." See tutorial section on "Reports."

1.      Click on the PMCDP menu and choose "Review/Update Competencies."
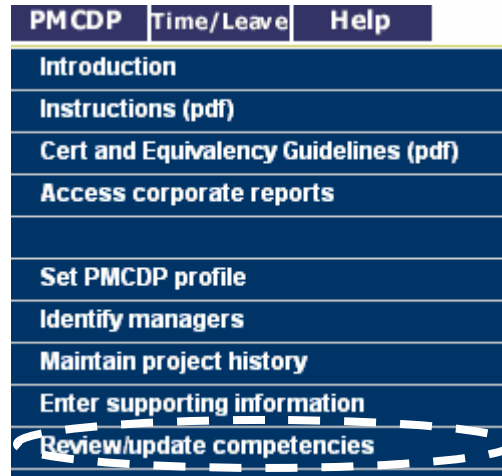


2.      To update a developmental need, follow steps 3–13 below.

To update an equivalency, follow steps 14–21 below.

To update a waiver, follow steps 22–28 below.

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### Changing and / or Submitting a Developmental Need Competency

When the developmental activity or its targeted or actual completion dates has changed, or when you have completed a developmental activity, you must update this information.

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3. Click on PMCDP Menu, choose "Review/Update Competency." You will be taken to the Competency Status screen. Choose a competency and click on "Update this item" for the applicable competency.

| Competency ID (click for description) | Competency Status | | | | | |
|---|---|---|---|---|---|---|
| | | Developmental Need | | Equivalency/ Requirements Met | Waiver | Justification or Comments |
| | | Activity Type | Targeted Completion Date | Actual Completion Date | | |
| Update this item | 1.1.1 | College Course | | | | | |
| Update this item | 1.1.2 | | | | PMCDP Training | | View comments |
| Update this item | 1.1.3 | | | | Education & Experience | | View comments |
| Update | | | | | | | |

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4. After selecting "Update This Item," a screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. The current status will be highlighted.

<div align="center">

*PMCDP FOR*

Competency ID = 1.1.1

*Please select a status for this competency record:*

Developmental need ▾
status
Developmental need
Designation of equivalency
Waiver

Continue

</div>

To choose developmental need, click the down arrow in the drop down box and choose "Developmental Need."

Click on "Continue."

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5.      A screen will appear with the header "PMCDP FOR [Your Name]" and the number of the competency, and "Competency designation selection = Developmental Need."

     To choose a different activity for "Developmental Need," click the down arrow to the right of "Select a developmental need" drop down box and select a new/different option.



6.      Targeted Completion Date: To update, click on the "Targeted Completion Date" field and enter the new date (mm/yyyy).

7.     Actual Completion Date: To enter or update the actual completion date of your activity,
       click on the "Actual Completion Date" field and enter the date (mm/dd/yyyy).
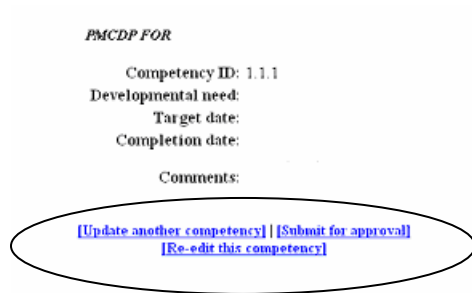


8.     Justification and comments: To update your justification or comments, highlight and delete
       the text you want to change. Insert comments or cut and paste additional information into
       the comment box.



9.     Click on "SUBMIT."

10.    A summary page with the header "PMCDP FOR [Your Name]" and the number of the competency, the chosen developmental need, the target date, completion date, and any comments will appear.   You can accept these inputs and submit this developmental need for approval, edit the information, or update another competency. Choose one option.

*PMCDP FOR*

Competency ID: 1.1.1
Developmental need:
Target date:
Completion date:

Comments:

[Update another competency] | [Submit for approval]
[Re-edit this competency]

**Options:**

**Submit for approval:** This will generate an electronic message to the approving official you select requesting approval for this competency.

**Re-edit this competency:** This will bring you back to the original input screen for your update.

**Update another competency:** This will bring you back to the "Review/Update Competency" screen where you can select another competency to update.

You should also update your IDP to match these changes.

**IDP Update:** Click on "IDP" on the top menu, choose "Update current IDP" to process your IDP. For details, see "Initial Entry of Competency Information, Developmental Need."

11.    If you choose "Submit for approval," a screen with the header "PMCDP FOR
       [Your Name]" and the number of the competency will appear. If you have
       previously chosen an approving official, that name will appear on the screen. If no
       name appears as the approving official or the name is incorrect, click "Change." If
       the name is correct, click "Continue."

                              *PMCDP FOR*


                        Competency ID = _____

        **Please select an approving official for this competency record. By default, your first line manager from your
         profile will be selected. Click on the "Change" link to modify the approving official for this competency.**

        _____

        **UPDATED 09/29/2008:** PMCDP has two options for competency approval. You may submit this single
        competency request, or you may wait to enter other competencies and send one email notification to
        your approving official for all competencies within this PM level. If you choose to submit this request,
        click on "Continue."

        If you wish to send one notification for multiple competency approvals, choose "Competency Status
        Report" from the PMCDP menu.

        _____

Approving Official:*                                                          **Change**

                                    [ Continue ]

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
        Choice of an approving official must be in accordance with your program office policy and
                                      procedure.
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

12.     If you choose "Change," a screen will be displayed that allows you to search for the name of your applicable approving official.



