HR31 Project Management Training

Revised September 1997

Non-Project Managers Qualification Standard (May 1995)

Instrumentation and Control

Required Competencies:	Level Required:	F = Familiarity W=Working E=Expert D=Demonstrated Ability	Project Management Overview (Includes PMC11 Train-Trainer	Best Practices in DOE Project Management	Project Planning	Cost & Schedule Estimation & Analysis	Project Execution	Life Cycle Cost Estimating	Systems Engineering	Project Risk Analysis and Management	Budgeting & Accountiing for DOE Program/Project Managers	Program Management Overview	Program Planning	Program Execution, Control, & Evaluation	Effective Managerial Decision Making	Contracting Officer's Representative	Acquisition Management for Technical Personnel	Performance Based Management Contracting	Life Cycle Asset Management
			PMC10	PMMS5	PMMS1	PMMS2	PMMS3	PMCE01	PMCE02	PMCE03	PMMS11	PGM01	PGM02	PGM05	PGM06	PRS17	PRS25	PSIN28	PSIN29
2.2 Familiarity level knowledge of DOE Standard DOE-STD-1073-93, Guide for Operational Configuration Management Program																			
2.2a. Describe the purpose and objectives of the Operational Configuration Management Program			F	F	F		F												
2.2b. Discuss what constitutes acceptable contractor performance consistent with the requirements of DOE-STD-1073-93, Guide for Operational Configuration Management Program, for the following elements of the contractor's Configuration Management Plan:																			
2.2c. Discuss the following elements of the Configuration Management Program: design requirements, document control, change control, assessments, design reconstitution adjunct, materials condition			F	F	F	F	F		F										
2.2d. Discuss the purpose, concepts, and general process for applying the graded approach to operational configuration management			F	F	F	F	F		F	F									
2.3 Familiarity level knowledge of DOE Order 4700.1, Project Management System																			
2.3a. Discuss the purpose, scope, and application of DOE Order 4700.1, Project Management System. Include in this discussion the key terms, essential elements, and personnel responsibilities and authorities			F	F	W	W	W				F	F		F		F	F	F	F
2.3b. Given the results from an analysis of contractor noncompliance, determine the potential implications and describe how to communicate these results to contractor and Department management			F	F			F									F	F	F	

2.3c. Discuss the project management terminology for which definitions are provided in DOE Order 4700.1, Project Management System			F	F	W	W	W				F	F		F	F	F	F	F	F
2.3d. Discuss in detail the roles played by various management levels within the Department as they relate to the project management system			F	F	F	F	F	F	F	F	F	F		F		F	F	F	F
2.3e. Discuss the purpose of “key decisions” in the Major System Acquisition (MSA) process. Include in this discussion the responsible authorities for key decisions			F	F	W	W	W	F	F	F	F				F				F
2.3f. Describe the process by which projects are designated Major System Acquisitions (MSA) or Major Projects			F	F	F														F
2.3g. Given a design package for an instrumentation and control system, prepare a project plan using the guidance provided in DOE Order 4700.1, Project Management System																			
2.3h. Discuss the requirements that must be met to make a change to a project plan			F	F	F	F	F	F	F	F	F							F	F
4.1 Working level knowledge of the DOE project management system, including how contractor resources are applied to meet instrumentation and control system commitments to quality, safety, cost, and schedule																			
4.1a. Explain the purpose of project management and describe the life cycle of a typical project			F	F	F	F	F	F	F	F	F	F	F	F	F		F	F	F
4.1b. Describe the primary roles and responsibilities of instrumentation and control personnel as outlined in DOE Order 4700.1, Project Management System																			
4.1c. Describe typical documents and data sources used in project management			F	F	F	F	F	F	F	F	F	W	W	W	W	F	F	F	F
4.1d. Identify, explain, and discuss the relationship of the major elements of a project			F	F	F	F	F	F	F	F	F								F
4.1e. Explain the purpose and use of a Project Management Plan (PMP)			F	F	F	F	F											F	F
4.1f. Discuss the role of quality assurance in relation to project management			F	F	F		F		F			F		F					
4.1g. Explain the use of safety plans in the management of projects			F	F	F		F					F	F						
4.1h. Discuss the relationship between work breakdown structure (WBS) and cost and schedule			F	F	F	F	F	F	F	F	F	F				F	F	F	F
4.1i. Describe the purpose and use of work packages and/or planning packages			F	F	W	F	W									F		F	
4.1j. Describe the purpose and use of schedules and discuss the use of milestones and activities			F	F	F	F	F		F			F	W	F	F				
4.1k. Describe the critical path method of scheduling			F	F		W	F					F	F	F	F				
4.1l. Explain the concept of a project management baseline and describe the four baselines used in project management			F	F	W	W	W	F	F	F	F					F	F	F	F
4.2 Ability to perform project management duties necessary to provide instrumentation and control technical support to a project																			
4.2a. Given appropriate data, prepare a Project Management Plan (PMP)																			
4.2b. Given appropriate data, develop a work breakdown structure (WBS)			F	F	F														
4.2c. Given appropriate data, develop a project’s critical path schedule			F	F		F													