



**FAI**

Federal Acquisition Institute

# **Vendor Day**

## **FAC-P/PM Updates**

**November 10, 2008**

Preparing Today's Workforce for Tomorrow's Challenges.



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## Agenda

### ✓ **Welcome**

- Vendor Consortium
- Revised Vendor Submission Process
- Training Gaps
- Questions & Answers

Preparing Today's Workforce for Tomorrow's Challenges.



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# Welcome

## [FAI Participants](#)

- Linda Ott
  - Project Director, FAI Human Capital Management
- Andrea Nagy
  - Lead, FAI Certification Management
- Michael Camburn
  - Lead, Logistics and Communications

Preparing Today's Workforce for Tomorrow's Challenges.



## Agenda

- Welcome
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## Vendor Consortium: Available FAC-P/PM Training from Vendors

### Description

- Found on FAI.gov under FAC-P/PM Certification (<http://www.fai.gov/certification/management.asp>)
  - Established in mid August 2008
  - Currently has 32 courses listed by three vendors
- The Vendor Consortium includes a list of vendor course offerings that map to FAC-P/PM training course areas and competencies. It lists vendor's name, course description, method of training (online or classroom), and length of training as well as a point of contact to register. There is also a frequently asked question (FAQ) link and a search function that allows one to search by:
  - Vendor
  - Course title
  - Certification level
  - Coursework area
  - Method of training
  - Competencies (forthcoming)

# Vendor Consortium: Available FAC-P/PM Training from Vendors

## Audience

- This webpage was created to increase the visibility of available training from vendors
  - Specifically, this public site is intended for those seeking training courses to fulfill their required training hours to be FAC-P/PM certified at the qualified level

## Benefits to You

- Serves as a communication channel to agencies and individuals seeking training that your training course has been reviewed by FAI and maps to FAI course areas/competency requirements
- Enables agencies to identify potential opportunities to pool resources to procure training
- Creates a one-stop shop for those who seek FAC-P/PM training to obtain FAC-P/PM certification and vendors who list their training on this site will be considered as a training source by those who visit the site



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## Vendor Consortium: Available FAC-P/PM Training from Vendor Partners

- [PPM Certification Types and Qualifications](#)
- [Search for a FAC-P/PM Training Vendor](#)
- [FAQs for those interested in P/PM Certification](#)
- [Become an FAI FAC-P/PM Vendor](#)

### Vendor Information

Please see below for course descriptions by vendor. Each description includes

- Course title
- Course description
- Method of training (online or classroom)
- Coursework area
- Length of training

[University of Maryland University College](#) | [SkillSoft](#) | [Project Masters, Inc.](#)

**University of Maryland University College**  
**PMAN 634: Foundations of Project Management**  
**FAC-P/PM Mapping: Entry Level Basic Project Management I**  
 Description: An overview of the theory and practice of managing projects in a organization. Focus is on the fundamental building blocks of project management



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## Revised Vendor Submission Process

### Background

- The revised vendor submission process was developed to streamline and simplify the existing vendor submission resources while adding increased clarity and rigor to the review process.
- FAI consolidated and leveraged the content of seven existing documents that vendors are currently required to use to submit their training courses to FAI for review
  - These documents
    - FAC-P/PM Vendor Worksheet Instructions
    - Vendor Worksheet By Courses
    - Vendor Worksheet by Process
  - will no longer be required to be completed for submission but may still be used for reference and background materials for the FAC-P/PM program



### Need for Revision

- To continuously improve the process, instructions and materials have been updated to increase overall clarity
  - The revised submission materials and process are meant to be more clear, simple and efficient



