



# **FAC-P/PM Certification & IT Project Management Training Program Information**

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By Carmen Cheng (NIH/OCIO)

[carmen.cheng@nih.gov](mailto:carmen.cheng@nih.gov)

# Agenda

- **What is FAC-P/PM**
- **Who must be certified**
- **Certification Requirements**
- **Steps for getting certification**
- **Frequently Asked Questions**
- **HHS OCIO Sponsored IT PM Training Program**
- **Next Steps**
- **Useful Information**

# What is FAC-P/PM?

- **Federal Acquisition Certification for Program and Project Managers** – to establish strong partnership between P/PMs and acquisition professionals to meet Government needs through acquisitions effectively and efficiently
- **The program memo was first issue by OFPP in Oct 2007, revised in Dec 2013**
  - “ Well-trained and experienced program and project managers are critical to the acquisition process and the successful accomplishment of mission goals.”
  - “... requires a common understanding.... “
- **Three (3) levels Level I, II, III (Entry, Mid, Senior)**
- **Types of Certification –**
  - Basic Certification (Initial certification) – IT, Construction
  - Core-Plus Specialization ( Currently only for Level II and Level III, IT )

# Who must be FAC-P/PM Certified

- **HHS Handbook** – “All Program and Project Managers appointed by the HHS Operating and Staff Division Heads or designee”
- **Level III (Senior)** – Program Managers for Major Investments\* must achieve Level III within one year from the assignment date
- **Level II (Mid)** – Project Managers, IPT Leads that support/integrate with Major Investments and other large projects
- **Level I (Entry)** – All other Project Managers and project team leads

\* Major Investment – Designated by HHS, has a Major IT Investment Business Case in the HHS Portfolio Management Tool (PMT); usually > \$10 Millions annually

# FAC-P/PM Certification Requirements

## 1. Experience – Minimum number of years of IT P/PM

- ✓ Level III (Senior Level)
  - 4+ years of **Federal Program/Project** Management (P/PM) experience within the last 10 years
  - Achievement of Level I and Level II competencies
- ✓ Level II (Mid Level)
  - 2+ years of P/PM experience within the last 5 years
  - Achievement of Level I competencies
- ✓ Level I (Entry Level)
  - 1+ year of PM experience within the last 5 years

## 2. Training – 80-120 hours of Training in P/PM, Acquisition, Cost/EVM, Leadership, Appropriations Law

- Must be FBI verified curriculums

## 3. Competencies – (competency model) performance outcomes

## 4. Recertification – 80 Continuous Learning Points (CLPs) every 2 years

*Quick Reference – [HHS Requirements Summary](#)*

# Steps for getting certification

## 1. Select the level to apply for based upon:

- Program/Project Needs; career development
- Required # of years of IT P/PM experience
- Achievement of Competencies? (See Competency Model)

## 2. Determine required training

## 3. Obtain required training

## 4. Prepare the application material

## 5. Apply for certification through FAITAS

# Step 1 - Select the level

- **Determine the Program/Project Needs & Career Development**
  - Level III - Major Investment P/PM must be Level III (Senior) certified (Investments designated HHS, usually >\$10 Millions annually)
  - Level II – PMs who manage/lead IPTs that support a major investment
  
- **Determine required # of years of IT P/PM experience**
  - Level III – 4 in past 10 years in Federal program/project management
  - Level II – 2 in past 5 years in project management
  - Level I – 1 in past 5 years in project management
  
- **Determine if experience meets the core competencies?** (See [Core Competency Model](#))
  
- **Get support from your manager**

# Step 2 - Determine required training

- **FAI Approved, level-appropriate training in**
  1. Program/Project Management
  2. Contracting
  3. Business, Cost, Financial Management
  4. Leadership & Interpersonal Skills
  5. HHS Appropriations Law
  
- **Level I Curriculum Example :**
  1. **FPM 116:** Entry Level FAC P/PM - Managing Fed Gov Projects (3 days)
  2. **FPM 117:** Entry Level FAC P/PM - Acquisition for Fed Gov Project Managers (2 days)
  3. **FPM 118:** Entry Level FAC P/PM - Scheduling and Cost Control for Fed Gov (2 days)
  4. **FPM 119:** Entry Level FAC P/PM - Leading Fed Gov Projects I (3 days)
  5. **HHS Appropriations Law** (Thru LMS at no cost or [NIH Training](#) for a fee)
  
- **Training must have been completed within 2 years prior to the date of application (exception – Appropriations Law, always valid and never expires)**

## Step 2 - Determine required training

*(continued)*

- Are you a PMP?
- Are you a PMP and COR II/COR III?
  - MCPM or COR without PMP does not fulfill training requirement
- Any past training that might fulfill part(s) of the requirements?

