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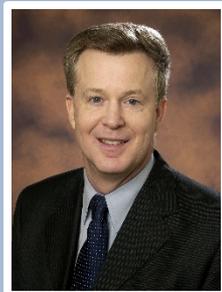
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Director's Corner: Are You on Schedule?



Paul Bosco,
Director of the Office
of Project
Management Oversight
and Assessments (PM)

The success of a project depends in large part on having an integrated and reliable master schedule that defines when and how long work will occur and how each activity is related to the others. In his June 2015 Project Management Policy and Principles memorandum, the Secretary requires projects to develop and maintain an Integrated Master Schedule (IMS). The policy further requires the IMS to be developed, maintained and documented in a manner consistent with methods and the best practices identified in GAO's Schedule Assessment Guide (GAO-16-89G, December 2015). A schedule provides a time sequence for the duration of a program's activities and helps everyone understand both the dates for major milestones and the activities that drive the schedule. Moreover, the schedule is a critical tool for managing potential tradeoffs between cost, schedule, and scope.

I encourage all of you to review GAO's guide and sharpen your schedule development and analysis skills. Keep charging!

Sincerely,
Paul Bosco

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Project Schedule – A Key Project Management Tool

Michael Fenn, Project Management Policy & Systems (PM-30)

Why is a Project Schedule so important?

In executing a capital asset project, a project schedule is a key management tool that guides a project team to successfully complete the project deliverables. A comprehensive project schedule – or an integrated master schedule (IMS) - outlines all of the project activities and deliverables with specific start and finish dates and milestones. It provides a road map of project activities and deliverables in a logical sequence in order to complete a project. Without a comprehensive IMS, it would be challenging at best to manage a project to successful completion.

A comprehensive IMS plays a crucial role in ensuring that a project scope and cost can be tracked and monitored. To ensure success, the scope of work must be clear, activity durations must be realistic, and resources loaded for the work must be appropriate. Dependencies and logic between tasks provide visibility as to how delays in one activity could impact future tasks, and potentially cause the entire project to be delayed. Without a project schedule, it is impossible to know how delays on individual tasks will ultimately affect other related tasks in later stages of the project.

Is the IMS a project requirement?

While resource loaded schedules have been a DOE Order 413.3B requirement, the Secretary's June 8, 2015 memorandum on Project Management Policies and Principles and the recent update to DOE O 413.3B, now make the IMS a required project management practice. As directed in the S-1 policy memo (http://www.energy.gov/sites/prod/files/2015/09/f26/SecMemo_PM_June2015.pdf) and DOE O 413.3B, the project IMS shall be developed, maintained, and documented in a manner consistent with methods and the best practices identified in the Planning and Scheduling Excellence Guide, published by the National Defense Industrial Association (http://www.ndia.org/Divisions/Divisions/IPMD/Documents/OtherDocuments/NDIA_IPMD_PASEG_v3_Mar092016.pdf), and GAO's Schedule Assessment Guide (GAO-16-89C) (<http://www.gao.gov/products/GAO-16-89G>).

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Project Schedule – A Key Project Management Tool

Michael Fenn, Project Management Policy & Systems (PM-30)

Is the IMS a reporting Tool?

The IMS should not be viewed as just a reporting tool but rather, developed, used, updated and maintained as a management tool that supports decision making. Once a project schedule is created, it should be used as a tool for monitoring, tracking and communicating project progress and status to project team members, owners and other stakeholders. The IMS should be updated on an as-needed basis depending on changing conditions that occur during project execution. Effective project teams conduct routine project update meetings to review the project schedule, scope accomplishment and cost. The IMS ensures that the project scope, schedule and cost are synchronized and visible to the project team members. These review meetings ensure that work flows from one process to the next and that each team member knows what needs to be accomplished logically to contribute to the project's overall success.

How well do we use an integrated master schedule?

The IMS is underutilized for a variety of reasons. First, for a person unfamiliar with the process of schedule development, an IMS can appear complex and confusing. While a small project may have hundreds of different activities, the norm for more complex projects is that the IMS will have thousands of activities with various logic and dependencies that are often difficult to follow. However, with the aid of project scheduling software, updating and monitoring project schedules is possible. These IMS are most often developed using schedule development software – such as Primavera 6. Using such software requires special skills that are perishable if not used on a routine basis. An adept and qualified professional scheduler should be relied on as part of the project team to routinely update and monitor the project schedule. The use of IMS must be re-invigorated and routinely relied on as a project management tool.

Stay Tuned

Please stay tuned to upcoming issues of this newsletter where we will continue to discuss the importance and utility of the IMS as a necessary and capable best practice for managing the Department's projects.

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PM EVM Roadside Assists Coming Your Way

Melvin Frank, Office of Project Management Policy and Systems (PM-30)

[Click here to see
upcoming visits](#)

Earned Value Management (EVM) Roadside Assist Visits (RSAVs) have been well received! At this point, PM-30 has visited five sites since January 2016 (Los Alamos, Oak Ridge, Savannah River, Portsmouth and West Valley). Attendees are encouraged by the open dialogue, clear expectations and information provided by the team. Attendees' comments include: 1) "The update and path forward on compliance expectations and the evolution of the EVMS IH"; 2) "The EVMS automated tests are helpful"; 3) "Exchange of information on actual project schedule versus compliance needs provided insight"; 4) "Excellent idea to get the pulse of the field and hear our concerns and questions"; and 5) "Having an open and honest dialogue was extremely beneficial."

In September 2015, Office of Project Management Oversight and Assessments (PM), released Version 1.0 of the [DOE Earned Value Management Systems Interpretation Handbook \(EVMSIH\)](#) to assist in the communication of compliance to the EIA-748 Guidelines. Version 2.0 is scheduled to be released in late June 2016.

