

Federal Acquisition Institute



FAC-PPM VENDOR WORKSHEET BY COURSE AREAS – MID/JOURNEYMAN LEVEL

October 30, 2007



Program/Project Manager – Mid/Journeyman Level

The Program/Project Manager – Mid/Journeyman Level consists of four coursework areas:

- Project Management II (minimum of 24 hours)
- Leadership and Interpersonal Skills II (minimum of 16 hours)
- Government Specific II (minimum of 24 hours)
- Earned Value Management and Cost Estimating II (minimum of 24 hours)

Prerequisites and Requirements

Experience at Mid-Level/Journeyman: It is recommended that the individual have at least two years of program or project management experience within the last five years. Program or project management experience includes experience at the entry/apprentice level as well as experience in the following:

- Performing market research
- Developing documents for risk and opportunity management
- Developing and applying technical processes and technical management processes
- Performing or participating in source selection
- Preparing acquisition strategies
- Managing performance based service agreements
- Developing and managing a project budget
- Writing a business case
- Utilizing strategic planning

Training Objectives/ Competencies

There are performance-based training objectives and competencies for the Program/Project Manager – Mid/Journeyman Level Certification Training, which is categorized into the following two distinct groupings:

✓ **Coursework area**, e.g., project management II, leadership and interpersonal skills II, etc.

OR

✓ **Process or course of action**, e.g., management process, systems engineering, etc.

Corresponding competencies and proficiencies for these coursework areas and processes have been identified to assist in determining what is needed to meet the requirements of the FAC-P/PM Mid-Journeyman Level.

Key objectives have been defined that detail the expected performance requirements and areas of responsibilities. Use these objectives and core competencies to compare your Vendor's training courses or certification program.

Objectives and competencies by coursework area.

Project Management II Objectives

A minimum of 24 hours of coursework in intermediate project management is required. Upon completion of this coursework, the individual will be able to:



- Develop and document an integrated master schedule
- Assist in the development of an estimate of Total Ownership Cost (TOC)
- Define requirements, clearly, to meet needs, including, where appropriate, performance-based outcomes and setting performance standards
- Formulate the key features of a risk/opportunity management process
- Create a requirements development process that provides traceability back to user-defined capabilities
- Formulate the key features of the Test and Evaluation (T&E) program/project, including modeling and simulation
- Develop a life cycle plan for delivering, maintaining and retiring a product that includes supply chain considerations

PROJECT MANAGEMENT II COMPETENCIES AND PROFICIENCIES

Process	Competencies and Proficiencies	Vendor Comparison
Management Process	<ul style="list-style-type: none"> ✓ Knowledge of and ability to apply government-wide and Agency-specific acquisition policies that support assigned missions and functions; understanding of how Agency acquisition professionals balance risk; understanding of the many factors that influence cost, schedule and performance; attention to lessons learned; and understanding of metrics needed to manage programs/projects that deliver quality, affordable, supportable and effective systems/products. 	
Requirements Process	<ul style="list-style-type: none"> ✓ Ability to track and employ, as appropriate, a Departmental/Agency effort aimed at identifying, assessing and prioritizing needed mission oriented Agency capabilities such as adding structure and detail to a regularly scheduled or special functional needs analysis (a study of Agency needs vs. capability gaps). Coordinate with potential users. ✓ Ability to analyze studies of different non-system specific, or activity specific, material and non-material approaches (concepts) to provide a required capability, assessing in an operational context the performance characteristics of alternatives. 	
<p>Concept Selection Process (Pre-program/Pre-project)</p>  <p>NOTE: Concept Selection is selecting the idea(s) which best satisfy the project design.</p>	<ul style="list-style-type: none"> ✓ Ability to clarify as needed an analysis of the alternative concepts so as to reduce the number and refine the concept(s) to better meet the mission capability gap. Issues reviewed include new or expanded studies of performance, effectiveness, suitability, critical technologies, estimated costs, sensitivities, risks, competition, innovation and assumptions; apply OMB A-94 as appropriate. ✓ Ability to perform analysis in support of Agency selection of material/non-material course of action relative to satisfying the capability gap. ✓ Ability to develop performance measures and associated metrics required to evaluate a possible solution. ✓ Ability to perform analysis in support of selection of a preferred system concept (if the preferred concepts includes a material solution) that should be continued into Technology Development and may correct the deficiency, satisfy a capability gap, or incorporate a new technology 	