**If 'YES' to any of the above**

Check the Reciprocity tables (next page)

Contact NIH Acquisition Career Manager (ACM)

Request for a Fulfillment/Equivalency (F/E)

# PMP Certification Reciprocities

FAC-PPM LEVEL	Course 1	Course 2	Course 3	Course 4
ENTRY	<i>Required</i>	<i>Required</i>	<i>PMP Credit</i>	<i>Required</i>
MID	<i>Required</i>	<i>Required</i>	<i>PMP Credit</i>	<i>F/E Eligible*</i>
SENIOR	<i>Required</i>	<i>Required</i>	<i>Required</i>	<i>F/E Eligible*</i>

Course 1 (FPM 201/216/241/316) – Acquisition/Project/Program Management Principles (Competencies 1,2,3,4)

Course 2 (FPM 202/217/242/317) – Contracting/Procurement (Competency 5)

Course 3 (FPM 203/218/243/318) – Business/Finance/Budget/Earned Value (Competency 6)

Course 4 (FPM 204/219/319) – Leadership (Competency 7)

*\*Indicates that employee may submit a FAITAS Fulfillment/Equivalency (F/E ) request for review. This is only applicable for individuals who have a current PMP certification. Submission is subject to approval. Please contact your Bureau Certification Manager for details.*

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# PMP Certification **AND** FAC-COR II or III Reciprocities

FAC-PPM LEVEL	Course 1	Course 2	Course 3	Course 4
ENTRY	<b>Required</b>	<b>FAC-COR Credit</b>	<b>PMP Credit</b>	<b>F/E Eligible*</b>
MID	<b>Required</b>	<b>FAC-COR Credit</b>	<b>PMP Credit</b>	<b>F/E Eligible*</b>
SENIOR	<b>Required</b>	<b>FAC-COR Credit</b>	<b>Required</b>	<b>F/E Eligible*</b>

Course 1 (FPM 201/216/241/316) – Acquisition/Project/Program Management Principles (Competencies 1,2,3,4)

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*\*Indicates that employee may submit a FAITAS Fulfillment/Equivalency (F/E )request for review. This is only applicable for individuals who have a current PMP and FAC-COR II/III certification. Submission is subject to approval. Please contact your Bureau Certification Manager for details.*

# Step 3. Obtain Required Training

- Take training classes and/or get Fulfillment/Equivalency (F/E)
- Must be within 2 years from the date of application, with the exception of “Appropriations Law”
- Sources for FAI-approved training:
  - FAI.gov (no cost)
  - NIH Training Center (fee)
  - 3<sup>rd</sup> Party Training Providers (Training provider: ESI, Management Concepts, etc.) (fee)
  - HHS OGAPA sponsored (announcement via PROJECTOFFICER listserv) (no cost) (Training provider: VA Acquisition Academy)
  - HHS OCIO Sponsored (announcement by NIH OCIO to the IC identified candidates)
  - Other agencies/OpDivs
  - Check other sources listed on the OALM webpage [Where to get FAC-PPM training](#)

# Step 4. Prepare the Application Materials

- **Functional Resume and Competency Narratives**
- **FAC-P/PM Core Competency Model**
  - **7 Competencies, 57 to 67 performance outcomes**

Performance Outcome -task descriptions supported by knowledge, skills and abilities that are demonstrated in the P/PM functional area
- **Competency Narratives template – download templates from Program/Project Community**
- Write for each competency performance outcome to demonstrate that you have both the knowledge and the experience. Use examples, cite program/project size, duration, your role(s), achievements, etc. (1 -3 paragraphs for each performance outcome)

# Example – Level III Application

- **3.3.1 Facilitate development of a comprehensive test and evaluation strategy, designed to reduce program risks as the program progresses through the acquisition life-cycle.**

