

FORM FOR SCORING OF TRAINING RESOURCE TO FULFILL FEDERAL BUILDING PERSONNEL TRAINING ACT (FBPTA) CORE COMPETENCIES

The FBPTA requires Federal building personnel to demonstrate compliance with a set of Core Competencies. The General Services Administration (GSA) accepts submissions for courses, certificates, certifications, accreditations, registrations, licenses, and other qualifications that demonstrate alignment with the FBPTA Core Competencies. GSA will post resources that sufficiently map to FBPTA Core Competency requirements on the FMI webpage (www.fmi.gov) and may incorporate them into the Core Competency Web Tool. The Web Tool allows Federal buildings personnel to immediately claim credit for competencies met by completing approved training. FMI and the Core Competency Web Tool help Federal employees identify appropriate training, and allow Federal agencies to share information on training sources. To qualify for consideration, submitters complete this form describing how a specific training resource, certification / accreditation, license or other resource aligns with FBPTA core competencies through AskFMI@gsa.gov.

Initial Review Conducted By: Maria Fara

Initial Review Submission Completion Date: August 30, 2013

Technical Review Conducted By: Steve Grant

Technical Review Submission Completion Date: December 2, 2013

Alignment of Competency with Functional Roles

	Often Aligned with Facility Management roles (24/43 Core Competencies)
	Often Aligned with Building Operations Professional roles (6/43 Core Competencies)
	Often Aligned with Energy Management Role (7/43 Core Competencies)
	Often Aligned with more than one role (6/43 Core Competencies)

1. Please complete the following for each training course submitted for consideration:

Training provider: International Facility Management Association

Provider address information (primary physical location, including address, city, state, zip code): International Facility Management Association, 800 Gessner Road, Suite 900, Houston, TX 77024 USA

Provider's primary point of contact for this learning resource (name, primary physical location (if different from provider address information), phone, and email):

Title of this training resource: Project Management, Facility Management Professional (FMP)

Type of training course: The FMP is an assessment-based certificate program based on the 4 most heavily-weighted competency areas determined by IFMA's Global Job Task Analysis: Finance and Business, Operations and Maintenance, Leadership and Strategy, and Project Management. Each course is followed by a 50-question online final assessment. Successful completion of all four final assessments qualifies candidates for the FMP credential.

Does this course provide CEUs (Continuing Education Units) and if so, how many and for what occupation or field: In the self-study format, this course earns 0.9 CEUs; the instructor-led course earns 1.9 CEUs. IFMA is an IACET Approved Provider so many related fields accept IFMA CEUs, i.e., Facility Management, Interior Design, Architecture and so forth.

Learning objective(s) associated with this training course: **FMP - Project Management Learning Objectives**

Chapter 1: Introduction to Project Management

After completing this chapter, students will be able to:

- Discuss how projects can be defined, including common criteria and attributes.
- List common types of FM projects.
- Explain the requirements of the project manager role and the decision factors regarding whether the facility manager should adopt or delegate this role.
- Describe project management processes and models and relate them to a typical FM project format.
- Discuss the Define, Plan, Do, Check, Act, Close model.
- Apply project management to plan, organize, delegate, monitor, and control projects in a way that represents the interests of the FM organization and its customers.

Chapter 2: Define Projects

After completing this chapter, students will be able to:

- Explain the Define phase of a project, including typical inputs, activities and outputs.
- Discuss the elements addressed in the process of defining the project purpose.
- Explain the project triangle.
- Discuss the programming process and its outputs.
- Describe the SMART feasibility test.
- Explain the use of a project charter for presenting a conceptual budget and business plan to decision makers to win project approval and funding.
- Develop a statement of objectives to detail project scope and deliverables and constraints of schedule, budget and quality in sufficient detail to begin project planning.

Chapter 3: Plan Projects

After completing this chapter, students will be able to:

- Outline the elements of a typical site selection process.
- Describe the progressive steps in the design process.
- Discuss the importance of the work breakdown structure, how it is created and how it is used.
- Explain the process of creating a project schedule and the various types of scheduling.
- Describe other components of the project management plan: cost estimates and budgets, and quality, communications, and procurement management plans.
- Discuss the role of risk management.
- Plan a project team and resources by developing specifications for project team internal staff and contractors.
- Contrast the common types of contracts.

Chapter 4: Manage and Oversee Projects

After completing this chapter, students will be able to:

- Explain the need to check availability for internal staff or contracted resources and lead times for materials.
- Describe how to select or negotiate with line managers for internal staff.
- Discuss how to acquire contracted resources for team positions, materials or professional services using an open tender/bidding process or direct negotiation.
- Describe the basic features of standard tender/bidding contracts and proposal responses.
- Integrate or coordinate the work of project team members to orchestrate schedules and tasks and maximize the efficiency and effectiveness of teams and resources.
- Execute and control project activities according to the project management plan, including project scope, schedule, cost, quality, teams, communications, risks and project changes.
- Discuss the importance of minimizing midproject change.

