

U.S. Department of Energy

Oak Ridge Office

ORO O 360 Chapter III Change 1

DATE: 01/12/2007

SUBJECT: PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM

1. PURPOSE. This Chapter correlates with DOE O 361.1A, ACQUISITION CAREER DEVELOPMENT PROGRAM, Chapter IV, *Project Management Career Development Program Module*, dated April 19, 2004, which outlines requirements for Federal Project Directors responsible for execution of capital acquisition projects as defined in DOE M 413.3-1 PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS, dated March 28, 2003. It's purpose is to set forth responsibilities of Oak Ridge Office (ORO) organizations for implementing these requirements. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.

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. CANCELLATION. This Chapter cancels and replaces ORO O 360, Chapter III, PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM, dated August 23, 2004.
3. APPLICABILITY. The provisions of this Chapter apply to ORO organizations involved in project management as defined by DOE M 413.3-1.
4. 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.
- 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.
5. REQUIREMENTS AND PROCEDURES. There are no new requirements imposed by PMCDP that require new ORO procedures; however, ORO organizations may choose to develop and implement procedures that are specific to their organization.
 6. REFERENCES. None.
 7. DEFINITIONS. None.
 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
 9. ATTACHMENTS. None.