

# Federal Acquisition Institute



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

October 30, 2007



## Program/Project Manager – Mid/Journeyman Level

### 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.

### Mid/Journeyman Level

Objectives and competencies by process or course of action.

- Management Process
- Systems Engineering
- Test and Evaluation (T&E)
- Life Cycle Logistics (LCL)
- Contracting
- Business, Cost Estimating and Financial Management
- Leadership/Professional



Listed below is each of the processes or course of action and the supporting objectives and core competencies.

**Management Process (Mid/Journeyman)**

Individuals at this level should be able to recognize and apply the concepts presented at the Project Manager – Entry/Apprentice Level.

**Management Process Objectives**

Key objectives for the Management Process include:

- Explain how to track and employ a Department/Agency effort that identifies, assesses and prioritizes needed mission-oriented capabilities
- Perform analysis in support of Agency selection of material/non-material course of action in order to satisfy the capability gap
- Identify key features for higher authority of a Technology Development Strategy that flows based on the completed analysis of alternatives and selected material concepts, e. g., draft acquisition approach, support of prototypes, draft plan for development increments, etc.
- Develop an acquisition program/project baseline from user’s performance and schedule requirements and best estimating of total program/project cost consistent with program/project funding
- Develop an integrated master schedule, utilizing schedule network tools and techniques, work loading methods and Agency program/project management software
- Prepare the contents of a plan for total life cycle system management (Integrated Master Plan) that addresses phased:
  - ◆ Inputs and outputs
  - ◆ Deliverables
  - ◆ Internal and external program/project technical reviews
  - ◆ Congressional processes
  - ◆ Audits
- Describe 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
- Formulate the key features of a risk/opportunity management process to include planning, assessment, handling and monitoring, which are to be integrated and continuously applied
- Explain how to apply FAR Part 10 and 12 to market research tasks
- Utilize effective and correct oral and written skills
- Demonstrate effective briefing skills
- Describe how to form and lead working groups and program/project-oriented teams, including Integrated Product and Process teams



As a reminder, the Project Manager – Entry/Apprentice Level Management Process specifically consisted of knowledge of:

- Requirements Development Process
- Concept Selection Process
- Technology Development Process
- Core Management Skills and Process
- Total Ownership Cost (OMB A-94)
- Risk and Opportunity Management
- Market Research
- Communications Management
- Working Groups and Teams



MANAGEMENT PROCESS (MID/JOURNEYMAN) COMPETENCIES AND PROFICIENCIES

Process	Competencies and Proficiencies	Vendor Comparison
<p><b>Management Process</b></p>	<ul style="list-style-type: none"> <li>✓ 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.</li> </ul>	
<p><b>Requirements Process</b></p>	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ 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.</li> </ul>	
<p><b>Concept Selection Process (Pre-program/Pre-project)</b></p>  <p><b>NOTE:</b> Concept Selection is selecting the idea(s) which best satisfy the project design.</p>	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Ability to perform analysis in support of Agency selection of material/non-material course of action relative to satisfying the capability gap.</li> <li>✓ Ability to develop performance measures and associated metrics required to evaluate a possible solution.</li> <li>✓ 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 that results in the development, acquisition, procurement and/or deployment of a new item.</li> <li>✓ 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"> <li>▪ Draft acquisition approach</li> <li>▪ Draft plan for development increments</li> <li>▪ Estimating of the number of prototypes</li> <li>▪ Support of prototypes</li> <li>▪ Performance goals that may justify more prototypes</li> <li>▪ Strategy to manage research and development</li> <li>▪ Draft description of first technology demo</li> <li>▪ Draft test plan with evaluation criteria</li> <li>▪ Risk management</li> <li>▪ Draft cost, schedule and possible source of funding</li> </ul> </li> </ul>	