Process	Competencies and Proficiencies	Vendor Comparison
	<p>that results in the development, acquisition, procurement and/or deployment of a new item.</p> <ul style="list-style-type: none"> ✓ Ability to identify key features for higher authority of a <u>Technology Development Strategy</u> that flows from the completed analysis of alternatives and selected material concepts that may include: <ul style="list-style-type: none"> ▪ Draft acquisition approach. ▪ Draft plan for development increments. ▪ Estimating of the number of prototypes. ▪ Support of prototypes. ▪ Performance goals that may justify more prototypes. ▪ Strategy to manage research and development. ▪ Draft description of first technology demo. ▪ Draft test plan with evaluation criteria. ▪ Risk management. ▪ Draft cost, schedule and possible source of funding. 	
<p>Technology Development Process (Pre-program/Pre-project)</p>	<ul style="list-style-type: none"> ✓ Ability to analyze, if applicable, together with the user, “customer needs” into the following program/project system requirements: <ul style="list-style-type: none"> ▪ Performance parameters objectives and thresholds (the difference being Trade Space) ▪ Affordability constraints ▪ Scheduling constraints ▪ Technical constraints ▪ Environmental issues ▪ Joint, combined and interagency interoperability while responding to Agency policies on meeting requirements and the documents that identify the capability gap(s) in need of a material solution, and employing the user’s capabilities development document(s) to support pending program/project initiation, refine the integrated architecture and clarify how the program/project will lead to the needed capability. ✓ Ability to analyze a limited number of key performance parameters that are critical to the development of an effective capability. ✓ Ability to develop an acquisition program/project baseline from the user’s performance and schedule requirements, and best estimating of total program/project cost consistent with projected funding. ✓ Knowledge of and ability to apply Agency policy on interoperability. ✓ Ability to plan technology developments and demonstrations (in coordination with systems engineering and test and evaluation personnel/organizations) needed for the capability under consideration, concluding with a plan for the determination of the maturity of the technology and preparation of a system performance specification. ✓ Knowledge of the key features of a business partnership with the Procuring Contracting Officer (PCO) and other business advisers with emphasis on building an acquisition strategy that will lead to program/project success. 	



Process	Competencies and Proficiencies	Vendor Comparison
	<ul style="list-style-type: none"> ✓ Ability to formulate an Acquisition Strategy (flowing from the Technology Development Strategy), if applicable, with full stakeholder support, that considers an evolutionary acquisition approach, spiral technology insertion, inter-program/project dependencies, useful increments or block upgrades, that consider real-world development processes in terms of flexibility for future contract application, and are balanced with the realities of program/project execution. ✓ Ability to plan for program/project coordination with users, milestone decision authority, industry and other programs/projects (same, other agencies and international), etc. ✓ Ability to track the actions needed to initiate an Acquisition Program/Project or other program/project as appropriate employing OMB A-94 analysis and the OMB Program Assessment Rating Tool (PART). 	
<p>Core Management Skills and Processes</p>	<ul style="list-style-type: none"> ✓ Ability to develop and document an integrated master schedule, employing schedule network tools and techniques, work loading methods and using Agency program/project management software to produce a schedule in one or more desired formats. Inputs to this process may include: <ul style="list-style-type: none"> ▪ Activity duration estimating ▪ Work Breakdown Schedule ▪ Program/Project baseline ▪ Resource calendars ▪ Resource requirements ▪ Activities parameters ▪ Program/Project integrated master plan ✓ Ability to prepare a plan for total life cycle system management (Integrated Master Plan) addressing phased inputs, outputs, deliverables for each phase, and internal and external program/ project technical reviews, Congressional processes, audits and how various program/project functions will be performed and managed. Employ as needed or consider: <ul style="list-style-type: none"> ▪ A tradeoff of cost, schedule and performance. ▪ Time-phased hardware and financial requirements. ▪ A method for managing plan modifications. ▪ Cycle-time reduction techniques. ▪ WBS, Life Cycle Cost Estimating, configuration management. ▪ The management of small programs/projects within the larger program/project. ▪ The acquisition strategy. ▪ Applying techniques for breaking program/project into assigned and prioritized tasks. ▪ Applying techniques for man loading of contract cost and schedule. ✓ Ability to develop a program/project and contract WBSs structuring/tailoring the WBS to the program/project and applying elements of scheduling, risk management, cost estimating, contracting, EVM, etc. 	



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	<ul style="list-style-type: none"> ✓ Ability to assist in the management of the program/project including defining program/project scope, environmental, safety, and occupational health (ESOH) and security measures. ✓ Ability to analyze resource needs for management including application of basic program/project management skills, e.g., organizing/staffing a team, resourcing a program/project, training, planning for an EVM program/project linked to risk, creating a schedule and other basic program/project management practices. ✓ Ability to perform analysis in support of technical reviews. ✓ Ability to coordinate with PCO on contracting processes, strategy, agreements, negotiations, etc. ✓ Ability to establish a team with the supplier/contractor for organizational mapping, process alignment, joint program/project review strategies, etc. ✓ Ability to perform analysis in support of prioritizing the application of appropriate resources to the right task at the right time employing program/project management tools. 	
<p>Life Cycle Cost (Total Ownership Cost) Management (OMB A-94)</p>  <p>NOTE: A life cycle cost analysis calculates the cost of a system or product over its entire life span; Total cost of ownership (TCO) is a financial estimate designed to help consumers and enterprise managers assess direct and indirect costs related to the purchase of any capital investment, such as (but not limited to) computer software or hardware. A TCO assessment ideally offers a final statement reflecting not only the cost of purchase but all aspects in the further use and maintenance of the equipment, device, or system considered.</p>	<ul style="list-style-type: none"> ✓ Ability to assist in the development of an estimate of Total Ownership Cost (TOC), in Agency format, revisiting and ensuring that it is consistent with prior OMB A-94 and PART analysis as appropriate, considering full program/project scope in applying cost estimating techniques/tools to cases involving management decisions, e.g., contractor versus government logistics support: <ul style="list-style-type: none"> ▪ Employ estimating techniques/tools for developing rough cost estimating (Engineering, Estimating, Parametric, etc). ▪ Employ cost estimating techniques/tools to estimate: 1) ECP and modification costs; 2) Program/project cost; and 3) Life Cycle Cost/TOC for program/ project. ▪ Review an associated risk level for all cost estimating. ▪ Apply the impact of various reduced funding profiles. ▪ Review costs within each applicable appropriation. ▪ Analyze all assumptions, ensuring that they are valid. ▪ Analyze cost policies and practices. ▪ Outline a business case analysis applying cost benefit trade-offs to program/project. ▪ Recommend appropriate indices for then year and constant year estimating. 	
<p>Risk and Opportunity Management</p>  <p>NOTE: Risk management is the process of measuring, or assessing risk and developing strategies to manage identified risk.</p>	<ul style="list-style-type: none"> ✓ Ability to formulate the key features of a risk/opportunity management process which includes planning, assessment (identification and analysis), handling and monitoring, all to be integrated and continuously applied throughout the program/project. Other management actions include: <ul style="list-style-type: none"> ▪ Analyzing risk events. ▪ Review and report project risk status during various situations. ▪ Integrate risk management into program/project 	