PM-30 is conducting on-site visits to strategic sites using an EVM RSAV format, based on the well-received PARS II and EVMS Road Shows from prior years. This is a CAR-free approach used to assist contractors and gauge the contractor's readiness to be successful in future EVMS reviews. The visit to each site is running one to five days depending on how many different contractors are at a site. While some portions of the visit are conducted at the site level, the PM-30 team will meet with each contractor team individually, including the Project Manager, Project Controls staff, and Control Account Managers (CAMs), along with local DOE Project staff, to discuss specifics relating to a particular contractor's assessment results and questions.

The visits are prioritized based first on those contractors requiring EVMS certification, followed by those contractors in post-certification 'surveillance' mode. The primary focus is on 413.3B applicable sites in EM and NNSA. Additional contractors/sites may be accommodated by request.

If you have not been contacted by PM-30 to schedule this visit, please contact Mr. Melvin Frank (202-586-5519) Melvin.Frank@hq.doe.gov; or Susan Wood (202-586-8410) Susan.Wood@hq.doe.gov of PM-30.

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PM EVM Roadside Assists Coming Your Way

Melvin Frank, Office of Project Management Policy and Systems (PM-30)

[Click here to see upcoming visits](#)

Earned Value Management (EVM) Roadside Assist Visits (RSAs) have been well received! At the same time, PM-30 has been busy with other projects. West Valley is providing a high level of support to the project. We expect to get the dialogue started in September of the DOE community. June 2016. PM-30 is currently working on PARS II.

Upcoming PM EVM Roadside Assist Visits



local DOE questions. The visit is a contract and NN. If you have any questions, please contact Melvin Frank (202-586-5519) Melvin.Frank@hq.doe.gov, or Susan Wood (202-586-8410) Susan.Wood@hq.doe.gov of PM-30.

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Improving DOE's Project Controls Integration with Project Management

Sigmond Ceaser, Office of Professional Development (PM-40)

The Office of Project Management Oversight and Assessments (PM) chartered a Project Controls Program Process Action Team (PAT) to provide recommendations to the Certification Review Board (CRB) on the establishment of a Project Controls Professional (PCP) for DOE Capital Asset Projects. As a member of the Integrated Project Team (IPT), the PCP will provide accurate and comprehensive trend analysis and status reporting in terms of cost, schedule and technical performance—in essence, the overall health of the project. The PCP will also participate on project reviews. The PCP shall be skilled in investigating, analyzing, communicating (translating), managing and mitigating unacceptable variance. Essentially, the PCP is a Subject Matter Expert (SME) in areas that include, but are not limited to:

- Estimating
- Scheduling
- Cost control
- Forecasting
- Risk Management
- Earned Value Management
- Change Management



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Improving DOE's Project Controls Integration with Project Management

Sigmond Ceaser, Office of Professional Development (PM-40)

CRB-approved candidates will participate in the DOE Project Controls Fellowship Program (PCFP). The PCFP will develop a cadre of highly skilled employees with broad knowledge and understanding of the topics listed above and vertical depth of competency in one or more project management disciplines (cost, schedule, risk, etc.) The cadre members will be assigned to an IPT and receive additional "broad spectrum" training, mentoring, coaching, and opportunities to participate on critical DOE site-wide reviews. Participating in the site reviews will leverage knowledge, skills, and abilities to collectively increase consistency, quality, and alignment of DOE project objectives associated with performance and earned value management. The PCFP participants will be awarded the DOE Project Control Professional certification.

The PAT is working through the CRB to finalize the PCFP development framework. PM expects to pilot the PCFP in July 2016.

The PAT has a representative from each of the three Lead CRB Program Secretarial Offices (LPSO) with responsibility for Capital Asset Projects:

- Environmental Management (EM), Stephen Korenkiewicz
- National Nuclear Security Administration (NNSA), Ronald Trott
- Office of Science (SC), Ethan Merrill

I am the Team Lead for the PAT and can be reached at 202-287-1662 or by email

Sigmond.Ceaser@hq.doe.gov.

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Department of Energy (DOE) Purchase Card Program

Denise Clarke, Office of Acquisition Management

The Office of Acquisition Management oversees the DOE Government Purchase Card (GPC) Program to ensure its efficiency and effectiveness. The GPC is utilized as a purchase and payment method for supplies and services below the micro-purchase limit. Above the micro-purchase limit, the GPC is used as a payment method. Due to the nature of the program, there are reviews and audits by various offices and agencies. Most recently, the DOE Office of Inspector General (IG) and the General Accountability Office (GAO) conducted reviews.

The Government Charge Card Abuse Prevention Act of 2012 (Charge Card Act), Public Law 112-194, reinforces agencies efforts to prevent waste, fraud, and abuse of Government-wide charge card programs. The Charge Card Act established new reporting requirements and new audit requirements including an updated annual Charge Card Management Plan and semiannual reports on purchase card violations. The Charge Card Act also requires the IG to conduct annual risk assessments of the agency's purchase card program to identify and analyze risks of illegal, improper or erroneous purchases and payments and to submit an annual purchase and travel card audit recommendation status report for compilation and transmission to Congress and the Comptroller General of the General Accountability Office. OMB uses these reports to examine the effectiveness of Government charge card programs. Additionally, the DOE provides an annual certification as part of the annual assurance statement required by the Federal Managers' Financial Integrity Act of 1982 (31 U.S.C. 3512(d)(2)).

In Fiscal Year 2016, the IG conducted the required audit of the DOE Purchase Card Program. The IG reviewed the Program Management Review reports, Office of Management and Budget reports, Procurement Evaluation and Reengineering Team reports, various bank reports, internal audits and site self-assessments. The Agency Program Coordinator, Ms. Denise Clarke, met with the IG to discuss the aforementioned reports, rebates and provided a demonstration of how the data mining system works. The IG completed their review and did not note any systemic issues or areas of concerns.

