USDA FEDERAL ACQUISITION CERTIFICATION FOR PROGRAM AND PROJECT MANAGER EMPLOYEE SELF-ASSESSMENT

Attachment 3
Senior-Level

Only complete Experience for the Level requested. Add additional lines/pages as needed.

USDA Program/Project Manager Experience (Senior-Level)

Name: _____

P/PM Total Years _____	FAC-P/PM Level ____ Date Last Certified: _____	FAC-COR Level ____ Date Last Certified: _____

1. Explain at least 4 years of program or project management experience (*moderate to high risk programs or projects that required significant acquisition investment and agency collaboration*), which shall include a minimum of 1 year of experience (as a Federal employee or Contractor/member of industry), on federal programs and project, within the last 10 years):

- Program/Project: _____, *Amount $*_____ *Dates From* _____ *to* _____
  Position Title _____*GS-Series:* _____
  This Program/Project mission/scope is_____
  that involved project management experience of:

- Program/Project: _____, *Amount $*_____ *Dates From* _____ *to* _____
  Position Title _____*GS-Series:* _____
  This Program/Project mission/scope is_____
  that involved project management experience of:

- Program/Project: _____, *Amount $*_____ *Dates From* _____ *to* _____
  Position Title _____*GS-Series:* _____
  This Program/Project mission/scope is_____
  that involved project management experience of:

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- Program/Project: _____, *Amount $_____ Dates From _____ to _____*
  Position Title _____GS-Series: _____
  This Program/Project mission/scope is_____
  that involved project management experience of:

- Program/Project: _____, *Amount $_____ Dates From _____ to _____*
  Position Title _____GS-Series: _____
  This Program/Project mission/scope is_____
  that involved project management experience of:

- Program/Project: _____, *Amount $_____ Dates From _____ to _____*
  Position Title _____GS-Series: _____
  This Program/Project mission/scope is_____
  that involved project management experience of:

- Program/Project: _____, *Amount $_____ Dates From _____ to _____*
  Position Title _____GS-Series: _____
  This Program/Project mission/scope is_____
  that involved project management experience of:

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2. For the Programs or Projects within the last 10 years above, address each item below to explain experience (*e.g., day-to-day functions, how you performed the work, details of your involvement, who participated/topics addressed by IPTs, what was involved to complete the action*) relating to:

<mark>[*Provide details of experience for each item, do not simply list tasks and add pages as needed to fully explain experience*]</mark>

a) Being a contributing member of an acquisition IPT, and also Leading IPTs

b) Synthesizing and evaluating the efforts and products of functional working groups and IPTs

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c) Constructing a work breakdown structure.

d) Preparing project analysis and tailoring acquisition documents to ensure that quality, effective, efficient systems or products are delivered.

e) Analyzing and/or developing requirements

f) Monitoring performance and assisting with quality assurance.

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g) Analyzing and/or developing budgets; developing/managing a project budget; and developing/managing a program budget.

h) Performing market research and analysis.

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i) Developing documents for risk and opportunity management.

j) Developing and applying technical processes and technical management processes.

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k)   Performing or participating in source selection.

l)   Planning and preparing acquisition strategies.

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m) Applying performance-based business processes.

n) Preparing and presenting a business case; and building and presenting a successful business case.

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o) Contributing to program strategic planning.

p) Managing and evaluating acquisition investment performance.

q) Reporting program results, strategic planning, and high-level communication with internal and external stakeholders.

PPM Senior-Level Experience Cross-Referenced to Performance Outcomes

Performance outcomes are task descriptions which are supported by the knowledge, skills and abilities that should be demonstrated in order to excel in the Project and Program Manager functional area. FAI's training and verified vendors' provides training aligned to the competencies.