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	<p>manager routine practices.</p> <ul style="list-style-type: none"> ▪ Review opportunities for cost reduction/avoidance and manage to fruition. <p>✓ Ability to support decision analysis in the selection of risk handling options/opportunities and fold those options into a detailed Integrated Master Plan and Integrated Master Schedule (IMP/IMS) that:</p> <ul style="list-style-type: none"> ▪ Identifies and prioritizes risk events to be handled. ▪ Initiates mitigation strategies based on risk assessments. ▪ Reviews performance of the mitigation strategy. ▪ Plans for application of critical chain management tools and techniques to balance risks with available resources. <p>✓ Ability to determine an organizational structure/method to track and manage risk/opportunities; using the program/project WBS, develops a risk management organization for the program/project including contractor representatives.</p> <p>✓ Ability to assist in specifying how risk/opportunity management program/project is to be used within the overall management of the program/project; ensuring staff select/apply risk management software accordingly, including such activities as tracking, rating and handling risk/opportunity events, identifying the program/project critical path and determining the probabilities of program/project completion dates and costs.</p> <ul style="list-style-type: none"> ▪ Assesses risk management software. ▪ Applies schedule, cost and technical data to determine critical risk nodes. ▪ Assesses schedule analysis, e.g., critical path/slack time. 	
<p>Market Research (including Socio-economic Considerations)</p> <p> NOTE: Market research is the process of systematic gathering, recording and analyzing of data about customers, competitors and the market. Market research can help create a business plan, launch a new product or service, fine tune existing products and services, expand into new markets etc.</p>	<p>✓ Knowledge of and ability to apply FAR Part 10 and 12 (if applicable), while:</p> <ul style="list-style-type: none"> ▪ Applying a business strategy to market research. ▪ Applying to dual-use technologies to market research. ▪ Researching commercial items within market research (using socioeconomic considerations throughout). 	
<p>Working Groups and Teams</p> <p> NOTE: Persons who report either directly or</p>	<p>✓ Ability to form and lead working groups and program/project oriented teams, including Integrated Product and Process Teams. Assist in coaching and evaluating team development and performance and assist teams and the members to be:</p>	



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<p>indirectly to the program/project manager and who are responsible for performing project work as a regular part of their assigned duties.</p>	<ul style="list-style-type: none"> ▪ Open in discussions. ▪ Qualified to participate and empowered. ▪ Consistent, success-oriented, proactive in their participation. ▪ Continuous communications (including “up-the-line” communications). ▪ Reasoned in disagreement. ▪ Active in offering issues and committed to their early resolution. ✓ Ability to clarify metrics for teams to detect initial signs of problems that require management and decision maker attention. <ul style="list-style-type: none"> ▪ Apply metrics for small program/project teams to detect initial signs of problems that require management attention. ▪ Apply principles of change management as defined in current policies. 	
<p>Systems Engineering</p>	<ul style="list-style-type: none"> ✓ Recognition of the scientific, management, engineering and technical skills used in the performance of systems planning, research and development, with an emphasis on performing and managing a technical process. 	
<p>Technical Management Process</p>	<ul style="list-style-type: none"> ✓ Ability to clarify a requirements management process that provides traceability back to user-defined capabilities. ✓ Ability to develop a Comprehensive Risk/Opportunity Management plan and methods applicable to a systems engineering context that examines the risks of deviating from the program/project plan. It will examine all aspects of the program/project and their relationships. The plan and methods should integrate design (performance) requirements with other life cycle issues such as manufacturing, operations, environment, safety, and occupational health considerations and support. ✓ Ability to appraise decision analysis methods that will provide the basis for evaluating and selecting alternatives for decision making. Decision analysis involves selecting the criteria for the decision and the methods to be used in conducting the analysis. ✓ Ability to apprise Technical Plans that will ensure the systems engineering processes are applied properly throughout a system's life cycle consistent with the Systems Engineering Plan. ✓ Ability to develop a plan for Technical Assessment that measures technical progress and the effectiveness of plans and requirements. Activities within Technical Assessment include those associated with Technical Performance Measurement and the conducting of technical reviews. ✓ Ability to develop Configuration Management methods and best practices to establish and maintain consistency of a product's attributes with its requirements and product configuration information. ✓ Ability to appraise a plan for Technical Data Management consisting of the disciplined processes and systems used to plan for, acquire, access, manage, protect and use data 	