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Department of Energy (DOE) Purchase Card Program

Denise Clarke, Office of Acquisition Management

Simultaneously, the GAO launched a review to determine whether agencies are effectively leveraging their buying power when using GPC purchase cards. DOE was one of the six agencies the GAO selected to review. The selections were made based in part on varying levels of purchase card spend volume. For the selected agencies, the GAO evaluated policies, reviewed strategic sourcing efforts related to purchase cards and interviewed officials. GAO has provided DOE with a draft report which contains recommendations. The report assessed the extent to which (1) agencies analyze purchase card data to identify opportunities to leverage buying power agency-wide and (2) purchase cardholders seek opportunities to achieve cost savings when using purchase cards. DOE concurs with the recommendations and has submitted our response to the draft report to the GAO.

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MOSRC Helps DOE Get an 'A'

John Makepeace, Office of Acquisition Management, Procurement Systems Division

The *M&O Subcontract Reporting Capability* (MOSRC)

project has recently helped DOE achieve a major breakthrough. For the past four consecutive fiscal years the Department of Energy has received a failing grade of 'F' on the Small Business Administration's (SBA)

annual Small Business Scorecard—the *only* 'F' in the federal government. Due to the success of MOSRC's interim reporting solution, the SBA notified Secretary Moniz on April 25, 2016 that DOE had achieved an 'A' on the 2015 scorecard. (See <http://go.usa.gov/cutrQ> for the full scorecard.) This is a dramatic turnaround that could only have been accomplished with the enthusiastic and coordinated support of the M&Os, the Office of Small and Disadvantaged Business Utilization (OSDBU) and the Programs.

This wasn't the only major milestone recently achieved by the MOSRC project. On April 19, 2016 at 10:36 AM—one day ahead of schedule—the first full monthly submission was successfully processed by the MOSRC application. Oak Ridge National Laboratory—one of the three MOSRC pilot sites—submitted 6,484 records and an amazing 99.9% of the records were validated. The following day the two other MOSRC pilot sites—Kansas City National Security Campus and National Renewable Energy Laboratory—successfully uploaded their first submissions on schedule. Many thanks go out to the pilot sites for leading the way! And thanks also to OCFO's Corporate Information Systems team for building the MOSRC application *on schedule and on budget*.

The MOSRC team's job isn't over yet. The remaining M&Os are scheduled to complete all necessary changes to their business processes and associated systems to support MOSRC by the end of September 2016, and their first full monthly submissions are due to be uploaded to MOSRC in November. This will complete the full implementation of the MOSRC project. There is still a lot of work to do between now and November, but the MOSRC team is up to the task!



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M&O SUBCONTRACT REPORTING CAPABILITY

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Project Management Career Development Program (PMCDP) Managing Contract Changes

May

23-26

PMCDP is offering an instructor-led delivery of the 4-day course, *Managing Contract Changes*, May 23-26 in Morgantown, WV.

This course aims to better prepare DOE Contracting Officers (COs) and Federal Project Directors (FPDs) to manage project changes on complex construction projects through effective management of contract modifications and change orders.

Managing Contract Changes includes discussions of DOE's historical and current contracting environment, authorities for contract modifications, and the various contract provisions and legal doctrines that define and limit the ability for the Government to change contracts. Additionally, the course examines the doctrine of constructive change, potential differences between project management changes and contract changes, and the things DOE senior level contracting and program officials can do to improve the effectiveness of the change management process.

You will earn 32 continuous learning points for this course. This is a CORE course for the Level I PMCDP certification of Federal Project Directors and is available to all DOE employees.

Register in CHRIS

CHRIS Code: 002102/0062

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Project Management Career Development Program (PMCDP) Advanced Risk Management

May

24-26

PMCDP is offering an instructor-led delivery of the 3-day course, *Advanced Risk Management*, May 24-26 in Aiken, SC (SRS). NOTE: This course has been condensed from 3.5 to 3 days to allow flexibility with the Memorial Day weekend.

The purpose of this course is to provide the Federal Project Director with an advanced understanding of the concepts and applications of risk and opportunity management, within the context of federally managed Department of Energy acquisition projects. This course improves Federal Project Directors' ability to develop and execute project risk management plans and to oversee the risk management activities of their contractors.

The course provides participants with more advanced treatment of risk management principles and concepts. It builds upon the concepts included in the basic Risk Analysis and Management course and reviews topics that are appropriate for Level 3 and 4 Federal Project Directors. It also introduces the notion of opportunity with respect to DOE acquisition project management.

In addition to a review of topics covered in the basic course, participants discuss the impact of technology development and how new technology risks affects the typical project. The course also addresses project risk management software and risk analysis tools, and uses two large capital and operating expense projects to enhance the learning through case study work.

You will earn 28 continuous learning points for this course. This is a core course for the Level III PMCDP certification for Federal Project Directors and is available to all DOE employees.

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Project Management Career Development Program (PMCDP) Project Management Simulation (Using FAI Equivalent Applied Project Management for the Federal Government- FPM 211)

June

7 - 9

Applied Project Management for the Federal Government, equivalent to *Project Management Simulation*, will be offered in Washington DC June 7-9. This course provides the participant with fundamental concepts of project management in the federal government, with an emphasis on application of tools and techniques to manage a federal acquisition project. This course will include information to satisfy mid-level requirements development and management processes, systems engineering, life cycle logistics, test and evaluation, and competencies and performance outcomes, as defined by the FAC-P/PM policy and competency model.

Discussions of the project life cycle phases will integrate the systems engineering process (SEP) and related test and evaluation decisions made by the integrated project team (IPT). Expanding on the integrated approach, the course includes information on how to develop an Integrated Master Plan (IMP), and also consider the total cost of ownership (TOC) and life cycle costs (LCC). Finally, the participants will reinforce the knowledge gained in this course and apply their skills to a series of exercises and case studies.