Chapter 5: Close Projects

After completing this chapter, students will be able to:

- Verify that all tasks have been completed and deliverables installed at the end of a project.
- Discuss how to conduct final deliverable reviews, such as checklist reviews or punch-list/snagging-list walk-throughs.
- List the steps in the final inspection or validation process, including defect repair and validation and deliverable acceptance.
- Explain the use of certificates of occupancy, commissioning, and occupying space for a design and construction project.
- Describe the contract closure process, including conducting management tasks that use judgment and administrative tasks that require diligence.
- Explain how to close projects, including issuing formal acceptance documentation, generating closure documents and dismissing teams.
- Describe how an organization learns from its successes and failures by collecting, evaluating and presenting data on project outcomes.

Delivery method and learning methods (delivery methods may include online instruction, classroom instruction, or other means, and learning methods could include lecture, group work, essay work, quizzes, or other learning activities): This course is available in either a self-study format or as an instructor-led classroom course. Each student receives a printed course manual (either hard copy or e-book) and access to the online portal which offers activity-based learning, flashcards, case studies, chapter quizzes, and the final assessment. Students taking the instructor-led course also have access to the PowerPoint slides used by instructors to reinforce content. Those taking the self-study format should be self-motivated and able to learn by reading the material, answering progress check questions and completing chapter quizzes, and by taking advantage of the additional material available in the portal. Students in the classroom have those components available in addition to having the benefit of instructor lectures and slides, as well as class discussions and additional learning activities.

Length of training (in hours): At conferences or events and by chapters, the instructor-led version of this course is two full days in length, plus reading to be done outside the classroom. Colleges and universities which offer this course determine their own schedule, usually a few hours per week over a quarter or semester. Completion of the self-study course varies according to the individual, but commonly takes at least ten hours.

URL link to information about the training course, content, and/or syllabus: <http://www.ifmacroredentials.org/fmp/>

2. Review the course objective(s) that have been submitted as being aligned with required FBPTA performance criteria. Review the learning methods in the course that will support that learning objective(s).

FBPTA Core Competency Area	FBPTA Core Competency	Required FBPTA performance criteria	Based on technical review of learning objectives and skills, does this resource map to the performance criteria?	Initial Review: Are all submission requirements included?	Initial Review: Are descriptions clear and logical?	Initial Review: Are all materials referenced included with the submission?	Technical Review: Learning Objectives Reviewed	Technical Review: Skills Reviewed	Technical Review: Are there any clarifications requested?	If clarification requested, note here	Clarification Response From Provider	Technical Review: Identify other materials submitted	Technical Review: Other Materials Reviewed
3. Technology	3.1. Technology Solutions	3.1.5. Demonstrate ability to plan for and oversee the acquisition, installation, operation, maintenance, upgrade, and disposition of components supporting facility management technologies.	No, based on the review of the learning objectives and the skills/materials covered, the course does not demonstrate the ability to plan for and oversee the acquisition, installation, operation, maintenance, upgrade, and disposition of components supporting facility management technologies. Since this performance criteria is specific to facility management technologies, the course does not meet the performance requirements.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification. It's not clear that the learning objective and skills/material provided address: demonstrate ability to plan for and oversee the acquisition, installation, operation, maintenance, upgrade, and disposition of components supporting facility management technologies. Clarify how project management relates directly to FM technology implementation. Request clarification and course content relevant to this specific performance criteria.	This course provides knowledge about projects undertaken to accomplish the acquisition, installation, operation, maintenance, upgrade, and disposition of components; however, this information is not specific to technology projects. Request partial credit.	None	No
4. Energy Management	4.3. Commissioning and Energy Savings Performance Contracts (ESPC)	4.3.1. Demonstrate knowledge of all types of Commissioning, the differences between them, and commissioning requirements in laws and Executive Orders.	No, based on the review of the learning objectives and the skills/materials covered, the course does not demonstrate knowledge of all types of Commissioning: initial commissioning, retro-commissioning, re-commissioning, Continuous (on-going) Commissioning – the differences and commissioning requirements in laws and Executive Orders.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification. It's not clear that the learning objective and skills/material provided address: demonstrate knowledge of all types of Commissioning, the differences between them, and commissioning requirements in laws and Executive Orders. Clarify how materials specific addresses different types of commissioning and relates to laws and Executive Orders. Request clarification and course content relevant to this specific performance criteria.		None	No
	Program Management	4.5.7. Demonstrate knowledge and ability to develop and assist in project identification and justification.	Yes, based on the review of the learning objectives and the skills/materials covered, the course should demonstrate knowledge and ability to develop and assist in project identification and justification.	Yes	Yes	Yes	Yes	Yes	No			None	No

