EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

M-04-19

July 21, 2004

MEMORANDUM FOR: CHIEF INFORMATION OFFICERS
DEPUTY CHIEF INFORMATION OFFICERS

From: Karen S. Evans
Administrator
Office of E-Government and Information Technology

Subject: Information Technology (IT) Project Manager (PM) Qualification Guidance

FY2005 Budget guidance instructed you to ensure; "by September 30, 2004, all major projects are managed by project managers qualified in accordance with CIO Council guidance." On July 6, 2004, the CIO Council's Workforce and Human Capital for Information Technology (IT) Committee released the Federal IT Project Manager (PM) Guidance Matrix. The Matrix and accompanying instructions for PM assessments and validation; define levels of complexity for IT projects/systems; identify appropriate competencies and experience, suggest PM education and training sources; and serve as a tool for validating IT Project Manager credentials.

In addition to ensuring PMs are appropriately qualified, this quarter's e-Gov management scorecard requires agencies to submit to OMB by July 30th, a plan to meet (i.e., implement and achieve) the CIO Council guidance. Your plans should document your approach, milestones and schedule for meeting budget guidance. Further, the plans should be coordinated with your Chief Human Capital Officers, please follow OPM's Workforce Planning Model (www.opm.gov/workforceplanning/) and the OPM Human Capital Assessment and Accountability Framework (http://apps.opm.gov/HumanCapital/tool/index.cfm). Complete the attached summary table as part of your plan.

For the FY 2006 budget submission, agencies should use section I.D. of budget exhibit 300 to identify the required PM Level for each investment (e.g., does the project require a Level 1, 2 or 3 PM), and whether the assigned PM's qualifications have been validated against the CIO Council guidance. If the PM is in the process of being validated, or cannot be validated at the appropriate project level at this time, you should explain how (e.g., training, mentoring) and when the validation will be completed.

Qualified federal IT Project Managers are our first line of defense against the cost overruns, schedules slips and poor performance that threaten agencies' ability to deliver efficient and effective services to citizens. Questions relative to this guidance should be directed to Glenn Schlarman at Glenn_R._Schlarman@omb.eop.gov or Jacke Zeiher at Jacqueline_A._Zeiher@omb.eop.gov.

Attachment

Example

	Level 1	Level 2	Level 3	Total
No. Major IT Systems/Projects reported to OMB	5	8	1	14
No. IT Project Managers "Validated"	3	6	1	10
No. IT Project Managers "Validated with Exception"	1	2	0	3
No. IT Project Managers "In the Process of Being Validated"	1	0	0	1