## Revised Vendor Submission Process

### Overview of the Revised Process

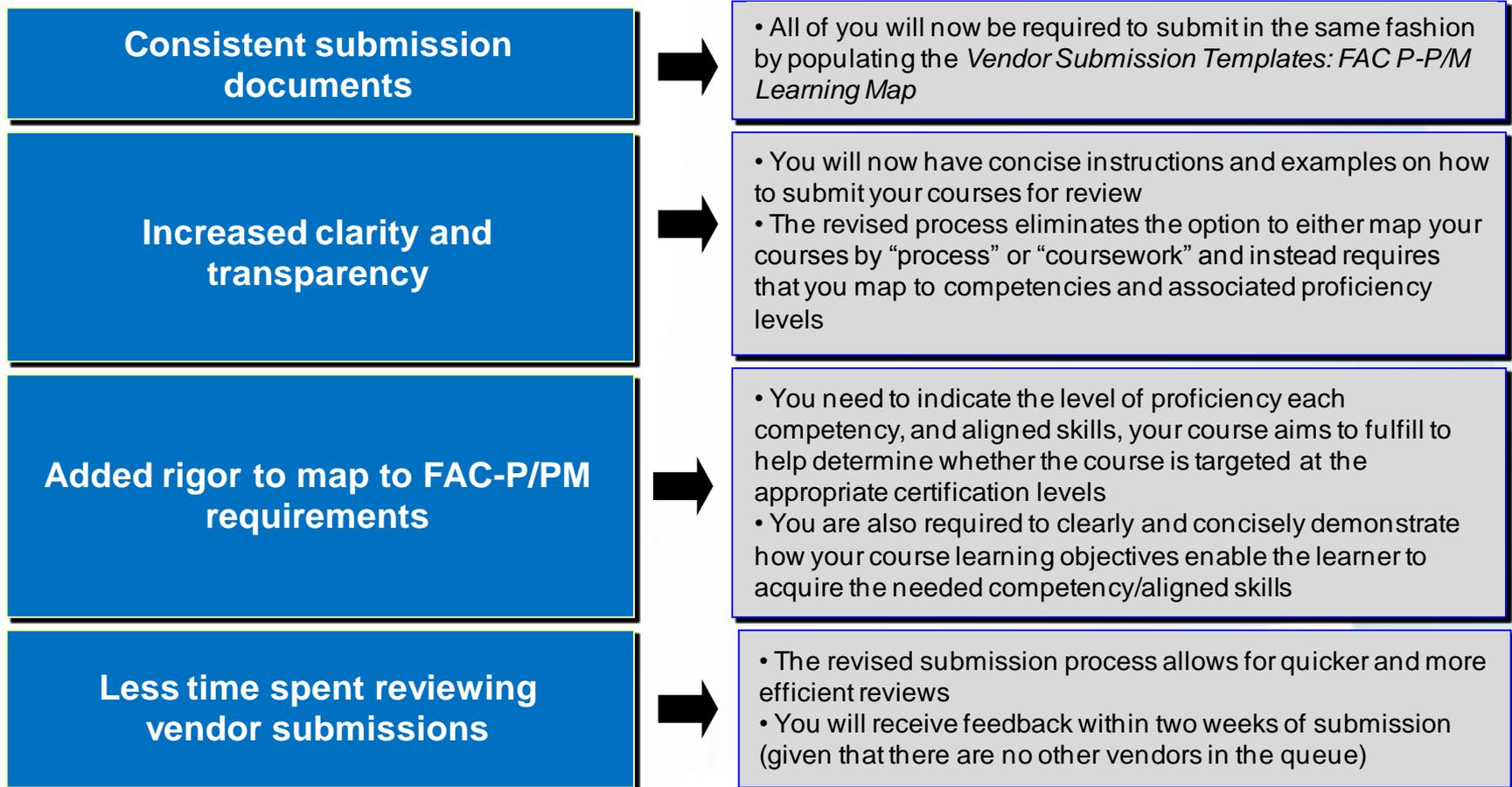
- The revised vendor submission process is competency-based, requiring that you as the vendor map your training objectives to the FAC-P/PM competencies and aligned skills
  - The revised process focuses the vendors to develop a learning map, mapping the course's learning objectives to competencies
    - Competencies are the underpinning of the Human Capital Lifecycle and are also the basis for recruitment, award, performance management, succession planning, etc; making it important that competencies be likewise the basis for developing the Project/Program Managers of the acquisition workforce

The revised submission process is competency-based and replaces the previous submission process which was course work, process and competency based.