Process	Competencies and Proficiencies	Vendor Comparison
	<p>of a technical nature to support the total life cycle of the system.</p> <ul style="list-style-type: none"> ✓ Ability to develop a process for Interface Management, including the ability to trace system requirements through the software allocation architecture that will ensure interface definition and compliance among the elements that compose the system; as well as with other systems with which the system or system elements must interoperate. Interface management control measures, e.g., an interface matrix, may ensure that all internal and external interfaces and requirement changes are properly documented in accordance with the configuration management plan and communicated to all affected configuration items. 	
<p>Technical Process</p>	<ul style="list-style-type: none"> ✓ Ability to structure a Requirements Development process for working with the user to establish and refine operational needs, attributes, performance parameters, trade-offs and constraints that flow from the needed capabilities, and then ensure that all relevant requirements are addressed. Together with the user, the program/project manager should translate "customer needs" into the following program/project and system requirements: <ul style="list-style-type: none"> ▪ Performance parameter objectives and thresholds ▪ Affordability constraints ▪ Scheduling constraints ▪ Technical constraints ✓ Ability to develop a process for monitoring and selecting Design Solution that translates the outputs of the Requirements Development and Logical Analysis processes into alternative design solutions and selects a final design solution. The alternative design solutions include: people, products and process entities and related internal and external interfaces. ✓ Ability to structure a process of obtaining sets of logical solutions to improve knowledge of the defined requirements and the relationships among the requirements (e.g., functional, behavioral, temporal). From logical solution sets, oversee the allocation of performance parameters and constraints that then define derived technical requirements to be used for the system design. ✓ Ability to structure a process for monitoring the Implementation effort that actually yields the lowest level system elements in the system hierarchy. The system element is made, bought, or reused. Making it involves the hardware fabrication processes of forming, removing, joining and finishing; or the software processes of coding, etc. If implementation involves a production process, a manufacturing system is required to be developed using these same technical and technical management processes. ✓ Ability to develop a process for monitoring the integration program/project of incorporating the lower level system 	



Process	Competencies and Proficiencies	Vendor Comparison
	<p>elements into a higher level system element in the physical and logical architecture. The plan or strategy for the integration process, including the assembly sequence, may impose constraints on the design solution.</p> <ul style="list-style-type: none"> ✓ Ability to structure a process to monitor the verification program/project which confirms that the system element meets the design-to or build-to specifications. It answers the question "Did you build it right?". As such, it tests the system elements against their defined requirements ("build-to" specifications). ✓ Ability to formulate a process to monitor/coordinate/participate in the validation effort that answers the question of "Did you build the right thing?". As such, it tests the performance of systems within their intended operational environment, with anticipated operators and users. In the early stages of the system life cycle, validation may involve prototypes, simulations, or mock-ups of the system and a model or simulation of the system's intended operational environment. ✓ Ability to develop a process to monitor/coordinate/participate in the transition program/project applied to move the system element to the next level in the physical architecture or, for the end-item system, to the user, i.e., fielding/deployment of a system and transition to an Operations and Support Phase. This process may include installation at the operator or user site. 	
Test and Evaluation (T&E)	<ul style="list-style-type: none"> ✓ Knowledge of and ability to apply efficient and cost effective methods for planning, monitoring, conducting and evaluating tests of prototype, new, or modified systems equipment or material, including the need to develop a thorough T&E strategy to validate system performance through measurable methods that relate directly to requirements and to develop metrics that demonstrate system success or failure. 	
Integration of T&E	<ul style="list-style-type: none"> ✓ Ability to formulate the T&E program/project including Modeling & Simulation. 	
Test and Evaluation Strategy (TES)	<ul style="list-style-type: none"> ✓ Ability to draft a comprehensive Test & Evaluation Strategy (TES) by the completion of a Concept Refinement Phase and prior to initiation of a Technology Development Phase that includes security and describes, in as much detail as possible, the risk reduction efforts across the range of program/project activities that will ultimately produce a valid evaluation of operational effectiveness, suitability and survivability before full-rate production and deployment. The TES should evolve into the Test & Evaluation Master Plan (TEMP). 	
Realistic or Operational Test and Evaluation (OT&E)	<ul style="list-style-type: none"> ✓ Ability to draft a comprehensive TES by the completion of a Concept Refinement Phase and prior to initiation of a Technology Development Phase that includes security and describes, in as much detail as possible, the risk reduction efforts across the range of program/project activities that will ultimately produce a valid evaluation of 	



Process	Competencies and Proficiencies	Vendor Comparison
	operational effectiveness, suitability and survivability before full-rate production and deployment. The TES should evolve into the TEMP.	
Life Cycle Logistics (LCS)	✓ Knowledge of and ability to apply performance-based logistic efforts that optimize total system life cycle availability, supportability and reliability/maintainability while minimizing cost, the logistic footprint and interoperability.	
Life Cycle Logistic (LCL) Management, Product Support and Interoperability	✓ Ability to propose appropriate, innovative, alternative logistics support practices, including best public sector and commercial practices and technology solutions. Establish logistics support program/project goals for cost, customer support, performance parameters, spare parts support and part obsolescence over the program/project life cycle. Include as part of the Acquisition Strategy a program/project manager developed fielding/sustainment strategy for Life Cycle Product Support in a supply chain context. ✓ Ability to track logistic risk mitigation issues and analyses early in the system development process to reduce the required resources and overall life cycle costs. ✓ Ability to analyze, as appropriate, statutory guidance/law and Title 10 direction regarding organic depot support (e.g., 50/50 law, core workload, etc.). Include organic depot planning in budget plans and sustainment acquisition strategies.	