[Click here for more details](#)

You will earn 24 continuous learning points for this course. This is a core course for the Level II PMCDP certification for Federal Project Directors and is available to all DOE employees.

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Learning Objectives:

- Explain the IPT's role in relation to acquisition within the project life cycle
- Relate the systems engineering process (SEP) to the technology acquisition process
- Describe the Test and Evaluation team's function, the Master Test Strategy, and the V Model for testing
- Discuss the process to develop an Integrated Master Plan (IMP)

Course Dates and Times:

June 7-9, 2016, 8:30am to 5:30pm each day

Location:

US Department of Energy
FORRESTAL Room GH-043
1000 Independence Ave, SW
Washington, DC 20585

You will ear
certification

DOE Training Point of Contact:

Ruby Giles
202-287-1859
ruby.giles@hq.doe.gov



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Project Management Career Development Program (PMCDP) Executive Communications (Using FAI Equivalent Leading Federal Government Project Managers- FPM 314)

June

7 - 8

PMCDP is offering an instructor-led delivery of the 3-day course, *Executive Communications*, June 7-8 in Washington, DC, using an FAI equivalent course, *Leading Federal Government Project Managers*.

This course helps you take a nimble approach to leading project managers, managing direct reports and managing the expectations of senior audiences. This course focuses on the senior-level leadership competency, as defined by the latest FAC-P/PM policy, and will take a deep dive into managing relationships, communication, conflict management, and diversity with an eye to building and maintaining a high-performance team. By the end of the course, participants will know how to strategically position the organization to take advantage of new opportunities by developing and improving products and services. Participants will also have the skills needed to facilitate effective business partnerships with the CO, CAO, senior-level agency advisors, and other business advisors and program stakeholders. Finally, participants will be able to identify, assess and resolve programmatic problems, and use sound judgment to identify corrective courses of action.

You will earn 16 continuous learning points for this course. This is a core course for the Level III PMCDP certification for Federal Project Directors and is available to all DOE employees.

Register in CHRIS

CHRIS Code: 001031/0035

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Project Management Career Development Program (PMCDP) Scope Management Baseline Development

PMCDP is offering an instructor-led delivery of the 3-day course, *Scope Management Baseline Development*, June 15-17 in Pittsburgh, PA (NETL).

This course is designed to enhance a Program or Project Manager's ability to clearly define requirements and scope, develop a defensible baseline, and manage conformance to the baseline throughout the project life-cycle. The course emphasizes the development of the Work Breakdown Structure (WBS).

Topic areas include:

- Baseline development techniques;
- Identifying risks and constraints for requirements;
- Prioritizing requirements;
- Trade-off analysis;
- Iterative requirements management; and
- Scope change/configuration management.

You will earn 24 continuous learning points for this course. This is a core course for the Level II PMCDP certification for Federal Project Directors and is available to all DOE employees.

Register in CHRIS

CHRIS Code: 001036/0024

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Project Management Career Development Program (PMCDP) Systems Engineering

June

21-23

PMCDP is offering an instructor led delivery of the 3-day course *Systems Engineering* June 21-23 in Oak Ridge, TN.

This course focuses on how implementation of the Systems Engineering (SE) process, from project initiation through the entire life-cycle, can decrease the likelihood of cost overruns, schedule delays and compromises in program and project technical performance.

This course demonstrates how the SE process is an interdependent (and iterative) approach to technical management, acquisition and supply, system design, product realization, and technical evaluation. The course describes how the SE process cascades through each level of the system, beginning at the top (the system level) and propagating through a series of steps which eventually lead to a preferred system solution. This course describes in detail the purpose and value of each of the specific SE process steps. Step-by-step directions, along with exercises, help course participants determine when each step is complete.

You will earn 24 continuous learning points for this course. This is an elective course for the Level III PMCDP certification for Federal Project Directors and is available to all DOE employees.

Register in CHRIS

CHRIS Code: 00001049/0016

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Project Management Career Development Program (PMCDP) Federal Budgeting Process in DOE

PMCDP is offering instructor-led deliveries of the 4-day course, *Federal Budgeting Process in DOE*, at the following dates and locations:

- June 27-30 in Oak Ridge, TN Session #0027
- August 23-26 in Golden, CO Session #0026



This course is designed to provide DOE and NNSA program and project managers a working knowledge of Federal financial and managerial systems to accomplish their Department's budgeting and accounting processes, including budget submissions, managing authorized funding and establishing success criteria. Participants apply the foundational skills required to successfully manage a project through its financial life cycle. These skills include: integrating projects, programs, and missions; resourcing and funding programs; validating and funding projects; effectively participating in the budget process; managing the flow of funds to programs and projects and effectively using financial accounting and reporting systems to attain program and project success.

You will earn 32 continuous learning points for this course; this is an elective course for the Level II PMCDP certification for Federal Project Directors and is available to all DOE employees.

Register in CHRIS

CHRIS Codes: 001036/0026 (Golden) and 001036/0027 (Oak Ridge)

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Project Management Career Development Program (PMCDP) Cost and Schedule Estimation

September

12-16

PMCDP is offering an instructor-led delivery of the 5-day course, *Cost and Schedule Estimation*, September 12-16 in Lexington, KY.

This course provides participants with a high-level overview of cost and schedule estimation techniques necessary for successful project management. Participants receive practical skills training on how to develop independent cost and schedule estimates and how such estimates factor into a project's baseline. The course teaches skills used across the project life cycle, but focuses on estimates developed in project planning and the early stages of project execution (preliminary design).

Topics include:

- Identifying cost and schedule estimates;
- Basic estimating methods;
- Group analysis techniques;
- Applying life-cycle costing techniques;
- Validating estimates;
- Determining critical path schedule for a project;
- Crashing and fast-tracking methods; and
- Relationship between budget authorization and budget outlay schedules, project estimates, and the project funding profile.

You will earn 40 continuous learning points for this course. This is a core course for the Level II PMCDP certification for Federal Project Directors and is available to all DOE employees.