Objective	State the Program/Project Title(s) relating to the work experience that contributed to performance outcomes
1.0 REQUIREMENTS DEVELOPMENT AND MANAGEMENT PROCESSES:	
1.3.1 Manage the analyses of user requirements to optimize system performance relative to cost and schedule	
1.3.2 Facilitate the application of agency acquisition policies to meet user/mission requirements	
1.3.3 Evaluate the preparation and implementation of an Acquisition Strategy with an on- going risk/opportunity management process.	
1.3.4 Identify, interpret and implement agency financial policies and directives that are applicable to the program.	
1.3.5 Evaluate analysis of alternative concepts that efficiently meet mission capability gaps	
1.3.6 Facilitate the development of the program acquisition approach, define program scope, and coordinate an Integrated Master Plan.	
1.3.7 Originate and manage an estimate of ownership cost ensuring consistency with OMB A-94 and PART analysis	
1.3.8 Construct, employ, and then modify based on changes in the acquisition environment, a risk/opportunity management process.	
1.3.9 Manage the integration of business and technology management strategies, accounting for cost, schedule and performance risks, that delivers best value and meets capability requirements	
1.3.10 Design the charter and functions, select and assign membership, and lead integrated product/process teams and other program oriented working groups	
1.3.11 Synthesize the efforts and output of functionally oriented product/process teams in preparation for and execution of milestone and stakeholder reviews of the program	
2.0 SYSTEMS ENGINEERING:	
2.3.1 Formulate, implement and evolve a rigorous SE management program that tracks engineering and specification requirements back to user/mission requirements	
2.3.2 Evaluate technical management processes and tools used in the SE process, including configuration management, technical performance measures, and technical design reviews which ensure consistency of a product's attributes with its requirements and technical data information	
2.3.3 Evaluate and evolve the process of developing technical solutions which link user requirements to technical performance and lead to the selection of a balanced design solution	
2.3.4 Manage development and application of effective system performance measures that provide early indication the selected design solution will meet user requirements	
2.3.5 Generate and appraise common decision analysis methods and tools	
2.3.6 Assess and evolve products, plans and other documentation related to technical performance measurement, technical assessment, risk/opportunity management and technical data management	
2.3.7 Interpret and oversee program implementation of the provisions of the IT Management Reform (Clinger-Cohen) Act	
2.3.8 Evaluate common SE management strategies for information technology programs	

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Objective	State the Program/Project Title(s) relating to the work experience that contributed to performance outcomes
2.3.9 Plan for the key processes employed in interface management and ability to trace system requirements through the software architecture	
3.0 TEST AND EVALUATION:	
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	
3.3.2 Justify and communicate to program stakeholders, efficient and cost effective methods for planning, monitoring, conducting/evaluating tests of developmental, non-developmental, commercial or modified systems	
3.3.3 Oversee a comprehensive test and evaluation program, adjusting to changes in program complexity and risk	
3.3.4 Manage and critique a strategy for conducting user or operational testing that determines the operational effectiveness and suitability of a system under realistic operational conditions	
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	
4. 0 LIFE CYCLE LOGISTICS:	
4.3.1 Evaluate and implement appropriate, innovative alternative logistics support practices that evolve to optimize life cycle costs, maintain system readiness and reduce logistics footprint	
4.3.2 Critique a product support strategy where interoperability is required and evolve the strategy to achieve a balance in system performance, system readiness and life-cycle cost	
4.3.3 Formulate and defend a performance-based logistic strategy that optimizes total system life cycle costs	
4.3.4 Synthesize logistic analysis results and risk mitigation issues early in the system development process and implement balanced adjustments in the system design to reduce the required support resources and overall life cycle costs	
4.3.5 Organize and track material management actions involving the coordination of production, inventory, location, and transportation of program items of material (and associated information and financial transactions) to achieve optimum readiness among organizations employing the system	
5.0 CONTRACTING:	
5.3.1 Adapt pre-award actions required by FAR considering contract terms and conditions.	
5.3.2 Collaborate with the program contracting officer and orchestrate the source selection process commensurate with the complexity of the procurement	
5.3.3 Assess the coordination actions for the preparation of a comprehensive program specification, Statement of Objectives (SOO), or SOW, or Performance-Based Work Statement (PWS)	
5.3.4 Manage the leadership and management processes associated with the integration of program planning and acquisition planning	
5.3.5 Develop and defend the overall strategy for managing the coordination and development of the acquisition and contracting strategy, including origination of the exit criteria for each acquisition phase as they apply to contracting	
5.3.6 Facilitate the contractual relationship with domestic and international buyers outside the agency which sponsors the program acquisition	
5.3.7 Construct and facilitate a negotiated baseline of performance between the operational users, and corresponding commercial and/or organic support providers	
5.3.8 Evaluate compliance with the application of Federal and agency acquisition policies to meet user/mission requirements when engaged in the acquisition of services	

