

# PROJECT MANAGEMENT RESPONSIBILITIES

DATED: 11/24/2008

## SUBJECT: PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM

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1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO).

The Project Management Career Development Program (PMCDP) is an important element of the overall set of management actions to help ensure that projects are executed successfully; however, new management systems will not be required to implement the requirements. In general, PMCDP requirements can be met by Line Management, i.e. the Assistant Manager level in organizations with responsibility for capital acquisition projects as defined by DOE M 413.3-1, with key support from the Human Resources Division. Sufficient flexibility will be maintained to accommodate differing approaches that may be adopted by DOE Headquarters (HQ) program organizations for implementing PMCDP.

2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.

3. RESPONSIBILITIES. Key responsibilities specific to PMCDP are given below:

- a. Assistant Managers for Line Organizations.

1. Assign individuals to duty as Federal Project Director (FPD) or duties that support FPDs.
2. Identify FPD aspirants.
3. Assure PMCDP assignments are made in accordance with Merit Systems principles.
4. Assure that position descriptions appropriately include project management responsibilities.
5. Properly note PMCDP participation on position descriptions, identify required knowledge and skills, and amend performance appraisal plans to reflect expectations as appropriate for assignments.
6. Recommend FPDs to DOE HQ program organizations as specific projects enter the critical decision process described in DOE M 413.3-1.
7. Ensure that training and development take place, or equivalency information is provided, as necessary, to support certification process.
8. Recommend candidates for certification to DOE HQ program organizations following its own verification that criteria have been met.

- b. Human Capital Assessment Group.

1. Maintain and distribute to ORO staff training information relating to project management skills.
2. Review FPD Individual Development Plans and coordinate local PMCDP training where cost effective.

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c. Federal Human Resources Branch.

1. Concur in PMCDP assignments warranting incentive pay to assure consistency in application throughout ORO.
2. Monitor implementing guidance received from DOE HQ program offices regarding PMCDP.
3. Assure proper Corporate Human Resources Information System (CHRIS) coding of PMCDP participants to facilitate tracking of training requirements.