Register in CHRIS

CHRIS Codes: 001044/0028

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Project Management Career Development Program (PMCDP) Environmental Laws and Regulations ONLINE

PMCDP hosts on the Online Learning Center (OLC) a Level II Elective Course titled “*Environmental Laws and Regulations.*” This online course is intended to give Department of Energy employees an overview and basic working knowledge of pertinent environmental laws and regulations, and how those laws and regulations impact managing projects at DOE. The course identifies the resources to assist DOE staff and managers in the event they are asked to support or manage a project with potential environmental impacts. This course supports DOE employees and the Department in achieving environmental sustainability goals, including reducing energy use, enhancing pollution prevention, and water conservation.

Upon completion of the training, all participants will be able to identify the intent of the major Federal environmental laws, regulations, DOE Orders, Directives and guidance. Participants will also be able to list the detailed processes involved in the implementation of major environmental requirements by the Department of Energy.

This course is comprised of seven modules.

- DOE's Framework for Environmental Compliance
- All About Water
- All About Air
- All About Waste
- All About Clean Up
- Sustainability
- Cultural Considerations

Successful completion of any six modules is required to receive credit for the course. However, a seventh module can be completed for continuous learning points.

Registration is through the OLC

You will earn 24 continuous learning points for this course. This is an elective course for the Level II Federal Project Director certification and is available to all DOE employees.

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Project Management Career Development Program (PMCDP) Earned Value Management Systems ONLINE

PMCDP hosts on the Online Learning Center (OLC) the Level 1 Core Course titled "*Earned Value Management Systems.*" This online training is designed for newcomers to gain a solid foundation in earned value management systems (EVMS) or for earned value management (EVM) practitioners interested in enhancing their ability to effectively use performance data and keep up with the latest industry guidelines, government requirements, and EVMS issues. This course covers the five major categories in the EIA-748 Standard for Earned Value Management Systems including:

- Organization
- Planning, Scheduling, and Budgeting
- Accounting Considerations
- Analysis and Management Reports
- Revisions and Data Maintenance

Registration is through the OLC

You will earn 21 continuous learning points for this course. This is a core course for the Level I PMCDP certification for Federal Project Directors and is available to all DOE employees.

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Project Management Career Development Program (PMCDP) Project Management Essentials ONLINE

PMCDP hosts on the Online Learning Center (OLC) the Level 1 Core Course titled "*PM Essentials*." This online training is comprised of 15 individual lessons and introduces employees to a comprehensive set of project management principles. The primary source materials for this course are the Project Management Institute's *Project Management Body of Knowledge*® (sometimes referred to as the PMBOK®), DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, and the associated guides supporting the Order. Other guides and manuals are referenced throughout the course.

Topics include:

- Project framework
- Project initiation including the risk planning process
- Project planning
- Project cost and schedule
- Project execution and procurement
- Project monitoring and controls
- Project closeout

Registration is through the OLC

You will earn 50 continuous learning points for this course if you complete all 15 lessons. You may also take each lesson individually and earn continuous learning points for each lesson. This is a core course for the Level I PMCDP certification for Federal Project Directors and is available to all DOE employees.

[Click here to view the
CLPs for each lesson](#)

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Topics

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Lesson	CLPs
Lesson 1: PM Framework	3
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Lesson 3: Project Initiation	2
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Lesson 12: Project Control	4
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Lesson 14: Communication and Leadership	2
Lesson 15: Transition/Closeout	2

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Managing Contract Changes is a required course in both the Project Management Career Development Program (PMCDP) and Federal Acquisition Certification in Contracting (FAC-C) curricula. Which training registration system should I use to enroll in the course, Corporate Human Resources Information System (CHRIS) or Federal Acquisition Institute Training Application System (FAITAS)?

2

How do I register for the PMCDP courses available through the OLC?

3

It's been awhile since I registered for a PMCDP class using CHRIS. Can you refresh my memory?

*Click on a question
to view the answer*

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Answer #1

Registration for *Managing Contract Changes* classes offered by PMCDP will occur in the CHRIS system. If you are seeking continuous learning or certification credit for your FAC-C certification, you will need to submit a manual CLP request or training history request in FAITAS to get credit for the training. This is the same process for all training where registration does not occur in FAITAS.

2

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Please note that other programs or sites may order *Managing Contract Changes*. PMCDP makes every effort to offer classes that do not conflict with other site-ordered offerings.

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Answer #2

The first step is to sign into the OLC at <https://doe.plateau.com> and then follow the subsequent 4 steps below.

2

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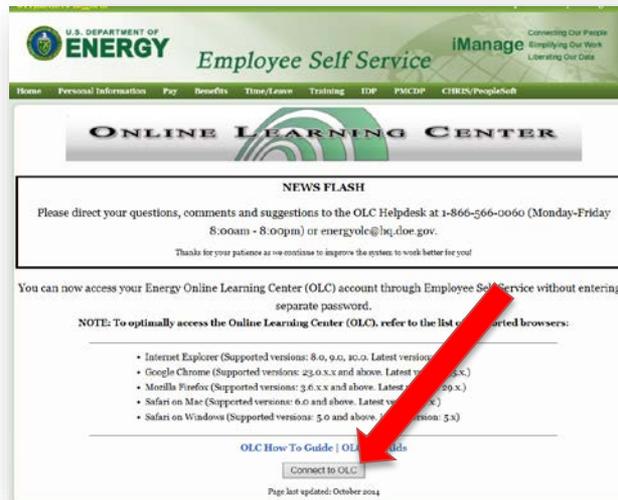
Step 2

Select "Connect to the OLC"



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Answer #2

Step 3

In the Find Learning block select "Browse all courses"