## Revised Vendor Submission Process

### Benefits of Revised Process





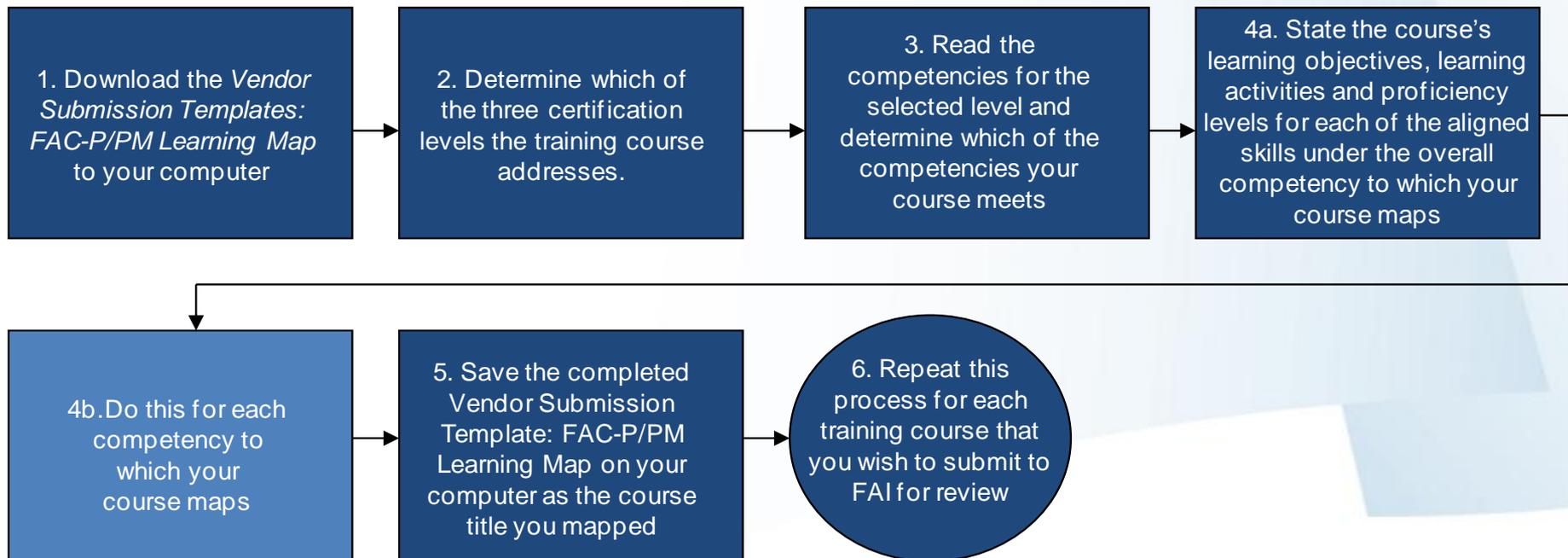


## Revised Vendor Submission Process – Course Mapping

### Course Mapping Step-by-Step

- The course mapping portion of the revised vendor submission process consists of six key steps

#### (A) Vendor Submission Process: Course Mapping





## Revised Vendor Submission Process – Course Mapping

### Course Mapping Step 1

1. Download the *Vendor Submission Templates: FAC-P/PM Learning Map* to your computer

- Download the MS Excel spreadsheet, *Vendor Submission Templates: FAC-P/PM Learning Map* to your computer

### Course Mapping Step 2

2. Determine which of the three certification levels the training course addresses.

- Determine which of the FAC-P/PM levels (entry, mid or senior) your training course addresses
  - A template exists for each FAC-P/PM competency for each certification level (entry, mid, and senior)
  - Vendors must first determine which of the three levels their training course(s) address