	4.5. Planning, Project and Prog	4.5.9. Demonstrate knowledge and ability to monitor facility energy projects.	No, based on the review of the learning objectives and the skills/materials covered, the course does not demonstrate knowledge and ability to monitor facility energy projects. Since this performance criteria is specific to energy management projects, the course does not meet the performance requirements.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification. It's not clear that the learning objective and skills/material provided address: demonstrate knowledge and ability to monitor facility energy projects.. Clarify how materials specifically relates to energy. Request clarification and course content relevant to this specific performance criteria.	This course provides knowledge about monitoring projects throughout the process; however, this information is not specific to energy projects. Request partial credit.	None	No
9. Project Management	9.1. Initiate	9.1.1. Demonstrate ability to work in integrated project teams to execute, small, medium, and large projects. http://www.wbdg.org/project/deliveryteams.php	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate ability to work in integrated project teams to execute, small, medium, and large projects.	Yes	Yes	Yes	Yes	Yes	No			None	No
		9.1.2. Demonstrate knowledge and ability to follow Project Management processes and procedures per your organization's preferred methodology. http://www.wbdg.org/project/pm.php#mr	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate ability to: o Follow Project Management processes and procedures per your organization's preferred methodology (e.g., ISO 9000, PMI, WBS, in-house system) o Conduct needs assessment and define project requirements o Estimate costs and develop Project Plan and Project timeline o Develop project communications plan o Obtain any required project permits o Develop project accounting procedures o Ensure regulator compliance	Yes	Yes	Yes	Yes	Yes	No			None	No
		9.1.3. If project will be completed by contractors, demonstrate the ability to provide technical support to the organization's procurement process.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate the ability to: o Develop Scope Of Work (SOW) and the Request For Proposal (RFP) o Work with procurement team to select contractor	Yes	Yes	Yes	Yes	Yes	No			None	No
	9.2. Execute	9.2.1. Demonstrate ability to manage and coordinate project execution. http://www.wbdg.org/project/pm.php	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate ability to manage and coordinate project execution.	Yes	Yes	Yes	Yes	Yes	No			None	No
		9.2.2. Demonstrate ability to manage and coordinate contractor performance.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate ability to: o Follow Project Management processes and procedures per your organization's preferred methodology (e.g., ISO 9000, PMI, WBS, in-house system) o Conduct needs assessment and define project requirements o Estimate costs and develop Project Plan and Project timeline o Develop project communications plan o Obtain any required project permits o Develop project accounting procedures o Ensure regulator compliance	Yes	Yes	Yes	Yes	Yes	No			None	No

	9.3. Close-out	9.3.1. Demonstrate ability to manage and coordinate contractor performance.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate the ability to: o Develop Scope Of Work (SOW) and the Request For Proposal (RFP) o Work with procurement team to select contractor	Yes	Yes	Yes	Yes	Yes	No			None	No	
10. Business, Budget and Contracting	10.3. Contracting	10.3.3. Demonstrate ability to assess technical requirements needed to ensure delivery and quality of services/products.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate ability to assess technical requirements needed to ensure delivery and quality of services/products.	Yes	Yes	Yes	Yes	Yes	No			None	No	
		10.3.4. Demonstrate ability to create an effective Statement Of Work (SOW) for COR or Contracting Officer to ensure proper procurement of a product or service.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate ability to create an effective Statement Of Work (SOW) for COR or Contracting Officer to ensure proper procurement of a product or service	Yes	Yes	Yes	Yes	Yes	No			None	No	
		10.3.5. Demonstrate knowledge of and ability to effectively govern/oversee a contract to ensure compliance and full value of the service or product being provided.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate knowledge of and ability to effectively govern/oversee a contract to ensure compliance and full value of the service or product being provided.	Yes	Yes	Yes	Yes	Yes	No			None	No	
	10.4. Budget Formulation and Execution	10.4.1. Demonstrate ability to develop and manage a project/program budget.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate ability to develop and manage a project or program budget.											
		10.4.6. Demonstrate ability to identify quantitative and qualitative risks.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate ability to identify quantitative and qualitative risks	Yes	Yes	Yes	Yes	Yes	No				None	No
		10.4.7. Demonstrate ability to advocate for funding using economic analysis. REVIEW - http://www.wbdg.org/design/use_analysis.php	No, based on the review of the learning objectives and the skills/materials covered, the topics listed does not cover the ability to advocate for funding using economic analysis as outlined in the whole building design guide.	Yes	Yes	Yes	Yes	Yes	No				None	No
				Yes	Yes	Yes	Yes	Yes	No				None	No