Process	Competencies and Proficiencies	Vendor Comparison
<p><b>Technology Development Process (Pre-program/Pre-project)</b></p>	<ul style="list-style-type: none"> <li>✓ Ability to analyze, if applicable, together with the user, “customer needs” into the following program/project system requirements:               <ul style="list-style-type: none"> <li>▪ Performance parameters objectives and thresholds (the difference being Trade Space)</li> <li>▪ Affordability constraints</li> <li>▪ Scheduling constraints</li> <li>▪ Technical constraints</li> <li>▪ Environmental issues</li> <li>▪ 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.</li> </ul> </li> <li>✓ Ability to analyze a limited number of key performance parameters that are critical to the development of an effective capability.</li> <li>✓ 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.</li> <li>✓ Knowledge of and ability to apply Agency policy on interoperability.</li> <li>✓ Ability to plan technology developments and demonstrations (<u>in coordination with</u> 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.</li> <li>✓ <b>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.</b></li> <li>✓ <b>Ability to formulate an <u>Acquisition Strategy</u> (flowing from the Technology Development Strategy), if applicable,</b> with full stakeholder support, that considers an evolutionary acquisition approach, spiral technology insertion, inter-program 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.</li> <li>✓ Ability to plan for program/project coordination with users, milestone decision authority, industry and other programs/projects (same, other agencies and international), etc.</li> <li>✓ 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).</li> </ul>	
<p><b>Core Management Skills and Processes</b></p>	<ul style="list-style-type: none"> <li>✓ 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"> <li>▪ Activity duration estimating</li> </ul> </li> </ul>	



Process	Competencies and Proficiencies	Vendor Comparison
	<ul style="list-style-type: none"> <li>▪ Work Breakdown Schedule</li> <li>▪ Program/Project baseline</li> <li>▪ Resource calendars</li> <li>▪ Resource requirements</li> <li>▪ Activities parameters</li> <li>▪ Program/Project integrated master plan</li> <li>✓ 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"> <li>▪ A tradeoff of cost, schedule and performance.</li> <li>▪ Time-phased hardware and financial requirements.</li> <li>▪ A method for managing plan modifications.</li> <li>▪ Cycle-time reduction techniques.</li> <li>▪ WBS, Life Cycle Cost Estimating, configuration management.</li> <li>▪ The management of small programs/projects within the larger program/project.</li> <li>▪ The acquisition strategy.</li> <li>▪ Applying techniques for breaking program/project into assigned and prioritized tasks.</li> <li>▪ Applying techniques for man loading of contract cost and schedule.</li> </ul> </li> <li>✓ 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.</li> <li>✓ Ability to assist in the management of the program/project including defining program/project scope, environmental, safety, and occupational health (ESOH), and security measures.</li> <li>✓ 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 project management practices.</li> <li>✓ Ability to perform analysis in support of technical reviews.</li> <li>✓ Ability to coordinate with PCO on contracting processes, strategy, agreements, negotiations, etc.</li> <li>✓ Ability to establish a team with the supplier/contractor for organizational mapping, process alignment, joint program/project review strategies, etc.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ Ability to identify key features of the EVM baseline review process.</li> <li>✓ Ability to plan financial planning and execution reviews.</li> </ul>	



