

Federal Acquisition Certification – Program and Project Management

Summary Level Certification Requirements

***NOTE: For detailed certification requirements, refer to the OFPP policy memo: The Federal Acquisition Certification for Program and Project Managers; dated April 25, 2007.

ENTRY LEVEL

Training: Approximately 112 hours of knowledge, comprehension and participatory skills in basic acquisition and project management. Total training hours may vary according to the instructional design and delivery method of the learning environment. Training at the entry level covers the entry or level one performance outcomes in the FAC-PPM competency model and includes such topics as:

- basic acquisition and project management processes, procedures and policy
- introduction to the dynamics of the project life-cycle
- requirements development and performance based outcomes
- risk management process
- total ownership cost and life-cycle cost concepts
- product support fundamentals
- basic leadership, communication and interpersonal skills
- responsibilities of membership in working group or project oriented teams
- government-specific topics in policy, regulations, internal control and capital asset management
- earned value management

Experience: At least one year of project management experience in the last five years. This includes:

- experience as a member of a project or program management integrated product/process team
- constructing a work breakdown structure
- preparing project management documentation
- analyzing and/or developing requirements
- monitoring performance or serving as a contracting officer's representative
- budget development
- quality assurance

MID LEVEL

Training: Approximately 80 hours of application, analysis, demonstration and operational skills in intermediate project and program management. Total training hours may vary according to the instructional design and delivery method of the learning environment. Training at the mid-level covers the mid or level two performance outcomes in the FAC-PPM competency model and includes such topics as:

- developing and implementing an integrated master schedule
- evolving requirements to performance-based outcomes and performance standards
- formulating a risk/opportunity management process and plan
- developing an acquisition strategy and baseline
- assisting in development of a total ownership cost estimate
- employing effective leadership and interpersonal skills in partnering, team building, conflict management and consensus building
- government-specific topics including socio-economic considerations, acquisition planning IAW the FAR, tracking contract performance and administrative actions, financial planning and budgeting
- intermediate earned value management (EVM) including financial reporting, EVM analysis and business process reengineering

Experience: At least two years of project or program management experience in the last five years, including:

- performing market research
- developing and implementing risk/opportunity management plans
- applying technical processes and technical management processes

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- performing or participating in a source selection
- preparing acquisition strategies and plans
- managing performance-based agreements
- managing a program budget
- developing a business case
- strategic planning

SENIOR LEVEL

Training: Approximately 112 hours of analysis, synthesis, collaboration and evaluation skills in advanced acquisition and program management. Total training hours may vary according to the instructional design and delivery method of the learning environment. Emphasis is placed on case study and realistic challenges inherent in fast paced, high risk and high stakes programs. Training at the senior level covers the senior or level three performance outcomes in the FAC-PPM competency model and includes such topics as:

- leading integrated product/process teams to quality and timely solutions
- directing the development of concepts, requirements and programmatic planning documents
- managing the preparation of the acquisition strategy
- directing requirements baselining and trade-off analysis
- interpreting and overseeing application of financial policies and directives
- ensuring adequate staffing and resources across the program life-cycle
- deliver effective presentations to senior level audiences
- managing stakeholder expectations
- effectively interacting with the program's contracting officer and develop an overall strategy for managing the acquisition
- applying the principles of contract and fiscal laws and regulations
- managing a programs OMB planning, programming and budgeting responsibilities

Experience: At least four years of program and project management experience in federal projects/programs, including:

- managing and evaluating agency acquisition investment performance
- developing, managing and gaining approval for a program budget
- building and presenting a successful business case
- reporting program results and presenting a program for review and approval before decision makers and stakeholders
- strategic planning
- stakeholder management

CONTINUOUS LEARNING REQUIREMENTS

To maintain a FAC-PPM certification, certified professionals must earn 80 hours every two years (or 80 continuous learning points) of continuous learning (CL) for skills currency. CL accumulation begins the date the individual is certified. See Appendix C of the OFPP policy memo on FAC-PPM certification for more details.