I facilitated the development and implementation of a comprehensive test and evaluation strategy that reduced risks as the HHS enterprise learning management system (LMS) program progressed through development and implementation of the new system into the operations and maintenance phase of the acquisition lifecycle. I also facilitated development of test and evaluation strategies for NIH's HR systems and NIH's portion of HHS' HR modernization effort. I facilitated the development of a testing and evaluation strategy for the enterprise LMS that included validating the requirements to ensure they were an accurate reflection of stakeholder needs, and then verifying the requirements had been met through review of vendor technical unit testing and integration testing reports, system testing with the core project team, and end user acceptance testing by a large stakeholder group before approval was given to go-live. Thorough testing, and remediation testing, resulted in the successful completion of a \$3 million implementation project in three months. The system went live in June 2007 on target with cost and schedule. When the system moved into operations & maintenance, I facilitated development and implementation of operational metrics to allow the program team to evaluate system performance for early indicators of risks. I also ensured the program team had access to a testing environment to troubleshoot problems and evaluate functional strategies without affecting Production.

At NIH, I facilitated development and implementation of comprehensive test and evaluation strategies for HR systems projects following the industry standard V model. Ensuring early on that requirements were written in a way that would directly support later levels of testing, and validating the thoroughness of requirements, helped reduce program risks later in the system acquisition lifecycle. For systems in operations and maintenance phase, I facilitated development and implementation of operational metrics to allow program teams to evaluate system performance for early indicators of risks. My teams also had strategies in place for using test environments to reduce program risks. These HR systems served all of NIH, and ITAS and LMS were in use at the HHS enterprise level. The combined annual budget for HR systems managed by my branch was approximately \$5 million. While leading NIH's involvement in HHS' HR Modernization effort, I did not think the enterprise project team's approach to testing was reducing risk as much as it could. Focusing on Title 42 development, a mission critical functional area unique to NIH, I facilitated development of a comprehensive testing and evaluation strategy for this area. The plan started with refining the requirements and validating that they were an accurate reflection of stakeholder needs. I continued to lead NIH's project team to develop test scenarios and cases for use with later testing efforts. (We were not able to fully develop test scripts because prototype systems were not yet available for use.) Early results from integration and system testing put a halt on this initiative, which is still underway at the HHS level.

# Example

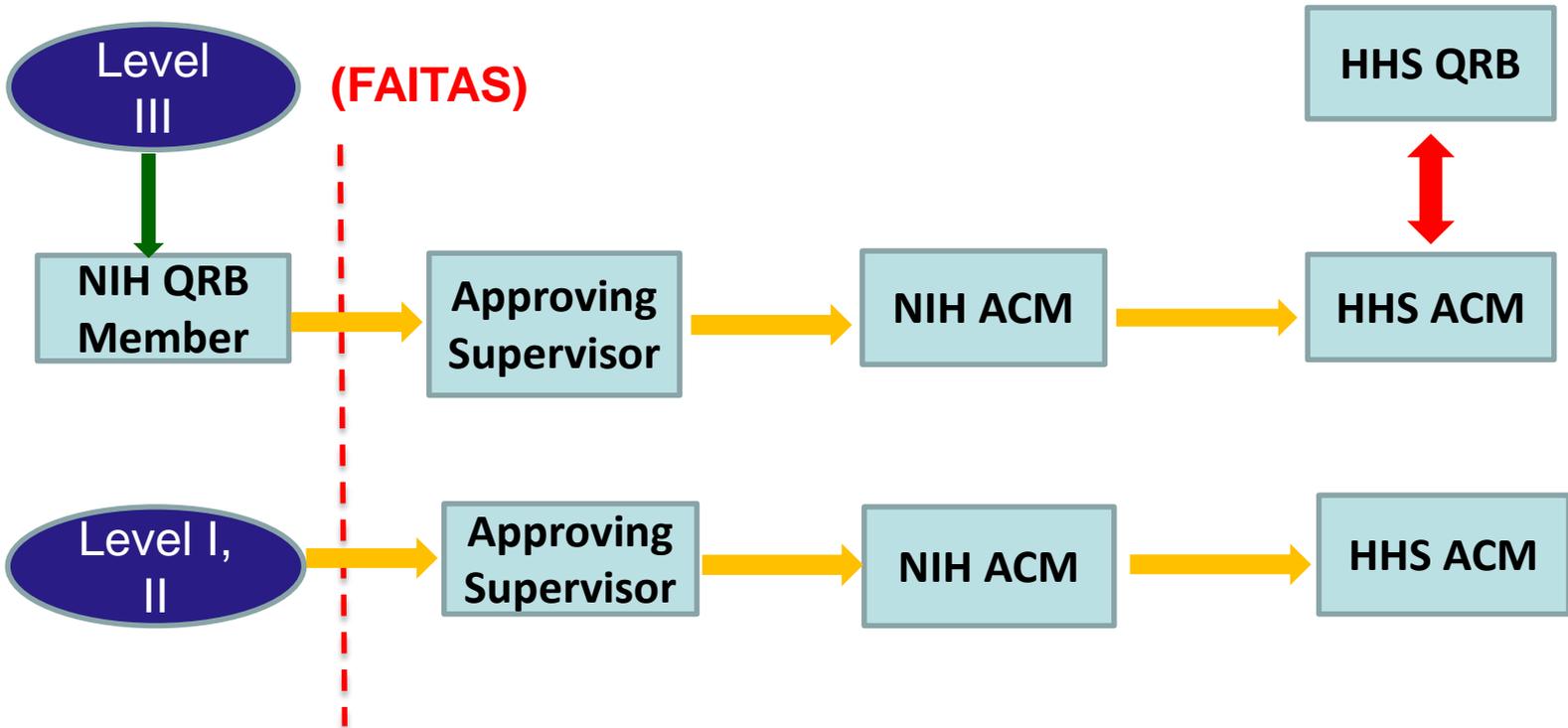
(continued)