Process	Competencies and Proficiencies	Vendor Comparison
<p><b>Life Cycle Cost (Total Ownership Cost) Management (OMB A-94)</b></p>  <p><b>NOTE:</b> A life cycle cost analysis calculates the <a href="#">cost</a> of a <a href="#">system</a> or <a href="#">product</a> 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"> <li>✓ 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"> <li>▪ Employ estimating techniques/tools for developing rough cost estimating (Engineering, Estimating, Parametric, etc...).</li> <li>▪ Employ cost estimating techniques/tools to estimate: 1) ECP and modification costs, 2) Program/project cost; and 3.) Life Cycle Cost/TOC program/project.</li> <li>▪ Review an associated risk level for all cost estimating.</li> <li>▪ Apply the impact of various reduced funding profiles.</li> <li>▪ Review costs within each applicable appropriation.</li> <li>▪ Analyze all assumptions, ensuring that they are valid.</li> <li>▪ Analyze cost policies and practices.</li> <li>▪ Outline a business case analysis applying cost benefit trade-offs to program/project.</li> <li>▪ Recommend appropriate indices for then year and constant year estimating.</li> </ul> </li> </ul>	
<p><b>Risk and Opportunity Management</b></p>  <p><b>NOTE:</b> Risk management is the process of <a href="#">measuring</a>, or <a href="#">assessing risk</a> and developing <a href="#">strategies</a> to manage identified risk.</p>	<ul style="list-style-type: none"> <li>✓ 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"> <li>▪ Analyzing risk events.</li> <li>▪ Review and report program/project risk status during various situations.</li> <li>▪ Integrate risk management into program/project manager routine practices.</li> <li>▪ Review opportunities for cost reduction/avoidance and manage to fruition.</li> </ul> </li> <li>✓ 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:               <ul style="list-style-type: none"> <li>▪ Identifies and prioritizes risk events to be handled.</li> <li>▪ Initiates mitigation strategies based on risk assessments.</li> <li>▪ Reviews performance of the mitigation strategy.</li> <li>▪ Plans for application of critical chain management tools and techniques to balance risks with available resources.</li> </ul> </li> <li>✓ 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</li> </ul>	



Process	Competencies and Proficiencies	Vendor Comparison
	<p>including contractor representatives.</p> <ul style="list-style-type: none"> <li>✓ 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 critical path, and determining the probabilities of program completion dates and costs.               <ul style="list-style-type: none"> <li>▪ Assesses risk management software.</li> <li>▪ Applies schedule, cost and technical data to determine critical risk nodes.</li> <li>▪ Assesses schedule analysis, e.g., critical path/slack time.</li> </ul> </li> </ul>	
<p><b>Market Research (including Socio-economic Considerations)</b></p>  <p><b>NOTE:</b> Market research is the process of systematic gathering, recording and analyzing of data about <a href="#">customers</a>, <a href="#">competitors</a> and the <a href="#">market</a>. Market research can help create a <a href="#">business plan</a>, launch a new product or service, fine tune existing products and services, expand into new markets etc.</p>	<ul style="list-style-type: none"> <li>✓ Knowledge of and ability to apply FAR Part 10 and 12 (if applicable), while:           <ul style="list-style-type: none"> <li>▪ Applying a business strategy to market research.</li> <li>▪ Applying to dual-use technologies to market research.</li> <li>▪ Researching commercial items within market research (using socioeconomic considerations throughout).</li> </ul> </li> </ul>	
<p><b>Working Groups and Teams</b></p>  <p><b>NOTE:</b> Persons who report either directly or indirectly to the 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"> <li>✓ 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:           <ul style="list-style-type: none"> <li>▪ Open in discussions</li> <li>▪ Qualified to participate and empowered</li> <li>▪ Consistent, success-oriented, proactive in their participation</li> <li>▪ Continuous communications (including “up-the-line” communications)</li> <li>▪ Reasoned in disagreement</li> <li>▪ Active in offering issues and committed to their early resolution</li> </ul> </li> <li>✓ 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"> <li>▪ Apply metrics for small program/project teams to detect initial signs of problems that require management attention.</li> <li>▪ Apply principles of change management as defined in current policies.</li> </ul> </li> </ul>	



## Systems Engineering (Mid/Journeyman)

Individuals at this level should be able to recognize and apply the concepts presented at the Project Manager – Entry/Apprentice Level.

### Systems Engineering Objectives

Key objectives for Systems Engineering include:

- Develop a Requirements Development process for working with users to establish and refine operational needs, attributes, performance parameters, trade-offs and constraints
- Create a process for obtaining sets of logical solutions to improve knowledge of the defined requirements and the relationships among the requirements
- Develop a process for monitoring the Implementation effort that actually yields the lowest level system elements in the system hierarchy



As a reminder, the Project Manager – Entry/Apprentice Level Systems Engineering process specifically consisted of knowledge of scientific, management, engineering and technical skills used in the performance of system planning, research and development, with an emphasis on performing and managing a technical process.

