

**FY 2013 COG - PMIT Data Call Phase 1 Project Management Implementation Metrics**

Item	Metric	Yes/No or Number	Description	Comments / Clarification	Attachment Y/N
<b>1)</b>	<b>Project Management Implementation Metrics - Phase 1 (Fiscal Year 2013)</b>				
<b>a)</b>	<b>Verify and validate whether directorates have governance structures and policies instituting project management principles:</b>				
i)	Does the directorate have a written policy on project management and an associated organizational structure? Specification is validated by directorate letter or other written policy that applies principles of the Reclamation wide policies and directives and standards at a directorate level.				
ii)	Has the directorate put in place a governance structure to monitor and track project management? Specification is validated by directorate letter or other written policy that formally establishes a governance structure.				
<b>b)</b>	<b>Verify and validate whether directorates have training and certification programs established:</b>				

i)	Does the directorate have a written policy on project management certification? Certification requirements are established by written, directorate letter or policy that specifies project management training requirements and certification requirements.				
ii)	Does the directorate have a formal training/project management certification program? Specification is validated by a documented and defined training program.				
c)	<b>Verify and validate that projects have been appropriately identified and assigned to one of the four categories (Basic, Standard, Complex, Complex with OMB 300) [Guidance Note: In the first year, both ongoing and newly initiated projects will be identified and categorized. In subsequent years, projects will be identified and categorized as they are initiated. Evidence of project identification is captured in project documentation such as a charter, scope, or project management plan.] :</b>				
	Basic - Number of Projects				
	Standard - Number of Projects				
	Complex - Number of Projects				
i)	Complex with OMB 300 - Number of Projects				
d)	<b>Verify and validate whether directorates have a policy in place to review and track specific project performance:</b>				

i)	Does the directorate have a policy requiring periodic reviews of project management practices for specific projects? Specification is validated by evidence that periodic reviews of project management practices are being conducted. Periodic reviews will assess how consistently project management is being implemented across a directorate and how well project management standards are being applied.				
e)	<b>Verify and validate whether directorates have an established system for tracking, managing, and reporting on project performance:</b>				
i)	Does the directorate have a clearly articulated and actively used system for tracking, managing, and reporting on project performance? Specification is validated by a tracking system that is actively being used.				
f)	<b>Verify and validate whether project sponsors and project managers are being formally identified:</b>				
i)	Are project charters being prepared for projects? Specification is validated by a documented project charter that identifies the project sponsor, project manager, and the purpose of the project.				
h)	<b>Verify and validate whether projects are being established with appropriate statements of work (scope) and PMPs:</b>				

i)	<p>Are PMPs scaled to the category of the project? Specification is validated by the documented use of appropriate PMPs, including elements below.</p> <ol style="list-style-type: none"><li>1. Objectives/scope statement</li><li>2. Scope definition</li><li>3. Scheduling</li><li>4. Estimate Costs/Determine Budget (financial plan)</li><li>5. Roles and responsibilities/staffing plan</li><li>6. Communications Plan</li><li>7. Stakeholder Management Plan</li><li>8. Change Management</li><li>9. Quality Plan</li><li>10. Risk Management Plan</li><li>11. Acquisitions management</li><li>12. Project Closeout</li><li>13. Signatures</li></ol>				
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