## Revised Vendor Submission Process – Course Mapping

### Course Mapping Step 3

3. Read the competencies for the selected level and determine which of the competencies your course meets

- Once the certification level is selected, you should consider which FAC-P/PM competencies your training course addresses
  - There is no set rule as to the number of competencies a course may address
  - The comprehensiveness of focus and subject of a course often dictates this number
  - A competency should be mapped to a course only if it appears to be the explicit aim of the course to develop the competency

### Course Mapping Step 4

4. State the course's learning objectives, learning activities and proficiency levels for each of the aligned skills under the overall competency to which your course maps

- Demonstrate how your training courses meet certain FAC-P/PM competencies and aligned skills by stating the course's learning objectives, supporting learning activities and proficiency levels for the applicable aligned skills and the overarching competency
  - Note that ideally your course should map to the overarching competency defined on the top portion of the template and to the aligned skills under that competency
  - Repeat this step for each competency to which your course maps
  - If you do not have a program or course(s) that match certain competencies and aligned skills, you should leave those templates blank



## Revised Vendor Submission Process – Course Mapping

### Course Mapping Step 5

5. Save the completed Vendor Submission Template: FAC-P/PM Learning Map on your computer as the course title you mapped

- Submit a template for each competency at the identified certification level (entry, mid and senior) that your training course(s) address
- Once you have mapped all your courses to competencies and aligned skills for the appropriate certification levels, save the completed Excel document on your computer
  - Save the document with the name of the course title you just mapped
  - You will have as many Vendor Submission Templates: FAC-P/PM Learning Maps as the number of courses you wish to submit

### Course Mapping Step 6

6. Repeat this process for all the training courses that you wish to submit to FAI for review

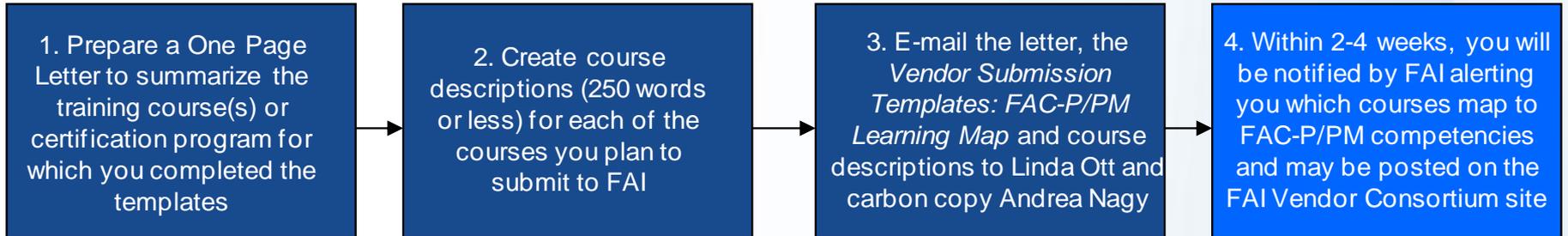
- Repeat this process for all of the training courses that you wish to submit to FAI for review



## Revised Vendor Submission Process – Preparation and Submission of Documents

### Preparation and Submission of Documents Step-by-Step

- The preparation and submission of documents portion of the revised vendor submission process consists of four simple steps





## Revised Vendor Submission Process – Preparation and Submission of Documents

### Document Step 1

1. Prepare a One Page Letter to summarize the training course(s) or certification program for which you completed the templates

- Once you complete the appropriate templates, based upon the certification level the course meets and the competencies and aligned skills the course maps to, you need to prepare a one page letter to FAI
  - The letter should summarize the training course(s) or certification program for which the vendor has completed templates, specifying the course level (entry, mid, senior) the vendor is asking FAI to review for alignment with FAC-P/PM

### Document Step 2

2. Create course descriptions for each of the courses you plan to submit to FAI

- Create course descriptions for each course you have mapped and plan to submit to FAI for review
  - Each course descriptions should not exceed 250 words



## Revised Vendor Submission Process – Preparation and Submission of Documents

### Document Step 3

3. E-mail the letter, the *Vendor Submission Templates: FAC-P/PM Learning Map* and course descriptions to Linda Ott and carbon copy Andrea Nagy