### SYSTEMS ENGINEERING (MID/JOURNEYMAN) COMPETENCIES AND PROFICIENCIES

Process	Competencies and Proficiencies	Vendor Comparison
<b>Systems Engineering</b>	<ul style="list-style-type: none"> <li>✓ 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.</li> </ul>	
<b>Technical Management Process</b>	<ul style="list-style-type: none"> <li>✓ 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.</li> </ul>	
<b>Technical Process</b>	<ul style="list-style-type: none"> <li>✓ 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"> <li>▪ Performance parameter objectives and thresholds</li> <li>▪ Affordability constraints</li> <li>▪ Scheduling constraints</li> <li>▪ Technical constraints</li> </ul> </li> <li>✓ 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.</li> <li>✓ 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.</li> </ul>	



Process	Competencies and Proficiencies	Vendor Comparison
	✓ 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.	

### Test and Evaluation (T&E) (Mid/Journeyman)

Individuals at this level should be able to recognize, apply and manage and evaluate the concepts presented at the Project Manager – Entry/Apprentice Level.

#### Test and Evaluation Objectives

Key objectives for Test and Evaluation include:

- Formulate a comprehensive Test and Evaluation (T&E) program/project including Modeling and Simulation
- Develop a draft Comprehensive Test and Evaluation Strategy (TES)



As a reminder, the Project Manager – Entry/Apprentice Level Test and Evaluation (T&E) process includes the recognition of efficient and cost effective methods for planning, monitoring, conducting and evaluating tests of prototype, new or modified systems equipment or materials.

These methods can include the need to develop a thorough T&E strategy to validate system performance through measurable methods that relate directly to the requirements and to develop metrics that demonstrate system success or failure.



**TEST AND EVALUATION (T&E) (MID/JOURNEYMAN) COMPETENCIES AND PROFICIENCIES**

Process	Competencies and Proficiencies	Vendor Comparison
<i>Test and Evaluation (T&amp;E)</i>	✓ 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.	
<i>Integration of T&amp;E</i>	✓ Ability to formulate the T&E program/project including Modeling & Simulation.	
<i>Test and Evaluation Strategy (TES)</i>	✓ 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).	
<i>Realistic or Operational Test and Evaluation (OT&amp;E)</i>	✓ 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).	

**Life Cycle Logistics (LCS) (Mid/Journeyman)**

Individuals at this level should be able to recognize and apply the concepts presented at the Project Manager –Entry/Apprentice Level.

**Life Cycle Logistics Objectives**

Key objectives for Life Cycle Logistics include:

- Describe how to track logistic risk mitigation issues and analyses early in the system development process
- Analyze, as appropriate, statutory guidance/law and Title 10 direction regarding organic depot support
- Formulate the key features of a module open systems approach (MOSA) where interoperability is a key LCL facilitator



As a reminder, the Project Manager – Entry/Apprentice Level Life Cycle Logistics process includes the recognition of performance-based logistic efforts that optimize total system life cycle availability, supportability and reliability/maintainability while minimizing cost and logistic footprint and interoperability.



LIFE CYCLE LOGISTICS (LCS) (MID/JOURNEYMAN) COMPETENCIES AND PROFICIENCIES

Process	Competencies and Proficiencies	Vendor Comparison
<b>Life Cycle Logistics (LCS)</b>	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Ability to formulate the key features of a <a href="#">modular open systems approach (MOSA)</a> 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).</li> <li>✓ 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.</li> <li>✓ 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.</li> </ul>	

**Contracting (Mid/Journeyman)**

Individuals at this level should be able to recognize and apply the concepts presented at the Project Manager –Entry/Apprentice Level.