- **3.3.5 Manage the programmatic and system impact; and risk to program restructuring, as a result of analysis and evaluation of developmental and operational test reports.**

As Core Systems Branch Chief at NIH, I managed the programmatic and system impact of analysis and evaluation of developmental and operational test reports. Sometimes this analysis and evaluation led to program modifications or restructuring, with additional risks that I managed. For example, developmental test results from maxiflex functionality in ITAS warranted my restructuring of the program to extend the pilot phase of the roll-out. This allowed more time for development that would make the functionality easier for our end-users and timekeepers. I managed the restructuring of the program and mitigated risks by communicating the benefit of the change to stakeholders. I also worked with the program office to develop additional informational materials to help institutes and centers adapt the functionality to their own policies and procedures before rolling it out.

Operational test reports of the LMS warranted my restructuring of this program when I was at NIH. Operational tests were done on the report server after months of complaints and tickets to HHS regarding the length of time it took to run reports, system time-outs, etc. The test reports indicated that reporting server capacity was not adequate to handle increased use of the LMS across the department. Because HHS had no funding or plans to increase server capacity at the time, I mitigated the risk at NIH by incorporating LMS data into NIH's data repository (nVision). This made reporting easier for NIH stakeholders, led to increased ad hoc reporting capability, and made it possible to combine LMS data in workforce analysis reports along with other data sets.

# Step 5. Apply through FAITAS



FAITAS – Federal Acquisition Institute Application System

QRB – Qualification Review Board

ACM – Acquisition Career Manager

Approving Supervisor – must have an account

# Frequently Asked Questions

**Q: Is it necessary take a lower level course and/or achieve lower level certification(s) first?**

**A:** No. Each level can be achieved independently. However, one must possess experience/competencies of lower levels.

**Q: What training can I take in order to achieve 80-hrs Continuous Learning Points(CLPs) to maintain certification?**

**A:** Three types of classes 1)Classes for higher level certification, 2) Classes for maintaining core competencies, or 3)Agency specific training (including mandatory training). Note: HHS IT P/PM must take 20 CLPs related to IT.

**Q: What if my certification is lapsed?**

**A:** Completed required CLPs, and then submit a re-certification request. Your new expiration date will be 2-yrs from the original certification date.