- Then, electronically submit the letter, the completed *Vendor Submission Templates: FAC-P/PM Learning Map* and course descriptions for each course to [otis.langford@fai.gov](mailto:otis.langford@fai.gov) with a carbon copy to [Andrea.Nagy@Bearingpoint.com](mailto:Andrea.Nagy@Bearingpoint.com)

### Document Step 4

4. Within 2-4 weeks, you will be notified by FAI alerting you which courses map to FAC-P/PM competencies and may be posted on the FAI Vendor Consortium site

- FAI reviews and evaluates each course submitted to determine FAC-P/PM competency alignment
  - Those courses that FAI has identified as mapping to FAC-P/PM competencies may be posted (with the vendor’s permission) to the “Vendor Consortium: Available FAC-P/PM Training from Vendors” area of the FAI website
  - FAI will notify and provide feedback to vendors who have submitted their course for review within 2-4 weeks stating which courses map to FAC-P/PM competencies in addition to giving an overview of the high-level gaps



## FAC-PPM Training Gaps

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## Training Gaps

### Vendor Submission Analysis

- To date, five vendors have submitted training courses to FAI to review and analyze to determine whether the training mapped to FAC-P/PM requirements
  - These vendors offer courses that map to FAC-P/PM at all three levels but there are still many competencies that are not addressed by vendor courses
  - Below is a summary of the competency gaps

#### Entry Level

##### Overarching Competencies

1. Contracting
2. Business, Cost Estimating & Financial Management

#### Mid Level

##### Overarching Competencies

1. Requirements/Management Development Process
2. Systems Engineering
3. Test & Evaluation (T&E)
4. Life Cycle Logistics
5. Contracting
6. Leadership/Professional



## Training Gaps

### Vendor Submission Analysis (cont'd)

#### Senior Level

Overarching Competencies
1. Test & Evaluation (T&E)
2. Life Cycle Logistics
3. Contracting
4. Business, Cost Estimating & Financial Management
5. Leadership/Professional

#### Note

- Even though available courses fulfill some competencies, you are encouraged to submit courses for all competencies for which you have already developed courses or for which you would like to create courses



## Training Gaps

### [All Available Training Analysis](#)

- FAC-P/PM training is currently available from three sources (Vendors, Agencies, and DAU)
  - To meet certain competencies, those seeking a FAC-P/PM certification may need to take as many as 500 hours of training to fulfill the competency requirements as one training course that may last 3 hours may only fulfill an aligned skill (there are more than 30 aligned skills at the entry level)
- Below is a listing of critical and important gaps at all three certification levels
  - Critical gaps means that there are no training course that map to the competency (**red font**)
  - Important gaps means that there is only one training course that maps to the competency (**blue font**)

### Entry Level

#### Overarching Competencies

1. System Engineering



# Training Gaps

[All Available Training Analysis \(cont'd\)](#)

## Mid Level

Overarching Competencies
1. Requirements/Management Development Process
2. Systems Engineering
3. Test & Evaluation (T&E)
4. Life Cycle Logistics
5. Contracting
6. Business, Cost Estimating & Financial Management
6. Leadership/Professional

## Senior Level

Overarching Competencies
1. Requirements/Management Development Process
2. Systems Engineering
3. Test & Evaluation (T&E)
4. Life Cycle Logistics
5. Contracting
6. Business, Cost Estimating & Financial Management
6. Leadership/Professional



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## Questions and Answers



For questions about the Federal Acquisition Institute, please contact Linda Ott at [otis.langford@fai.gov](mailto:otis.langford@fai.gov). For questions about the vendor submission process, please contact Andrea Nagy at [andrea.nagy@bearingpoint.com](mailto:andrea.nagy@bearingpoint.com).

For additional information, you may also visit the FAI website at <http://www.fai.gov/index.asp> and for vendor specific information go to the vendor resources page at <http://www.fai.gov/vendor/index.asp>.