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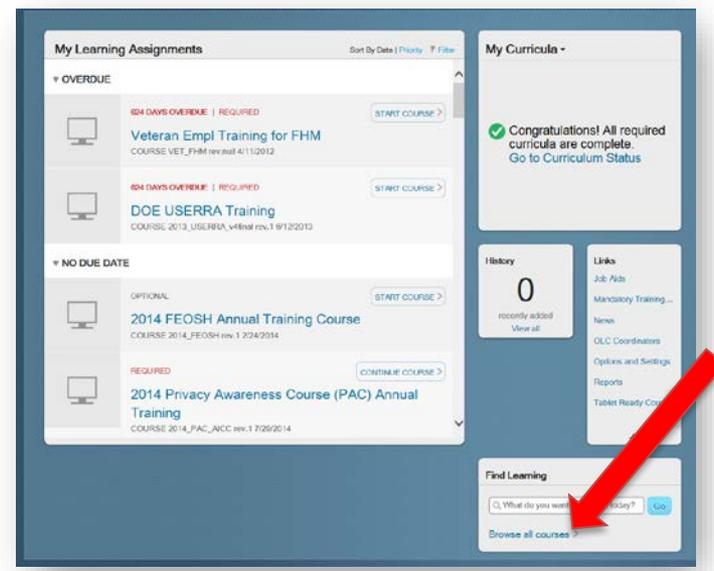
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Answer #2

Step 4

In the Catalog Search box, type in keywords to get you to the training and click on the course title

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Three PMCDP classes are available through the OLC, listed below. Click on the course title to view a screen shot from the OLC.

- [DOE PMCPD PME Course \(PM Essentials Online\)](#)
- [Earned Value Management Online \(EVMS 24/7 Online\)](#)
- [DOE Environmental Laws & Req Online \(Environmental Laws and Regulations Online\)](#)

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Answer #2

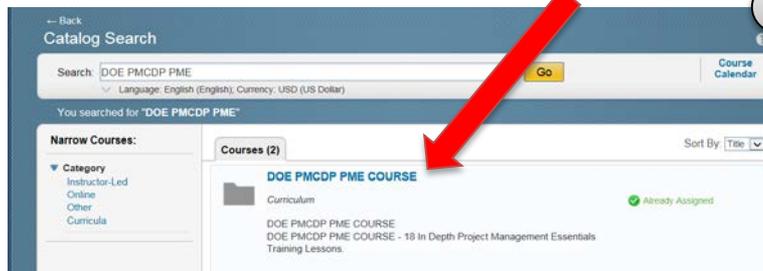
Step 4

In the Catalog Search box, type in keywords to get you to the training and click on the course title

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- [DOE Environmental Laws & Req Online \(Environmental Laws and Regulations Online\)](#)

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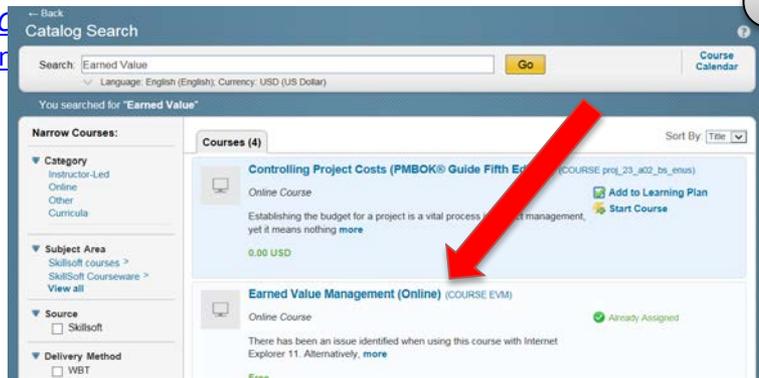
Answer #2

Step 4

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Step 4

In the Catalog Search box, type in keywords to get you to the training and click on the course title

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Three PMCDP classes are available through the OLC, listed below. Click on the course title to view a screen shot from the OLC.

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Step 5

Click "Start Course" to begin your training



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Answer #3

Great question! It becomes intuitive once you've done it. Step 1 is to sign into the ESS at <https://ess.doe.gov/> and then follow the subsequent 6 steps below.

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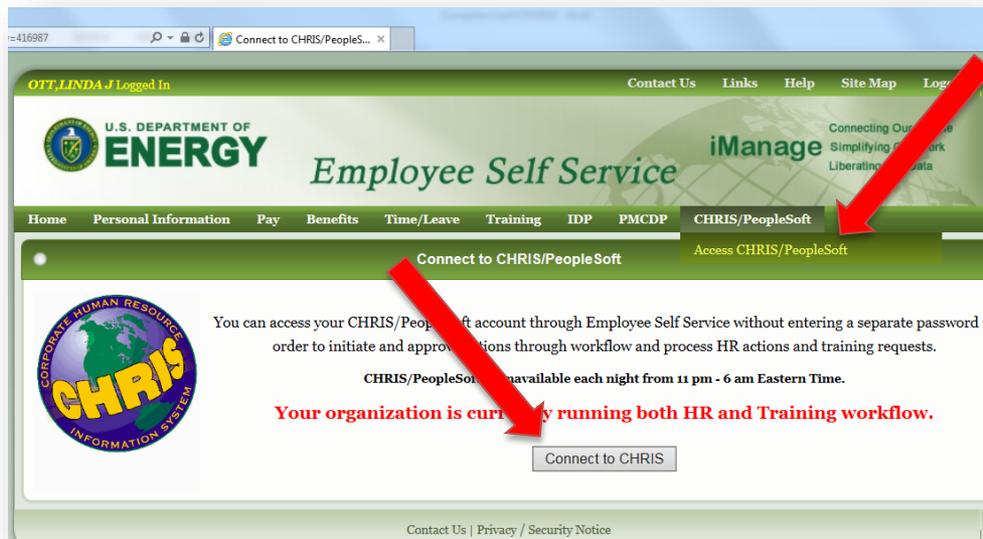
Step 2