Leadership and Interpersonal Skills II Objectives

A minimum of 16 hours of instruction in effective leadership and interpersonal skills is required. Upon completion of this coursework, the individual will be able to:

- Describe how to partner with stakeholders effectively
- Implement entrepreneurship
- Utilize strategic thinking
- Build teams/IPT
- Explain and manage conflict
- Demonstrate creativity/innovation
- Utilize diversity



LEADERSHIP AND INTERPERSONAL SKILLS II COMPETENCIES AND PROFICIENCIES

Process	Competencies and Proficiencies	Vendor Comparison
<p>Leadership/Professional</p>	<ul style="list-style-type: none"> ✓ Ability to lead/manage a program/project team to satisfactory achievement of program/project goals. 	
<p>Communications Management</p>  <p>NOTE: Communicate needs and expectations for the project; determines how and in what format information will be communicated; determines when and where each communication will be made and who is responsible for providing each type of communication.</p>	<ul style="list-style-type: none"> ✓ Ability to use correct and effective oral and written skills. ✓ Ability to plan for the dissemination of information both internally and externally with emphasis on ensuring all working groups, program/project oriented teams, IPTs, PM Staff and several layers of contractor/sub-contractor employees have comprehensive macro view of the program/project. ✓ Ability to demonstrate effective briefing skills with Executive Branch, Congress, Industry and Stakeholders. ✓ Ability to share and communicate lessons learned. ✓ Knowledge of and ability to apply media related policies contained in Agency directives/publications in addressing public affairs. 	
<p>Leadership/Professional Skills</p>	<ul style="list-style-type: none"> ✓ These competencies, in addition to those listed at entry-level, provide a foundation for effective mid-level program/project manager-related responsibilities: <ul style="list-style-type: none"> ▪ <u>Partnering</u> - Develops networks and builds alliances; and collaborates across boundaries to build strategic relationships and achieve common goals. ▪ <u>Team Building/IPT</u> - Inspires and fosters team commitment, spirit, pride and trust. Facilitates cooperation and motivates team members to accomplish group goals. ▪ <u>Conflict Management</u> - Manages and resolves conflicts, grievances, confrontations and/or disagreements in a constructive manner to minimize negative personal impact. ▪ <u>Political Savvy</u> - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly. ▪ <u>Strategic Thinking</u> - Formulates objectives and priorities and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks. ▪ <u>Decisiveness</u> - Makes well-informed, effective and timely decisions, even when data are limited or solutions produce unpleasant consequences; and perceives the impact and implications of decisions. ▪ <u>Creativity/Innovation</u> - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; and designs and implements new or cutting edge programs/project processes. ▪ <u>External Awareness</u> - Understands and keeps up-to-date on local, national and international policies and trends that affect the organization and shape stakeholders' views; and is aware of the organization's impact on the external environment. 	



Process	Competencies and Proficiencies	Vendor Comparison
	<ul style="list-style-type: none"> ▪ Developing Others - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods. ▪ Entrepreneurship - Positions the organization for future success by identifying new opportunities; and builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives. ▪ Leveraging Diversity - Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. ▪ Influencing/Negotiating – Persuades others to accept recommendations cooperate or change their behavior; works with others towards an agreement; and negotiates to find mutually acceptable solutions. 	

Government Specific II Objectives

A minimum of 24 hours of coursework that is government specific is required. Upon completion of this coursework, the individual will be able to:

- Develop an overall strategy for managing the acquisition, coordination and development of the acquisition strategy to include socioeconomic considerations
- Identify key features in terms of pre-award actions required by acquisition planning (FAR Subpart 7.1)
- Formulate the key features of a comprehensive program/project specification and requirements statement
- Identify and develop source selection criteria, including risk analysis method (FAR Part 15.3)
- Identify and track contract performance and administrative actions
- Conduct financial planning and execution reviews
- Develop program/project plans in accordance with Management’s Responsibility for Internal Control (OMB Circular A-123) and Capital Asset Planning (OMB exhibit 300)
- Utilize strategic sourcing when building and finalizing requirements across the program/project

GOVERNMENT SPECIFIC II COMPETENCIES AND PROFICIENCIES

Process	Competencies and Proficiencies	Vendor Comparison
<p>Core Management Skills and Processes</p>	<ul style="list-style-type: none"> ✓ Ability to prepare a plan for total life cycle system management (Integrated Master Plan) addressing phased inputs, outputs, deliverables for each phase, and internal and external program/project technical reviews, Congressional processes, audits and how various program/project functions will be performed and managed. Employ as needed or consider: <ul style="list-style-type: none"> ▪ A tradeoff of cost, schedule and performance. ▪ Time-phased hardware and financial requirements. ▪ A method for managing plan modifications. ▪ Cycle-time reduction techniques. ▪ WBS, Life Cycle Cost Estimating, configuration management. 	