Type in the name: Last,First (no space between comma and first name).

Click "Submit."

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13.     If you choose "Continue" or have now chosen an approving official, a screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. This is notifying you that an automatic email will be sent to the name/email address you have selected. You may send or cancel the request.



**Send for approval:** This will automatically send an email message to the approving official informing him or her that this competency is ready for review.

**Cancel request:** You will be returned to the "Review/Update Competency" screen.

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### Changing and/or Submitting an Equivalency

You may update your equivalency type, the justification/comments, and/or the verification method.

14.    Click on PMCDP Menu, choose "Review/Update Competency."  You will be taken to the Competency Status screen. Choose a competency and click on "Update this item" for the applicable competency.



15.    After selecting "Update This Item," a screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. The current competency record status will be highlighted.

To choose equivalency, click the down arrow to the right in the drop down box and choose "Designation of Equivalency."

Click on "Continue."

16.     A screen with the header "PMCDP FOR [Your Name]," the number of the competency, and the "Competency designation selection = Equivalency" will be presented.

In the column "Competency Status," "Equivalency type" click the down arrow to the right of "Select an equivalency" to display a list of options. Choose one.



17.     Update information that supports your request for having equivalent knowledge, skills, and abilities for this competency in the "Justification or Comments" field (2,000 character limit). This information should be concise and thorough, as it will be the basis for Certification Review Board decision on this competency.

18.     Update the verification method, if applicable. Click the down arrow to the right of "Select a verification method" field to view a list of choices. Select a different method.

Click on "SUBMIT."



19.     A summary screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. You can accept these inputs and submit this updated equivalency for approval, edit the information, or update another competency. Click on one option.



**Options:**

**Submit for approval:** This will generate an electronic message to the approving official you select requesting approval for this competency.

**Re-edit this competency:** This will bring you back to the original input screen for your update.

**Update another competency:** This will bring you back to the "Review/Update Competency" screen where you can select another competency to update.

20.    If you choose "Submit for approval," a screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear.  If no name appears as the approving official or the name is incorrect, click "Change."

If the name is correct, click "Continue."



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:     Choice of an approving official must be in accordance with your program office policy and     :
:                                         procedure.                                         :
················································································

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21.    If you choose "Change," a screen will be displayed that allows you to search for the name of your applicable approving official.  Follow steps 12-13 above.

**Changing and/or Submitting a Waiver**

You may update your justification/comments. These comments should be concise and thorough, as they will be the basis for Certification Review Board approval of this waiver.
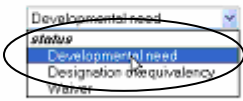
22.    Click on PMCDP Menu, choose "Review/Update Competency." Click on "Update this item" for the applicable competency.

After selecting "Update This Item," a screen will appear displaying your name and the competency number. The current status will be highlighted.



To choose waiver, click the down arrow to the right of the "Select a Status" and choose "Waiver."

Click "Continue."

23.    A screen with the header "PMCDP FOR [Your Name]" and the number of competency will appear. Update the justification in the box provided (2,000 character limit).
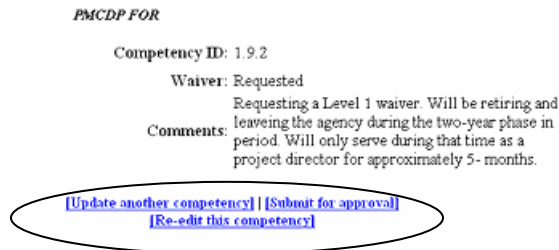
Click on "Submit."

24.     A screen with the header "PMCDP FOR [Your Name]" and the number of competency will appear detailing your choices. You can accept these inputs and submit this waiver for approval, edit the information, or update another competency. Click on one option.



    **Options:**

    **Submit for approval:** This will generate an electronic message to the approving official you select requesting approval for this competency.

    **Re-edit this competency:** This will bring you back to the original input screen for your update.

    **Update another competency:** This will bring you back to the "Review/Update Competency" screen where you can select another competency to update.

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25.    If you choose "Submit for approval," a screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. If no name appears as the approving official or the name is incorrect, click "Change." If the name is correct, click "Continue."

### PMCDP FOR

Competency ID = ____

**Please select an approving official for this competency record. By default, your first line manager from your profile will be selected. Click on the "Change" link to modify the approving official for this competency.**

**UPDATED 09/29/2008:** PMCDP has two options for competency approval. You may submit this single competency request, or you may wait to enter other competencies and send one email notification to your approving official for all competencies within this PM level. If you choose to submit this request, click on "Continue."

If you wish to send one notification for multiple competency approvals, choose "Competency Status Report" from the PMCDP menu.

Approving Official:*                                                        Change

Continue

Choice of an approving official must be in accordance with your program office policy and procedure.

26.    If you choose "Change," a screen will be displayed that allows you to search for the name of your applicable approving official.  Follow steps 12-13 above.

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27.    If you choose "Continue" or have already chosen an approving official, a screen with the header "PMCDP FOR [Your Name]" and the number of the competency will appear. This is notifying you that an automatic email will be sent to the name/email address you have selected. You may send or cancel the request. Click on one.



**Send for approval:** This will automatically send an email message to the approving official informing him or her that this competency is ready for review.

**Cancel request:** You will be returned to the "Review/Update Competency" screen.

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28.    A screen summarizing the competency actions will appear. You may view justification comments or update competencies.



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