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Objective	State the Program/Project Title(s) relating to the work experience that contributed to performance outcomes
5.3.9 Orchestrate the preparation, implementation and justification of a contracting approach within the Acquisition Strategy, along with an on-going risk management process for that approach	
6.0 BUSINESS, COST AND FINANCIAL MANAGEMENT:	
6.3.1 Manage the application of Total Life Cycle Systems Management, or similar concept, which requires the program manager to base decisions on system-wide analyses and system performance and affordability, and manage the program risk of those decisions	
6.3.2 Oversee and facilitate program application of the common cost estimation techniques, applications, and their underlying analytical principles	
6.3.3 Evaluate program application of EVM, the criticality of the IBR or similar review process, and how to interpret the EVM indicators and resulting analysis	
6.3.4 Forecast the need for and direct financial planning exercises, and understand the risks associated with the formulated financial plans from those exercise	
6.3.5 Assess for merit a benefit-cost analysis, illustrating the strengths and weaknesses of associated analytical methods, and interpret the analysis results for a stakeholder review	
6.3.6 Manage the proper use of funds from each appropriation; interpret Appropriations law and the various appropriations categories	
6.3.7 Identify, apply and integrate agency financial policies and directives relevant to the program	
6.3.8 Evaluate relevance and make programmatic decisions based on analysis of business cases containing both qualitative and quantitative decision criteria	
7.0 LEADERSHIP:	
7.3.1 Identify, assess and resolve programmatic problems and use sound judgment to identify corrective courses of action	
7.3.2 Demonstrate a high level of responsibility and accountability for effective use of program resources	
7.3.3 Model well developed oral and written communications skills and foster their development in subordinates	
7.3.4 Facilitate an effective business partnership with the contracting officer, chief acquisition officer, senior-level agency advisors, other business advisers and program stakeholders	
7.3.5 Manage to a long-term organizational view that fosters a shared vision and acts as a catalyst for change	
7.3.6 Foster an inclusive workplace where diversity and individual difference are valued and leveraged to achieve the vision and mission of the organization	
7.3.7 Strategically position the organization to take advantage of new opportunities by developing or improving products or services.	
7.3.8 Evaluate and remain current on local, national and international policies and trends that affect the organization and shape stakeholders' views	
7.3.9 Oversee the formulation of organizational objectives and priorities, and implement plans consistent with the long-term interests of the organization in a global environment	
7.3.10 Manage effective and timely stakeholder relationships that generate buy-in to the business and technical management approach to the program	

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SUPERVISOR'S APPROVAL
PPM Senior-Level, Competencies/Outcome Proficiency

Check all completed:

[　] 1.0 REQUIREMENTS DEVELOPMENT AND MANAGEMENT PROCESSES: Requirements development and management processes include: (1) knowledge of government-wide and agency-specific investment management requirements, filling gaps in capability needs, acquisition policies, and program management strategies that support assigned missions and functions; (2) understanding how to manage risk and the myriad of factors that influence cost, schedule, an d performance; (3) attention to lessons learned; and (4) an understanding of the metrics needed to manage programs and projects that deliver quality, affordable, supportable, and effective systems/products.

[　] 2.0 SYSTEMS ENGINEERING: The recognition of scientific, management, engineering and technical skills used in the performance of system planning, research and development, with   an emphasis on performing and managing technical processes as well as the technical management process itself. This includes knowledge of the nature of the requirements development process, decision analysis methods, technical assessment, configuration management, and interface management.

[　] 3.0 TEST AND EVALUATION: Knowledge of efficient and cost effective methods for planning, monitoring, conducting and evaluating tests of prototype, new or modified systems equipment or material, including the need to develop a thorough strategy to validate system performance through measurable methods that relate directly to requirements and to develop metrics that demonstrate system success or failure.

[　] 4. 0 LIFE CYCLE LOGISTICS: The planning, development, implementation, and management of a comprehensive, affordable, and effective systems support strategy. Life cycle logistics encompasses the entire system's life cycle including acquisition (design, develop, test, produce and deploy), sustainment (operations and support), and disposal. Life cycle logistics translates performance specifications for availability and readiness into tailored product support.

[　] 5.0 CONTRACTING: Knowledge of the supervision, leadership and management processes and procedures involving the procurement of capital assets, supplies and services, including   construction, research and development, and science and engineering technical services as governed by the Federal Acquisition Regulation (FAR) and associated agency-specific additions to the FAR. Contracting involves acquisition planning to include: performance- based considerations; cost and price analysis; solicitation and selection of sources; preparation, negotiation and award of contracts; all phases of contract administration; termination options and processes for closeout of contracts; and legislation, policies, regulations, methods used and business and industry practices.

[　] 6.0 BUSINESS, COST AND FINANCIAL MANAGEMENT: Knowledge of the forms of cost estimating, cost analysis, reconciliation of cost estimating, government and industry financial   planning, formulating financial projects and budgets, budget analysis/execution, cost-benefit analysis, Earned Value Management (EVM), business case analysis, and other methods of performance measurement.

[　] 7.0 LEADERSHIP: Leadership and professional acumen includes those attributes targeted toward leading and managing a multi-functional project team to satisfactory achievement of program goals, as well as influencing both horizontal and vertical stakeholder relations. Leaders take a long-term view and build a shared vision with others, acting as a catalyst for organizational change. Leaders influence others to translate vision into action and inspire team commitment, spirit, pride, and trust. Leaders develop networks and build alliances while collaborating across boundaries to build strategic relationships and achieve common goals. Leaders foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. Leaders hold themselves and others accountable for measurable high-quality, timely, and cost-effective results.

I [　] concur [　] do not concur that _____ is proficient in moderate to high risk programs or projects that require significant acquisition investment and agency collaboration and capable of handling all assignments involving the competencies/performance outcomes of Project Managers at the Senior-Level and may serve as a role model and/or coach to others.

_____	_____	_____	_____
Supervisor's Signature	*Print Name*	*Supervisor Title, Organization/Office*	*Date*