

**Project Management Career Development Program Certification  
Self Assessment of Requirements – Level 4**

REQUIRED COMPETENCIES*		FOR EACH COMPETENCY, INDICATE METHOD OF FULFILLMENT				
		PMCDP COURSE	PMP	PE/RA LICENSE	EQUIV. TRG	EXPERIENCE
<b>4.1</b>	<b>General Project Management</b>					
	There are no additional competencies required in this category for Level 4 federal project directors.					
<b>4.2</b>	<b>Leadership/Team Building</b>					
4.2.1	Demonstrate an expert-level knowledge of OMB and congressional relations. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP core course, <i>Level 4 Project Management/Executive Communications</i> ; OR 2) a description of the candidate's demonstrated equivalent experience (since there is no equivalent class to <i>Level 4 Project Management/Executive Communications</i> , you must demonstrate equivalent experience).		N/A	N/A	N/A	
<b>4.3</b>	<b>Scope Management</b>					
	There are no additional competencies required in this category for Level 4 federal project directors.					

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**Working-Level:** Knowledge required to monitor and assess operations/activities, to apply standards of acceptable performance, and to reference appropriate materials and/or expert advice as required to ensure the safety of project activities.

**Expert-Level:** Comprehensive, intensive knowledge of the subject or process sufficient to provide advice in the absence of procedural guidance.

**Demonstrated Ability:** Actual performance of a task or activity in accordance with policy, procedures, guidelines, and/or accepted industry or Department practices.

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<b>4.4</b>	<b>Communication Management</b>					
4.4.1	Demonstrate an working-level knowledge of media relation techniques. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP core course, <i>Level 4 Project Management/Executive Communications</i> ; OR 2) a description of the candidate's demonstrated equivalent experience (since there is no equivalent class to <i>Level 4 Project Management/Executive Communications</i> , you must demonstrate equivalent experience).		N/A	N/A	N/A	
4.4.2	Demonstrate an expert-level knowledge of techniques used in conducting public hearings. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP core course, <i>Level 4 Project Management/Executive Communications</i> ; OR 2) a description of the candidate's demonstrated equivalent experience (since there is no equivalent class to <i>Level 4 Project Management/Executive Communications</i> , you must demonstrate equivalent experience).		N/A	N/A	N/A	
<b>4.5</b>	<b>Quality/Safety Management</b>					
	There are no additional competencies required in this category for Level 4 federal project directors.					
<b>4.6</b>	<b>Cost Management</b>					
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<b>4.7</b>	<b>Time Management</b>					
	There are no additional competencies required in this category for Level 4 federal project directors.					
<b>4.8</b>	<b>Risk Management</b>					
	There are no additional competencies required in this category for Level 4 federal project directors.					
<b>4.9</b>	<b>Contract Management</b>					
	There are no additional competencies required in this category for Level 4 federal project directors.					
<b>4.10</b>	<b>Integration Management</b>					
	There are no additional competencies required in this category for Level 4 federal project directors.					
<b>4.11</b>	<b>Training/Electives. Successfully complete at least one elective course.</b>					
4.11.1	Demonstrate an working-level knowledge of strategic planning processes. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP elective course, <i>Strategic Planning</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) a description of the candidate's demonstrated equivalent experience.		N/A	N/A		

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4.11.2	Demonstrate an expert-level knowledge of advanced leadership practices. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP elective course, <i>Advanced Leadership</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) a description of the candidate's demonstrated equivalent experience.		N/A	N/A		
4.11.3	Demonstrate an expert-level knowledge of practices in advanced risk management. Fulfillment of this competency may be achieved through the following: 1) the successful completion of the PMCDP elective course, <i>Advanced Risk Management</i> ; OR 2) the successful completion of an equivalent course or training; OR 3) a description of the candidate's demonstrated equivalent experience.		N/A	N/A		
<b>4.12</b>	<b>Work and Development Activities</b>					
4.12.1	Work for a minimum of two years as a Level 3 Project Director or the following equivalency.	N/A	N/A	N/A	N/A	
4.12.1.1	Equivalency: Work for one year as a Level 3 Project Director, and serve one year as a deputy federal project director, formally recognized in project documents, on a Level 3 or higher level project.	N/A	N/A	N/A	N/A	

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4.12.2	Perform one-year program management duties with 180 days (minimum) at DOE HQ. Duties at headquarters may be fulfilled non-consecutively in two 90-day details. This requirement may be waived by the Certification Review Board in consultation with the appropriate program and field managers, for federal project directors with more than 10 years of Federal experience in project management roles.	N/A	N/A	N/A	N/A	
4.12.3	Eight years project management experience as a project director on at least two different projects or equivalent. The CRB may consider a waiver where the federal project director has been assigned for a total of eight years on a single Level 3 or higher Level project.	N/A	N/A	N/A	N/A	
4.12.4	At least three of the eight years project management experience as a project director must be post CD-3 experience.	N/A	N/A	N/A	N/A	
4.12.5	At least one year of the three years of post CD-3 experience as a project director must be on a Level 3 or higher project.	N/A	N/A	N/A	N/A	
<b>4.13</b>	<b>Behavioral Skills</b>					
4.13.1	Demonstrate expert-level project management competency in leading change.	N/A	N/A	N/A	N/A	
4.13.2	Demonstrate project management expert-level competency in leading people.	N/A	N/A	N/A	N/A	
4.13.3	Demonstrate expert-level project management competency in producing results.	N/A	N/A	N/A	N/A	
4.13.4	Demonstrate project management expert-level competency in business acumen.	N/A	N/A	N/A	N/A	

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4.13.5	Demonstrate an expert-level project management competency in building coalitions and communications.	N/A	N/A	N/A	N/A	
<b>4.14</b>	<b>INTERVIEW REQUIREMENT</b>					
	Certification candidates for Level 4 certification who have successfully completed the panel interview for Level 3 certification and federal project directors who were incumbents at Level 4 before the date of issuance of DOE Order 361.1 (June 13, 2003) do not require a panel interview to attain Level 4 certification. New DOE hires for positions requiring Level 4 certification must successfully complete CRB panel interviews, unless waived by the CRB. The CRB may elect to also interview the current site/office manager before interviewing the certification candidate.	N/A	N/A	N/A	N/A	N/A

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