

USDA FEDERAL ACQUISITION CERTIFICATION FOR PROGRAM AND PROJECT MANAGER - INFORMATION TECHNOLOGY (FAC-PPM-IT) CORE-PLUS EMPLOYEE SELF-ASSESSMENT

FAC-PPM Certification:	<input type="checkbox"/> Mid <input type="checkbox"/> Senior	Date Certified:
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Applicability: FAC-P/PM core-plus specialization in Information Technology (FAC-P/PM-IT) is for those certified P/PMs primarily responsible for the acquisition of IT investments: **Certification Levels:** Program and Project Managers (P/PMs) managing IT programs that support, or have key integration functions with, major non-IT programs shall be at least mid-level certified; and P/PMs managing major IT investments shall hold senior-level certified.

EXPERIENCE: At least two years of program and project management supporting IT projects and programs within last five years (Ref. OMB Memo: Revisions to FAC-P/PM, dated 12/16/2013, Attachment 4).

IT Program or Project:	\$ Amount:	Start Date:	End Date:
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Experience must explain at a minimum:

- a. Identification of IT system requirements.

- b. The use or knowledge and familiarity of modular development methodologies.

- c. System Integration into an Enterprise Architecture.

- d. IT System testing and Evaluation.

- e. Other experience relating to FAC-P/PM-IT competencies, if needed.

TRAINING COMPETENCY: Complete the Training Competency Worksheet below by listing all courses completed within the past two years of the specialization application submission date from a formal training institution(s) to meet each competency. Acceptable courses are available at <https://www.fai.gov/certification/program-and-project-managers-fac-ppm>.

1. MISSION CAPABILITY AND GAP ASSESSMENT (Training Courses and Institution)	Date Completed
2. TECHNOLOGY AWARENESS* : (Training Courses and Institution)	Date Completed
3. ENTERPRISE ARCHITECTURE* (Training Courses and Institution)	Date Completed
4. REQUIREMENTS GENERATION, ANALYSIS AND MANAGEMENT* (Training Courses and Institution)	Date Completed
5. IT STRATEGY, PLANNING AND STAKEHOLDER ANALYSIS: (Training Courses and Institution)	Date Completed
6. CAPITAL PLANNING AND INVESTMENT ASSESSMENT* (Training Courses and Institution)	Date Completed
7. ANALYSIS OF ATERNATIVES: (Training Courses and Institution)	Date Completed
8. CONTRACTING/PROCUREMENT: (Training Courses and Institution)	Date Completed
9. ACQUISITION PLANNING* (Training Courses and Institution)	Date Completed
10. IT PROGRAM/PROJECT DEVELOPMENT AND MANAGEMENT* (Training Courses and Institution)	Date Completed
11. IT PROGRAM EXECUTION & DELIVERY (Training Courses and Institution)	Date Completed
12. QUALITY ASSURANCE (Training Courses and Institution)	Date Completed
13. RISK MANAGEMENT* (Training Courses and Institution)	Date Completed
14. OPERATIONS AND MAINTENANCE (Training Courses and Institution)	Date Completed
15. SYSTEM RE-ENGINEERING AND RE-EVALUATION (Training Courses and Institution)	Date Completed
16. PROGRAM/PROJECT CLOSEOUT (Training Courses and Institution)	Date Completed

SUPERVISOR'S APPROVAL

PPM-IT Competencies/Outcome Proficiency [All must be completed]:

[] **1. MISSION CAPABILITY AND GAP ASSESSMENT:** Evaluate information systems capability gaps that need to be filled so that the agency can meet its organizational mission, vision and objectives.

[] **2. TECHNOLOGY AWARENESS*:** Maintain insight into IT emerging technologies, cyber threats and applications to address current and future agency mission, vision, and objectives.

[] **3. ENTERPRISE ARCHITECTURE*:** Develop a firm understanding of the organizing logic for the business processes and IT infrastructure, reflecting the integration and standardization requirements of the agency's operating model. This thorough understanding of the enterprise architecture will provide an understanding of how the long-term view of an agency's processes, systems, and technologies are integrated to support the business strategy so that individual IT projects can build capabilities, not just fulfill immediate needs.

[] **4. REQUIREMENTS GENERATION, ANALYSIS AND MANAGEMENT*:** Demonstrate application of requirements management process and activities to an IT project throughout its life-cycle.

[] **5. IT STRATEGY, PLANNING AND STAKEHOLDER ANALYSIS:** Plan and utilize IT technology, security methodology, tools, and applications to accomplish the agency mission, vision, and objectives.

[] **6. CAPITAL PLANNING AND INVESTMENT ASSESSMENT*:** Identify & evaluate the processes and activities necessary to ensure agency's investments in IT are well thought out, cost- effective, and support the missions and business goals of the agency.

[] **7. ANALYSIS OF ALTERNATIVES:** Demonstrate the understanding of information systems and the value of alternative analysis and how it can be used to reduce risk and increase performance while meeting current and future organizational mission, vision, and objectives.

[] **8. CONTRACTING/PROCUREMENT:** Plan for the intended IT program or project and document the plan in IT-specific statements of work, concept of operations, cost, schedule, scope, and supporting documents.

[] **9. ACQUISITION PLANNING*:** Develop a procurement/acquisition strategy for the use of external resources, materials, and supplies while ensuring thorough understanding of agile/flexible development acquisition strategy to meet current and future agency mission, vision, and objectives.

[] **10. IT PROGRAM/PROJECT DEVELOPMENT AND MANAGEMENT*:** Conduct proper IT market analysis, market availability of IT COTS solution vs custom IT solution, solutions blending, technology evaluation, product availability as related to market research activities and convey that information to procurement official.

[] **11. IT PROGRAM EXECUTION & DELIVERY:** Examine the different methodologies needed to produce and deliver fit-for-use deliverables; create a backlog using agile/flexible techniques; develop a performance data collection and tracking system for an IT projects; prepare for the activities and tasks needed to completely close out an IT project; and develop an effective team charter.

[] **12. QUALITY ASSURANCE:** Define and implement IT quality assurance practices and procedures. Evaluate the products and services developed from the IT program and projects to ensure they meet mission requirements and mandated regulatory constraints.

[] **13. RISK MANAGEMENT*:** Understand the process of identifying vulnerabilities and threats to the information resources used by the agency in achieving business objectives, and deciding what countermeasures, if any, to take in reducing risk to an acceptable level, based on the value of the information resource to the agency.

14. OPERATIONS AND MAINTENANCE: Apply the necessary steps to transition from development, testing, and handoff to operations and apply continuous improvement strategies to the delivered IT program or project.

15. SYSTEM RE-ENGINEERING AND RE-EVALUATION: Identify and evaluate the operational effectiveness of a given IT project or program, including system upgrade, system sustainment, and schedule for replacement from a cost and technology perspective.

16. PROGRAM/PROJECT CLOSEOUT: Assess and understand the difference (i.e. software vs hardware handoff) in the process and steps involved in closing an IT Program/Project to ensure all deliverables are met and contract options are exercised as required.

**Competencies derived from the IT Program Manager Career Path Guide.*

I concur do not concur that _____ is proficient in managing IT programs or projects that focused on the competencies and performance outcomes for the FAC-P/PM plus mastery of the additional IT core-plus specialty requirements.

Supervisor's Signature

Print Name

Supervisor Title, Organization/Office

Date