**Q: What if I need help with the application process on FAITAS?**

**A:** Contact NIH ACM by emailing questions to [FAC-PPM@mail.nih.gov](mailto:FAC-PPM@mail.nih.gov)

**Q: Are there tests for these classes?**

**A:** Yes, all have classroom tests except for the FAC-P/PM Level III classes

# HHS OCIO Sponsored IT PM Training

- HHS OCIO awarded a 5-year contract to Management Concepts in late 2015
- HHS provides OPDIVs with limited free training for FY2016 (future funding unknown)
- HHS encourages OPDIVs to use BPA to purchase training for additional training needs
- NIH OCIO manages the training conducted at NIH, using CIT training rooms
  - Offers general IT PM topics and FAC-P/PM required courses
  - Staff only; ICs candidates have priorities
  - Registration is managed through the Management Concepts portal

# Upcoming Course - FY2016

Course Title	Date 1	Date 2	Date 3
FPM 433: Enterprise Performance Life Cycle Overview (1 d)	02/10	05/18	
FPM 434: IT PM I : Initiating and Planning Successful Projects (3-day)		06/01-06/03	
FPM 116: Requirements Systems Management: Entry Level (3-day)	02/17-02/19	06/06-06/08	08/03-08/05
FPM 117: Contracting: Entry Level (2-day)	04/04-04/05	06/20-06/21	08/09-08/10
FPM 118: Business Cost and Financial Management: Entry Level (2-day)	04/18-04/19	07/11-07/12	09/08-09/09
FPM 119: Leading Acquisition Projects: Entry Level (3-day)	05/11-05/13	07/27-07/29	09/21-09/23
FPM 216: Requirements and Systems Management: Mid Level (3-day)	02/24-02/26	06/15-06/17	(n/a)
FPM 217: Contracting: Mid Level (2-day)	03/17-03/18	06/29-06/30	(n/a)
FPM 218: Business, Cost, and Financial Management: Mid Level (2-day)	04/14-04/15	07/07-07/08	(n/a)
FPM 219: Leading Acquisition Projects: Mid Level (3-day)	05/02-05/03	07/21-07/22	(n/a)
FPM 316: Systems Management: Senior Level (2-day)	03/03-03/04	(n/a)	(n/a)
FPM 317: Contract Management: Senior Level (2-day)	04/07-04/08	(n/a)	(n/a)
FPM 318: Business, Cost, and Financial Management: Senior Level (2-day)	04/28-04/29	(n/a)	(n/a)
FPM 319: Leadership and Strategic Management: Senior Level (2-day)	05/16-05/17	(n/a)	(n/a)

# Next Steps

- **Getting certified?** Talk to your manager about getting certified at which level, get her/his support, and get on the candidate list
- **Create a portal account** - In order to browse and register for a class, one must have a training portal account (run by the training provider Management Concepts). Please create an account on the [HHS P/PM training portal](#) (Enter IC abbreviation in the Business Office box)
- **Browse and register** - Once your account is created, please [log in](#). To browse course offering, hover over “Learn” from the dropdown menu and select one of the options.

# Useful Information

- **FAI FAC-P/PM Certification info:** <https://www.fai.gov/drupal/certification/program-and-project-managers-fac-ppm>
- **HHS FAC-P/PM main page:** <http://intranet.hhs.gov/abouthhs/contracts-grants-support/workforce-plan-cert/Fed-acquisition-program-project-managers-certification.html>
- **HHS FAC-P/PM Requirements:**  
<http://intranet.hhs.gov/abouthhs/contracts-grants-support/workforce-plan-cert/hhs-fac-ppm-requirements.html>
- **HHS FAC-P/PM Handbook :** <http://intranet.hhs.gov/abouthhs/contracts-grants-support/workforce-plan-cert/fac-ppm-handbook.html>
- **FAC-P/PM Core Competency Model :**  
<https://www.fai.gov/drupal/sites/default/files/PPM%20Comp%20Model%20Final%20v21%2026Sep13.pdf>
- **Application templates:** <https://oalm.od.nih.gov/program-community>
- **Getting Training :** <https://oalm.od.nih.gov/WhereGetTraining>
- **FAI & FAITAS:** <https://www.fai.gov/drupal/>
- **Distribution Lists (Listserv)**
  - PMC-L - Project Management Community (managed by NIH/OCIO)
  - PROJECTOFFICER – Acquisition Project Officers (managed by NIH/Acquisition)
- **Questions on application process or FAITAS, email [FAC-PPM@mail.nih.gov](mailto:FAC-PPM@mail.nih.gov)**