Process	Competencies and Proficiencies	Vendor Comparison
	<ul style="list-style-type: none"> ▪ The management of small programs/projects within the larger program/project. ▪ The acquisition strategy. ▪ Applying techniques for breaking program/project into assigned and prioritized tasks. ▪ Applying techniques for man loading of contract cost and schedule. <p>✓ Develop a program/project and contract WBSs structuring/tailoring the WBS to the program/project and applying elements of scheduling, risk management, cost estimating, contracting, EVM, etc.</p>	
<p>Life Cycle Cost (Total Ownership Cost) Management (OMB A-94)</p>	<p>✓ Ability to apply Department/Agency financial policies and directives that are applicable to the program/project, such as developing out-year financial plans, budgets estimated in Departmental/Agency formats, including impacts of Earned Value Management.</p>	
<p>Risk and Opportunity Management</p>  <p>NOTE: Risk management is the process of measuring, or assessing risk and developing strategies to manage identified risk.</p>	<p>✓ Ability to formulate the key features of a risk/opportunity management process which includes planning, assessment (identification and analysis), handling and monitoring, all to be integrated and continuously applied throughout the program/project. Other management actions include:</p> <ul style="list-style-type: none"> ▪ Analyzing risk events ▪ Review and report program/project risk status during various situations ▪ Integrate risk management into program/project manager routine practices ▪ Review opportunities for cost reduction/avoidance and manage to fruition. <p>✓ Ability to assist in specifying how risk/opportunity management program is to be used within the overall management of the program/project; ensuring staff select/apply risk management software accordingly, including such activities as tracking, rating and handling risk/opportunity events, identifying the program/project critical path, and determining the probabilities of program/project completion dates and costs.</p> <ul style="list-style-type: none"> ▪ Assesses risk management software. ▪ Applies schedule, cost and technical data to determine critical risk nodes. ▪ Assesses schedule analysis, e.g., critical path/slack time. 	
<p>Systems Engineering</p>	<p>✓ Recognition of the scientific, management, engineering and technical skills used in the performance of systems planning, research and development, with an emphasis on performing and managing a technical process.</p>	
<p>Technical Management Process</p>	<p>✓ Ability to appraise decision analysis methods that will provide the basis for evaluating and selecting alternatives for decision making. Decision analysis involves selecting the criteria for the decision and the methods to be used in conducting the analysis.</p>	
<p>Technical Process</p>	<p>✓ Ability to structure a Requirements Development process for working with the user to establish and refine operational needs, attributes, performance parameters, trade-offs and constraints that flow from the needed capabilities, and then ensure that all relevant requirements are addressed. Together with the user, the program/project manager should translate "customer</p>	



Process	Competencies and Proficiencies	Vendor Comparison
	<p>needs" into the following program/project and system requirements:</p> <ul style="list-style-type: none"> ▪ Performance parameter objectives and thresholds ▪ Affordability constraints ▪ Scheduling constraints ▪ Technical constraints <p>✓ Ability to develop a process for monitoring and selecting Design Solution that translates the outputs of the Requirements Development and Logical Analysis processes into alternative design solutions and selects a final design solution. The alternative design solutions include: people, products and process entities and related internal and external interfaces.</p> <p>✓ Ability to structure a process of obtaining sets of logical solutions to improve knowledge of the defined requirements and the relationships among the requirements (e.g., functional, behavioral, temporal). From logical solution sets, oversee the allocation of performance parameters and constraints that then define derived technical requirements to be used for the system design.</p> <p>✓ Ability to structure a process for monitoring the Implementation effort that actually yields the lowest level system elements in the system hierarchy. The system element is made, bought, or reused. Making it involves the hardware fabrication processes of forming, removing, joining and finishing; or the software processes of coding, etc. If implementation involves a production process, a manufacturing system is required to be developed using these same technical and technical management processes.</p>	
Life Cycle Logistics (LCS)	<p>✓ Knowledge of and ability to apply performance-based logistic efforts that optimize total system life cycle availability, supportability and reliability/maintainability while minimizing cost and logistic footprint and interoperability.</p> <p>✓ Ability to formulate the key features of a modular open systems approach (MOSA) where interoperability is a key LCL facilitator, which allows the program/project manager to take advantage of shared government-wide capabilities in designing and implementing a product support strategy. Thus, explicitly consider the long-term potential of Acquisition and Cross-Servicing Agreements (ACSAs).</p> <p>✓ Ability to track logistic risk mitigation issues and analyses early in the system development process to reduce the required resources and overall life cycle costs.</p> <p>✓ Ability to analyze, as appropriate, statutory guidance/law and Title 10 direction regarding organic depot support (e.g., 50/50 law, core workload, etc.). Include organic depot planning in budget plans and sustainment acquisition strategies.</p>	
Contracting	<p>✓ Knowledge of and the ability to apply the supervision, leadership and management processes/ procedures involving the acquisition of supplies and services, construction, research and development; acquisition planning to include performance-based considerations; cost and price analysis; solicitation and selection of sources; preparation, negotiation and award of contracts; all phases of contract administration; termination options and processes for closeout of contracts; legislation,</p>	