**Contracting Objectives**

Key objectives for Contracting include:

- Describe the processes/procedures involved in the acquisition of supplies and services especially in all phases of contract administration and awards of contracts
- Explain (teamed with a warranted contracting officer) a process where the efforts of the program/project manager, PCO, etc. is integrated through a comprehensive plan for fulfilling the Agency need in a timely manner and at a reasonable cost
- Define the key features of pre-award actions required by FAR Subpart 7.1 Acquisition Planning and the remainder of FAR Parts 1-12, etc
- Formulate the key features of a comprehensive program/project specification and statement of work
- Assist in creating a formal source selection plan that allows for best value selection from a competitive solicitation
- Track contract administrative actions, FAR Part 42 (Contract Administration and Audit Services) while addressing ‘base-lining’ the contract



As a reminder, the Project Manager – Entry/Apprentice Level Contracting includes the supervision, leadership and management processes/procedures involved in 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, policies, regulations and methods in contracting, and business and industry practices with particular emphasis on:
  - ◆ Participation in determination of contract approach
  - ◆ Development of performance-based solutions
  - ◆ Preparation of requirements and supporting documentation
  - ◆ Participating in source selection
  - ◆ Management of contracting performance and contract administration



**CONTRACTING (MID/JOURNEYMAN) COMPETENCIES AND PROFICIENCIES**

Process	Competencies and Proficiencies	Vendor Comparison
<p><b>Contracting</b></p>	<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, policies, regulations and methods used in contracting and business and industry practices.</p>	
<p><b>Contract Approach</b></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"> <li>▪ Structuring for competition.</li> <li>▪ Structuring socio-economic issues.</li> <li>▪ Structuring terms and conditions.</li> <li>▪ Formulating the acquisition strategy considering contract types and their applicability as they relate to acquisition strategies, risk and life cycle management of the system.</li> <li>▪ Comprehending procurement policies, contracting regulations, options, procedures and contract administration, performance and management issues.</li> <li>▪ Comprehending alpha contracting process, as applicable.</li> </ul> <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' organizational culture and organizational structure.</p>	
<p><b>Prepare Requirements and Support Documentation</b></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"> <li>▪ A multiple incentive structure.</li> <li>▪ An SOW that may have unintended nuances.</li> <li>▪ A complex CLIN structure.</li> </ul>	



Process	Competencies and Proficiencies	Vendor Comparison
	<ul style="list-style-type: none"> <li>▪ Complex provisions for technical execution.</li> <li>▪ Complex provisions for executing contract funding.</li> <li>▪ Complex provisions that will impact timely and accurate reporting of government funds expenditure.</li> <li>▪ Unclear provisions for and the content of possible follow-on contracts as relates to all of the above.</li> </ul>	
<p><b>Prepare and Issue Solicitation</b></p>	<ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ 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.</li> <li>✓ Ability to analyze pre-solicitation options to include the use of draft solicitation, industry days and one-on-one sessions.</li> </ul>	
<p><b>Perform Source Selection</b></p> <p> <b>NOTE:</b> 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"> <li>✓ Ability to clarify source selection criteria including risk analysis methods, FAR Part 15/15.3 (if applicable) Contracting By Negotiation/Source Selection, etc.</li> <li>✓ Ability to assist in the formulation of a source selection plan that allows for best value selection from a competitive solicitation.</li> <li>✓ 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.</li> </ul>	
<p><b>Administer Contract</b></p> <p> <b>NOTE:</b> 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 project.</p>	<ul style="list-style-type: none"> <li>✓ 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.</li> </ul>	
<p><b>Performance-Based Service Agreements</b></p>	<ul style="list-style-type: none"> <li>✓ Ability to establish a negotiated baseline of performance with operational users, and the corresponding commercial and/or organic support providers.</li> <li>✓ Ability to assist in the negotiations for the required level of support at a cost consistent with available support funding.</li> <li>✓ Inability to apply the management actions required of Agency program/project managers when engaged in the acquisition of</li> </ul>	



Process	Competencies and Proficiencies	Vendor Comparison
	services. 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.	

**Business, Cost Estimating and Financial Management (Mid/Journeyman)**

Individuals at this level should be able to recognize and apply the concepts presented at the Project Manager – Entry/Apprentice Level.