Select "Access CHRIS/Peoplesoft" then select "Connect to CHRIS"



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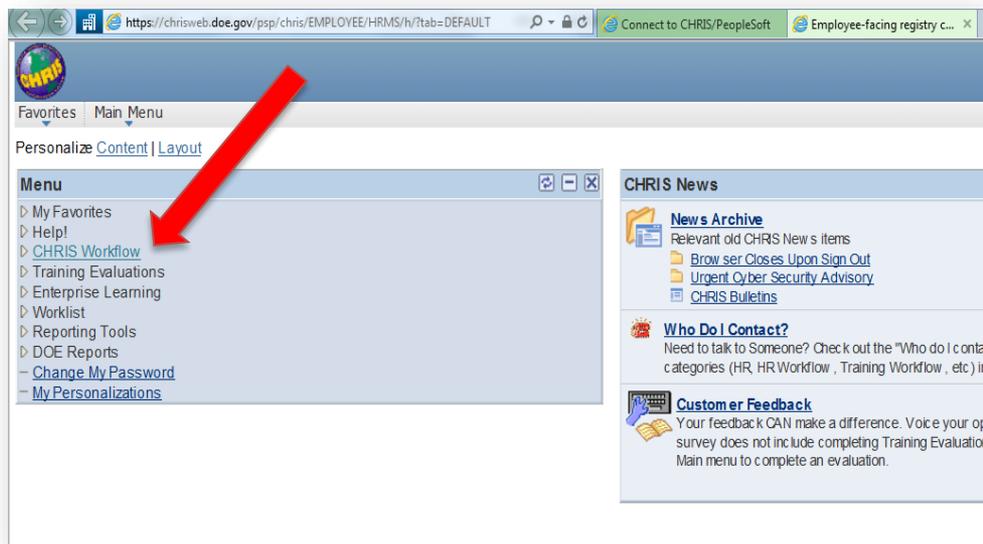
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Answer #3

Step 3

Select "CHRIS Workflow"



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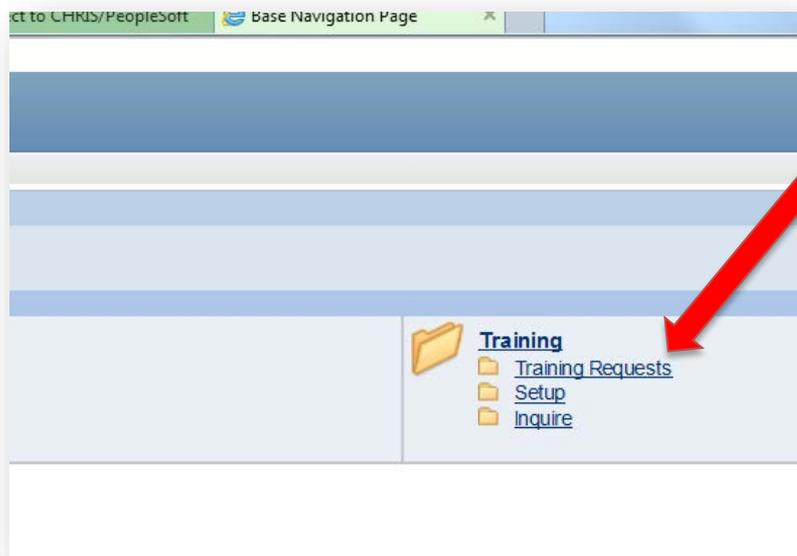
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Step 4

From the screen that displays next, select "Training Requests"

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Almost there! Select
"Create/Modify Training Request"

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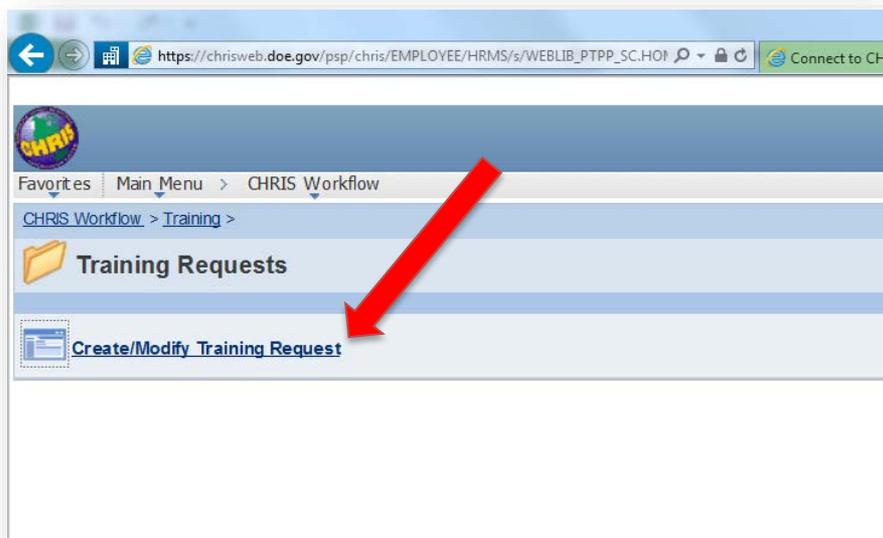
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Answer #3

Step 6

Select "Create Request"