Process	Competencies and Proficiencies	Vendor Comparison
<p>Contract Approach</p>	<p>policies, regulations and methods used in contracting, and business and industry practices.</p> <p>✓ Ability to plan, while teamed with a warranted contracting officer, a process by which the efforts of the program/project manager and PCO and all other personnel responsible for an acquisition are integrated through a comprehensive plan for fulfilling the Agency need in a timely manner and at a reasonable cost. This includes developing the overall strategy for managing the acquisition, coordination and development of the acquisition strategy, including support of the exit criteria for each acquisition phase.</p> <p>A. A business partnership should be developed between the program/project manager and the PCO with emphasis on building a successful acquisition strategy leading to program/project success through:</p> <ul style="list-style-type: none"> ▪ Structuring for competition ▪ Structuring socio-economic issues ▪ Structuring terms and conditions ▪ Formulating the acquisition strategy considering contract types and their applicability as they relate to acquisition strategies, risk and life cycle management of the system. ▪ Comprehending procurement policies, contracting regulations, options, procedures and contract administration, performance and management issues. ▪ Comprehending alpha contracting process, as applicable. <p>B. Ensure potential and actual contractors, sub-contractors and affiliated government organizations or offices have full comprehension of program/project definition, and the procuring Agency's organizational culture and organizational structure.</p>	
<p>Prepare Requirements and Support Documentation</p>	<p>✓ Knowledge of key features of pre-award actions required by FAR Subpart 7.1 Acquisition Planning, and the remainder of FAR Parts 1-12 etc., considering key and complex contract terms and conditions for the solicitation. This includes the program/project manager striving to ensure program/project goals are understood by the PCO, potential competing Contractors/Sub-contractors, and that supporting documentation is likely to produce agreements that will facilitate any future contract. Topic areas requiring strong emphasis in terms of <u>continuity</u>, <u>coordination</u> and <u>interfaces</u> will include those potential contracts with:</p> <ul style="list-style-type: none"> ▪ A multiple incentive structure. ▪ An SOW that may have unintended nuances. ▪ A complex CLIN structure. ▪ Complex provisions for technical execution. ▪ Complex provisions for executing contract funding. ▪ Complex provisions that will impact timely and accurate reporting of government funds expenditure. ▪ Unclear provisions for and the content of possible follow-on contracts as relates to all of the above. 	
<p>Prepare and Issue Solicitation</p>	<p>✓ Ability to formulate the key features of a comprehensive program/project specification and statement of work that fully and correctly defines the program/project, addressing roles and missions of the government and contractor.</p>	



Process	Competencies and Proficiencies	Vendor Comparison
	<ul style="list-style-type: none"> ✓ Ability to assist in formulating pre-award policies, FAR (if applicable) Parts 5 Publicizing Contract Actions, 13 Simplified Acquisition Procedures and 14, Sealed Bidding, etc. ✓ Ability to analyze pre-solicitation options to include the use of draft solicitation, industry days and one-on-one sessions. 	
<p>Perform Source Selection</p>  <p>NOTE: Source selection is the process used in competitive, negotiated contracting to select the proposal expected to result in the best value to the government</p>	<ul style="list-style-type: none"> ✓ Ability to clarify source selection criteria including risk analysis methods, FAR Part 15/15.3 (if applicable) Contracting By Negotiation/ Source Selection, etc. ✓ Ability to assist in the formulation of a source selection plan that allows for best value selection from a competitive solicitation. ✓ Ability to assist in the structuring of a formal source selection process that is commensurate to the level of procurement action to include the Source Selection Evaluation Board, Source Selection Advisory Counsel/ Committee, and Source Selection Authority. 	
<p>Administer Contract</p>  <p>NOTE: The process of managing the contract and the relationship between the buyer and seller, reviewing and documenting how a seller is performing or has performed to establish required corrective actions and provide a basis for future relationships with the seller, managing contract related changes, and, when appropriate, managing the contractual relationship with the outside buyer of a program/project.</p>	<ul style="list-style-type: none"> ✓ Ability to track contract administrative actions, FAR Part 42 (if applicable) (Contract Administration and Audit Services), while addressing "base-lining" the contract as in Research and Technology Protection (RTP) actions and supporting the outlining of the contracting officer representative (COR) duties, if authorized, for administering contract requirements. Included is comprehension of the contract modification process, receipt of contractor change proposals, risk analysis and contractor financing requirements. 	
<p>Performance-Based Service Agreements</p>	<ul style="list-style-type: none"> ✓ Ability to establish a negotiated baseline of performance with operational users, and the corresponding commercial and/or organic support providers. ✓ Ability to assist in the negotiations for the required level of support at a cost consistent with available support funding. ✓ Inability to apply the management actions required of Agency program/project manager when engaged in the <u>acquisition of services</u>. This will include compliance with applicable statutes, Agency directives, FAR Part 37 as appropriate, requirements of Agency Decision Authorities, guide books and Agency instructional pamphlets. 	
<p>Business, Cost Estimating and Financial Management</p>	<ul style="list-style-type: none"> ✓ Knowledge of and the ability to apply the forms of cost estimating, cost analysis, reconciliation of cost estimating, financial planning, formulating financial programs/projects and budgets, budget analysis/execution, benefit-cost analysis, Earned Value Management (EVM) and other methods of performance measurement. 	



Process	Competencies and Proficiencies	Vendor Comparison
Business Financial Planning and Management	<ul style="list-style-type: none"> ✓ Ability to analyze key elements in the application of Total Life Cycle Systems Management (TLCSM), or similar concept, which requires the program/project manager to base major decisions on system-wide analyses and the life cycle consequences of those decisions, and on system performance and affordability. 	