**Business, Cost Estimating and Financial Management Objectives**

Key objectives for Business, Cost Estimating and Financial Management include:

- Describe key elements in the application Total Life Cycle Systems Management (TLCSM) or similar concept
- Create cost estimating processes, methods, techniques, analytical principles, data, confidence bands, specialized costing, application of OMB A-94, Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs, and management applications
- Utilize the program/project Department/Agency’s policy/instructions for financial planning, programming, budget development and budget execution
- Apply the Integrated Baseline Review (IBR) process
- Track and employ Earned Value Management (EVM) policies, methodologies and software for performance measurement of programs/projects

As a reminder, the Project Manager – Entry/Apprentice Level Business, Cost Estimating and Financial Management process includes the recognition of the forms of cost estimating, cost analysis, reconciliation of cost estimating, financial planning, formulating projects and budgets, budget analysis/execution, benefit-cost analysis, Earned Value Management (EVM) (in accordance with American National Standards Institute (ANSI) Electronics Industries Alliance (EIA) Standard for EVM Systems #748-A, and other methods of performance measurement.

**BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT (MID/JOURNEYMAN) COMPETENCIES AND PROFICIENCIES**

Process	Competencies and Proficiencies	Vendor Comparison
<b>Business, Cost Estimating and Financial Management</b>	✓ 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.	
<b>Business Financial Planning and Management</b>	✓ 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.	
<b>Cost Estimating</b>	✓ 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><b>Financial Reporting and Oversight</b></p>	<ul style="list-style-type: none"> <li>✓ 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"> <li>▪ Collecting, processing, maintaining, transmitting and reporting data about financial events.</li> <li>▪ Supporting financial planning or budgeting activities.</li> <li>▪ Accumulating and reporting cost information.</li> <li>▪ Supporting the preparation of financial statements.</li> </ul> </li> </ul>	
<p><b>Debt/Agency Programming, Planning and Budgeting Type System (OMB A-11)</b></p> <p> <b>NOTE:</b> Provide guidance on preparing the FY Budget submission and include instructions on budget execution.</p>	<ul style="list-style-type: none"> <li>✓ Ability to analyze allocation of funds within appropriation categories and use funds from each appropriation.</li> <li>✓ 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.</li> </ul>	
<p><b>Earned Value Management (EVM)</b></p> <p> <b>NOTE:</b> A program/<a href="#">project management</a> 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 <a href="#">project scope</a>, prevents <a href="#">scope creep</a>, communicates objective progress to <a href="#">stakeholders</a>, and keeps the program/<a href="#">project team</a> focused on achieving progress.</p>	<ul style="list-style-type: none"> <li>✓ Ability to develop techniques to determine effective program/project strategies when EVM indicators are yellow and/or red or cross a threshold.</li> <li>✓ Ability to apply the Integrated Baseline Review (IBR) process.</li> <li>✓ 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"> <li>▪ Applying Technical Performance Measurement selection and tracking vs. scheduled data collection events,. (include balancing of over/under performance with cost and schedule).</li> <li>▪ Applying EVM policies and methodologies to manage program/project executed by contractors and government organizations.</li> <li>▪ Applying EVM software.</li> <li>▪ Applying technical performance measurement to EVM.</li> </ul> </li> </ul>	



### Leadership/Professional (Mid/Journeyman)

Individuals at this level should be able to recognize and apply the concepts presented at the Project Manager – Entry/Apprentice Level. In addition, a foundation for effective mid-level program/project manager-related responsibilities should include a process of evolving, developing and maturing leadership skills.