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The screenshot shows a web browser window with the URL https://chriseweb1.doe.gov/ppl/chrse/EMPLOYEE/HRMS/c/N_TRAINING_WF_N_FL. The browser tabs include 'Connect to CHRIS/PeopleSoft' and 'Create/Modify Training Req...'. The page title is 'Create/Modify Training Request'. The breadcrumb trail is 'Favorites > Man Menu > CHRIS Workflow > Training > Training Requests > Create/Modify Training Request'. The form has two tabs: 'Training Request' and 'Approval Routing'. The 'Training Request' tab is active. The form fields include: Name: Ott, Linda J; Subagency: ; Workflow Entry: ; Attendance: Completed; Course Code: 000380; Course Title: Project Controls Workshop; Session Nbr: 0002; Begin/End Date: 03/24/2016 to 03/24/2016; Start Time: ; End Time: ; Duty Hours: 8.0; Non Duty Hrs: ; Total: 8.00; Facility Name: FORRESTAL - TO BE DETERMINED; Room Number: ; *Course Type: 09-Project Management; *Delivery Type: 04-Conference/Workshop; Refresher Date: ; Restrictions: PMCDP. There are sections for 'SF182 Description' with checkboxes for 'Conference', 'Workshop or other Non-Training Activity', 'On IDP', 'Transition Related', and 'TCP Related'. There are also sections for 'Direct Costs' (Tuition \$, Books \$, Materials \$, Other \$) and 'Indirect Costs' (Travel \$, Per Diem \$, Other \$). A red arrow points to the 'Create Request' button in the top right corner of the form.

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Answer #3

Step 7



You must complete both Training Request and Approval Routing tabs

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For the **Training Request** tab, you will need the CHRIS Code and Session #. PMCDP training does not have Direct Costs associated with it, but there may be travel costs for you if the training is not local.

For the **Approval Routing** tab, you will need your Supervisor and the approval routing for training requests for your organization.

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Managing Contract Changes is a required course in both the Project Management Career Development Program (PMCDP) and Federal Acquisition Certification in Contracting (FAC-C) curricula. Which training registration system should I use to enroll in the course, Corporate Human Resources Information System (CHRIS) or Federal Acquisition Institute Training Application System (FAITAS)?

2

How do I register for the PMCDP courses available through the OLC?

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It's been awhile since I registered for a PMCDP class using CHRIS. Can you refresh my memory?

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Recently Certified Acquisition Workforce Personnel

Acquisition Career Management Program (ACMP) recently issued the following certifications.

Click on each button to view recipients

FPD
Federal Project Director

CFA
Financial Assistance

FAC-C
Contracting

FAC-COR
Contracting Officer's Representative

Personal Property

TPO
Technical Project Officer

Congratulations to all newly certified acquisition workforce members!

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Federal Project Director

SC

- Michael A. Epps - Level III

NE-Idaho

- Julie E. Conner - Level III

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Certification in Financial Assistance



EERE-GFO

- Diana Bobo - Level III

NE-Idaho

- Shawn M. Tinsley - Level I



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Federal Acquisition Certification in Contracting



BPA

- Lara Newburn - Level III

EM-PPPO

- Jennifer Stokes - Level III

EM-RL

- Meegan Dudney - Level I
- Pamela M Sorenson - Level I
- Robin Whitney - Level I

HQ-Proc

- Siddhartha Routh - Level III

NE-Idaho

- JoAnne Hanners - Level II

NNSA

- Rita A. Varley - Level III

SC-ORO

- Belynda J. Thompson - Level III



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Federal Acquisition Certification in Contracting Officer's Representative

EERE

- Kurmit Charles Rockwell - Level II
- David Hardy - Level I

EM-HQ

- Demitrous Blount - Level I

EM-RL

- Jose Rascon Franco - Level III
- Mary McKnight - Level III

HQ-Proc

- Barbara McNeal Lloyd - Level II
- Kerri Neary - Level II

NE-Idaho

- Karen Annette Davis - Level I

NETL

- Kimbrey Clark - Level I
- Todd Gardner - Level I
- Christina Homer - Level I



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Federal Acquisition Certification in Contracting Officer's Representative

NNSA

- Laurie Folden - Level III
- Na'ilah Bowden - Level II
- Karen Sutton - Level I

OAM

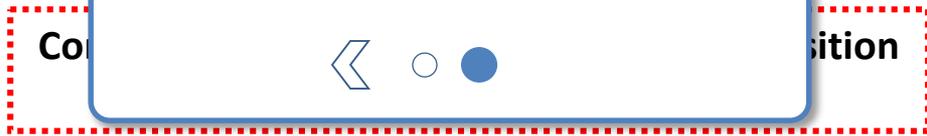
- Richard Salem Fussell - Level III

SC-ORO

- James Allen Luck - Level I

WAPA

- Sean Berry - Level I



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Personal Property



EM-ORP

- William Charles Sheretz - Level III

EM-SRS

- Samuel Brantley - Level III

SC-Chicago

- Marcus La Donne Jesses - Level III

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Technical Project Officers



EERE

- Christopher Early - Level II
- Lauren Bushey Hall - Level II
- Floris C. Weston - Level I

NETL

- Bruce Brown - Level I
- Joel Chaddock - Level I

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Powerpedia and Past Editions

Visit us on Powerpedia to learn more about each respective Program.

For the Acquisition Career Management Program (ACMP)

<https://powerpedia.energy.gov/wiki/ACMP>

For the Project Management Career Development Program (PMCDP)

<https://powerpedia.energy.gov/wiki/PMCDP>

Register NOW for FY16 PMCDP training in CHRIS.



Newsletters dating from January 2011 to present are on Powerpedia.

https://powerpedia.energy.gov/wiki/Acquisition_and_Project_Management_Newsletters

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How to Direct Your Questions or Comments

For specific information, please contact a Professional Development Division team member:

Professional Development Team in the Office of Project Management Oversight and Assessments (PM)

Linda Ott — Division Chief for Professional Development, PMCDP Program Manager, APM Newsletter Editor, Linda.Ott@hq.doe.gov

Sigmond Ceaser — Alternative Delivery Platforms, Course Audit Program, FPD Certifications Manager, Sigmond.Ceaser@hq.doe.gov

Ruby Giles — PMCDP Budget Manager, PMCDP Training Coordinator and Training Delivery Manager, Ruby.Giles@hq.doe.gov

If you would like to contribute an article to the Newsletter, contact the Editor, Linda Ott.