Earned Value Management (EVM) and Cost Estimating II Objectives

A minimum of 24 hours of coursework in Earned Value Management and cost estimating is required. Upon completion of this coursework, the individual will be able to:

- Explain and utilize the information system for financial management reporting
- Conduct EVM analysis and implementing changes based on analysis
- Analyze resource needs for management, including planning for an EVM program/project linked to risk
- Apply business process re-engineering methods for continuous improvement

EARNED VALUE MANAGEMENT (EVM) AND COST ESTIMATING II COMPETENCIES AND PROFICIENCIES

Process	Competencies and Proficiencies	Vendor Comparison
Management Process	<ul style="list-style-type: none"> ✓ Knowledge of and ability to apply government-wide and Agency-specific acquisition policies that support assigned missions and functions; understanding of how Agency acquisition professionals balance risk; understanding of the many factors that influence cost, schedule and performance; attention to lessons learned; understanding of metrics needed to manage programs/projects that deliver quality, affordable, supportable and effective systems/products. 	
Core Management Skills and Processes	<ul style="list-style-type: none"> ✓ Ability to add structure and detail to a management philosophy for all program/project plans and actions, and production in particular that stresses eliminating defects by applying business process re-engineering methods for continuous improvement. ✓ Ability to analyze resource needs for management including application of basic program/project management skills, e.g., organizing/staffing a team, resourcing a program/project, training, planning for an EVM program/project linked to risk, creating a schedule and other basic program/project management practices. ✓ Ability to identify key features of the EVM baseline review process. ✓ Ability to plan financial planning and execution reviews. 	
Business, Cost Estimating and Financial Management	<ul style="list-style-type: none"> ✓ Knowledge of and the ability to apply the forms of cost estimating, cost analysis, reconciliation of cost estimating, financial planning, formulating financial programs/projects and budgets, budget analysis/execution, benefit-cost analysis, Earned Value Management (EVM), and other methods of performance measurement. 	
Cost Estimating	<ul style="list-style-type: none"> ✓ Ability to formulate a cost estimating processes, methods, techniques, analytical principles, data, confidence bands, specialized costing, application of OMB A-94 and management applications. 	



Process	Competencies and Proficiencies	Vendor Comparison
<p>Earned Value Management (EVM)</p>  <p>NOTE: A program/project management technique that measures forward progress objectively. EVM has the unique ability to combine measurements of technical performance (i.e., accomplishment of planned work), schedule performance (i.e., behind/ahead of schedule) and cost performance (i.e., under/over budget) within a single integrated methodology. EVM provides an early warning of performance problems while there is time for corrective action. In addition, EVM improves the definition of project scope, prevents scope creep, communicates objective progress to stakeholders, and keeps the project team focused on achieving progress.</p>	<ul style="list-style-type: none"> ✓ Ability to develop techniques to determine effective program/project strategies when EVM indicators are yellow and/or red or cross a threshold. ✓ Ability to apply the Integrated Baseline Review (IBR) process. ✓ Ability to track and employ Earned Value Management (EVM) policies, methodologies and software for performance measurement of programs/projects, while: <ul style="list-style-type: none"> ▪ Applying Technical Performance Measurement selection and tracking vs. scheduled data collection events (include balancing of over/under performance with cost and schedule). ▪ Applying EVM policies and methodologies to manage program/project executed by contractors and government organizations. ▪ Applying EVM software. ▪ Applying technical performance measurement to EVM. 	
<p>Financial Reporting and Oversight</p>	<ul style="list-style-type: none"> ✓ Ability to analyze, select and employ an information system, comprised of one or more applications, that is used for any of the following: <ul style="list-style-type: none"> ▪ Collecting, processing, maintaining, transmitting and reporting data about financial events. ▪ Supporting financial planning or budgeting activities. ▪ Accumulating and reporting cost information. ▪ Supporting the preparation of financial statements. 	
<p>Debt/Agency Programming, Planning and Budgeting Type System (OMB A-11)</p>  <p>NOTE: Provide guidance on preparing the FY Budget submission and include instructions on budget execution.</p>	<ul style="list-style-type: none"> ✓ Ability to analyze allocation of funds within appropriation categories and use funds from each appropriation. ✓ Ability to apply the program/project Department/Agency's policy/instructions for financial planning, programming, budget development and budget execution, OMB A-11 application, including the documentation processes, which are employed in the development and decision making of a Department/ Agency's total federal fiscal activity for a given fiscal period. 	
<p>Leadership Professional</p>	<ul style="list-style-type: none"> ✓ Ability to lead/manage a program/project team to satisfactory achievement of program/project goals. 	



Process	Competencies and Proficiencies	Vendor Comparison
<p>Leadership/Professional Skills</p>	<p>✓ These competencies, in addition to those listed at entry-level, provide a foundation for effective mid-level program/project manager-related responsibilities:</p> <ul style="list-style-type: none"> ▪ <u>Partnering</u> - Develops networks and builds alliances; and collaborates across boundaries to build strategic relationships and achieve common goals. ▪ <u>Team Building/IPT</u> - Inspires and fosters team commitment, spirit, pride and trust. Facilitates cooperation and motivates team members to accomplish group goals. ▪ <u>Conflict Management</u> - Manages and resolves conflicts, grievances, confrontations and/or disagreements in a constructive manner to minimize negative personal impact. ▪ <u>Political Savvy</u> - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly. ▪ <u>Strategic Thinking</u> - Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks. ▪ <u>Decisiveness</u> - Makes well-informed, effective and timely decisions, even when data are limited or solutions produce unpleasant consequences; and perceives the impact and implications of decisions. ▪ <u>Creativity/Innovation</u> - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; and designs and implements new or cutting edge programs/projects processes. ▪ <u>External Awareness</u> - Understands and keeps up-to-date on local, national and international policies and trends that affect the organization and shape stakeholders' views; and is aware of the organization's impact on the external environment. ▪ <u>Developing Others</u> - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods. ▪ <u>Entrepreneurship</u> - Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives. ▪ <u>Leveraging Diversity</u> - Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. ▪ <u>Influencing/Negotiating</u> – Persuades others to accept recommendations, cooperate or change their behavior, work with others towards an agreement, and negotiates to find mutually acceptable solutions. 	