In addition, leadership/professional skills of the Mid/Journeyman level can include:

- Influencing/Negotiating
- Team Building/IPT
- Political Savvy
- Decisiveness
- External Awareness
- Entrepreneurship
- Partnering
- Conflict Management
- Strategic Thinking
- Creativity/Innovation
- Developing Others
- Leveraging Diversity



As a reminder, the Project Manager – Entry/Apprentice Level Leadership/Professional includes the skills, knowledge, abilities and traits acquired through experience, training and education with the government and the private sector and is cumulative, leading to skilled supervision and seasoned leadership. These leadership skills can include:

- Oral Communication
- Problem Solving
- Interpersonal Skills
- Accountability
- Written Communication
- Flexibility
- Conflict Management
- Resilience
- Customer Service

### Leadership/Professional Objectives

Key objectives for Leadership/Professional include:

- Apply effective oral and written communications
- Utilize partnering skills to develop networks and build alliances
- Implement team building/to inspire and foster team commitment, spirit, pride and trust
- Utilize effective conflict management to include managing and resolving conflicts, grievances, confrontations or disagreements in a constructive manner
- Identify the internal and external politics that impact the work of the team and the organization
- Generate strategic thinking by formulating objectives and priorities
- Integrate decisiveness to ensure that well-formed, effective and timely decisions are made
- Develop new insights into situations through creativity and innovation
- Incorporate external awareness by keeping up-to-date on local, national and international policies and trends that affect the organization
- Develop the abilities of other team members by encouraging them to perform and contribute to the organization
- Identify new opportunities and take calculated risks by demonstrating entrepreneurship
- Promote diversity and individual differences
- Utilize influence and negotiating skills to persuade others to accept recommendations, cooperate or change their behavior



**LEADERSHIP/PROFESSIONAL (MID/JOURNEYMAN) COMPETENCIES AND PROFICIENCIES**

Process	Competencies and Proficiencies	Vendor Comparison
<p><b>Leadership/Professional</b></p>	<ul style="list-style-type: none"> <li>✓ Ability to lead/manage a program/project team to satisfactory achievement of project goals.</li> </ul>	
<p><b>Communications Management</b></p>  <p><b>NOTE:</b> Communicate needs and expectations for the program/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"> <li>✓ Ability to use correct and effective oral and written skills.</li> <li>✓ Ability to plan for the dissemination of information both internally and externally with emphasis on ensuring all working groups, project oriented teams, IPTs, program/project manager staff and several layers of contractor/sub-contractor employees have comprehensive macro view of the program/project.</li> <li>✓ Ability to demonstrate effective briefing skills with Executive Branch, Congress, Industry and Stakeholders.</li> <li>✓ Ability to share and communicate lessons learned.</li> <li>✓ Knowledge of and ability to apply media related policies contained in Agency directives/publications in addressing public affairs.</li> </ul>	
<p><b>Leadership/Professional Skills</b></p>	<ul style="list-style-type: none"> <li>✓ 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"> <li>▪ Partnering - Develops networks and builds alliances; and collaborates across boundaries to build strategic relationships and achieve common goals.</li> <li>▪ Team Building/IPT - Inspires and fosters team commitment, spirit, pride and trust. Facilitates cooperation and motivates team members to accomplish group goals.</li> <li>▪ Conflict Management - Manages and resolves conflicts, grievances, confrontations and/or disagreements in a constructive manner to minimize negative personal impact.</li> <li>▪ Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.</li> <li>▪ Strategic Thinking - 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.</li> <li>▪ Decisiveness - 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.</li> <li>▪ Creativity/Innovation - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; and designs and implements new or cutting edge programs/project processes.</li> <li>▪ External Awareness - Understands and keeps up-to-date on local, national and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.</li> <li>▪ Developing Others - Develops the ability of others to</li> </ul> </li> </ul>	



## FAC-PPM Vendor Worksheet by Process Areas – Mid/Journeyman Level

Process	Competencies and Proficiencies	Vendor Comparison
	<p>perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.</p> <ul style="list-style-type: none"><li>▪ Entrepreneurship - 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.</li><li>▪ Leveraging Diversity - Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.</li><li>▪ Influencing/Negotiating – Persuades others to accept recommendations, cooperate or change their behavior, work with others towards an agreement; and negotiates to find mutually acceptable solutions.</li></ul>	