



PROJECT AND PROGRAM MANAGER FUNCTIONAL ADVISORY BOARD CHARTER

I. PURPOSE AND BACKGROUND

The Project and Program Manager Functional Advisory Board (P/PM FAB) is the collaborative, federal-wide working group charged with shaping the management policies and practices of the Federal P/PM acquisition workforce, as chartered by the Office of Federal Procurement Policy (OFPP). The FAB addresses existing and emerging challenges to ensure the future success of the Federal acquisition workforce.

This charter establishes the P/PM FAB to perform continuous review, evaluation, and update of the Federal P/PM acquisition workforce in Federal civilian agencies. The P/PM FAB will address gaps, overlaps, risks and conflicts in authorities and guidance as they impact the key areas of human capital planning, hiring, identification, certification and training of project and program managers. Additionally, the FAB will establish, maintain and provide OFPP recommendations regarding Federal project and program management: (1) education, training, and experience requirements for certification, defined collectively as the certification “standards”; (2) core and core-plus competency models; and (3) the Federal Acquisition Certification in Project and Program Management policy tenets.

The Board will communicate and report issues and recommendations as charged by this charter to the Associate Administrator for Acquisition Workforce Development, OFPP; and the Chief Acquisition Officer Council (CAOC) Human Capital Working Group.

II. GOALS AND RESPONSIBILITIES OF THE P/PM FAB

Specific goals and responsibilities of the P/PM FAB are to:

- Provide the FAB Chairperson and the FAI Acquisition Program Executive for P/PM with requisite information, perspectives, and recommendations to guide decisions related to the P/PM acquisition workforce including, but not necessarily limited to:
 - Competency management, including annual evaluation
 - Career development and workforce management strategies
 - FAC-P/PM policy requirements, including annual evaluation
 - Training and development requirements
 - Continuous Learning management
 - Other areas as deemed appropriate
- Serve as a forum and clearing house for cross-examining agency acquisition initiatives, lessons learned, and issues of mutual interest and concern.

- Provide a means for information and best practice sharing across the acquisition community regarding education, training, and certification requirements to resolve common challenges and address issues.
- Establish subgroups to address specific topic areas, identify and prioritize areas for improvement or resolution, establish deliverables, and ensure delivery in a thorough, effective, and timely manner.

III. MEMBERSHIP

Members of the PPM FAB can come from any agency office concerned with the general PPM function within their agency, as well as from the Acquisition Career Manager (ACM) within their respective organizations or their empowered representatives. Expertise in the functional area of project and program management is highly desired, as well as experience with human capital development and workforce management. The Chief Acquisition Officers (CAOs) of each of the 24 (excluding DoD) CFO Act Agencies and Small Agency Council are invited to nominate a representative from their agency to participate as a voting member of the P/PM FAB. Membership selection and changes to membership will be determined by the Acting FAB Chair to ensure appropriate, equitable representation among all agency types.

The P/PM FAB structure and membership will consist of the following positions:

- P/PM Functional Advisory Board Chairperson
- FAI Acquisition Program Executive serving as Executive Secretary and Acting Chair in the absence of the FAB Chair
- PMs; senior professionals, high performers, and other leaders who are recognized as experts in their field
- Acquisition Career Managers with a strong knowledge of P/PM issues
- External subject matter experts; as required

IV. CONCEPT OF OPERATIONS

- At a minimum, meetings will be held quarterly. However, additional meetings can convene if determined necessary by the FAB membership.
- A standing meeting location will be established, but other locations, including virtual space, may be selected as required.
- FAB administration will be provided by FAI.
- Agendas will be provided to the membership at least two working days prior to each meeting.
- Minutes and attendance list will be provided to the membership within ten working days following each meeting.

- The Chair will seek to resolve or mitigate any concerns and objections before final decisions are made. Whenever possible, the Chair will reach consensus on all decisions before providing recommendations to stakeholders or other decision forums.
- The FAB will establish and adopt a process for voting. The voting process may include a delayed voting strategy to give Board members time to consider their positions within their agencies before casting their votes.
- In the absence of consensus, the FAB Chair will put forth the FAB's majority decision to stakeholders and senior decision forums. All FAB members will be notified on the status of these actions and the final decision outcomes.
- Each Board member may designate an individual to serve as an alternate in case of the primary's absence. However, since Board meetings will be regularly scheduled, the need for alternates should be minimal. If an alternate attends the Board, they will act with the full authority of the principal member. If neither the principal member nor an alternate can attend, the Board member forgoes their opportunity to provide input at a Board meeting.
- Appointed representatives are expected to be empowered by their Agency to act on their behalf and provide timely feedback to appropriate leadership within their organizations of issues discussed and decision made at FAB meetings.
- As required, the Chair or Acting Chair can establish subgroups and/or assign representatives to work on specific projects.

V. ROLES AND RESPONSIBILITIES

- **P/PM FAB Chair**
 - Maintains and ensures appropriate and viable representation on the FAB.
 - Provides the FAB overarching strategic direction and guidance.
 - Serves as final approval authority for this FAB Charter and any future revisions.
 - Represents the P/PM and the FAB at interagency meetings and councils, as appropriate.
 - Certifies, ratifies, or approves decisions related to competencies, certification standards, and training requirements.
- **FAI Acquisition Program Executive**
 - Serves as the senior FAI representative and Executive Secretary for the FAB.
 - Serves as Acting Chair in the absence of the FAB Chair.
 - Establishes meeting agendas, assigns action items, and prepares meeting minutes.
 - Represents the P/PM community and the FAB at interagency meetings and councils, as appropriate.
- **P/PM FAB Members**
 - Actively participate in scheduled FAB meetings.
 - Submit agenda items via the Executive Secretary.

- Share with the FAB organizational or Agency initiatives, projects, practices, lessons learned or processes related to the practice of PPM and workforce professional development and retention.
 - Provide input to FAI training programs, revision, and future requirements.
 - Provide input regarding the interface of the Federal Acquisition Institute Training Application System (FAITAS) and PPM certification policy and competencies.
 - Provide or identify subject matter expert support for FAI programs, including but not limited to training content development, competencies, classroom guest speaker requests, and related requirements.
 - Empower designated representative(s) to speak on their behalf when unable to attend.
 - Convey issues, taskings, and decisions discussed at FAB meetings to their appropriate Agency/organization acquisition leadership.
- **FAI Support**
Provides the FAB with the following tools and resources:
 - Executive Secretary and administrative support, including coordinating meetings, managing FAB communications, recording meeting minutes, and circulating documents and files.
 - Training to FAB members on their role and the functioning of the FAB.
 - Community of Practice website to post and share information.
 - Additional Subject Matter Expertise (SME's) as required at FAB meetings.
 - Meeting space as necessary.
 - Acts as the clearinghouse across the Federal agencies for P/PM workforce development and management through the actions of the FAB.
 - Communicates any OFPP policy that affects the acquisition community.

VI. REFERENCES (available at www.fai.gov)

- “Revisions to the Federal Acquisition Certification for Program and Project Managers (FAC-PPM)”, OMB/OFPP policy memo, December 16, 2013
- “FAC-P/PM Competency Model”, September 26, 2013 – Version 2.1
- “FAC-P/PM – Information Technology (IT) Core-Plus Competency Model”, v2.4, September 26, 2013.
- “Acquisition Workforce Development Strategic Plan for Civilian Agencies”, OFPP issued plan, October 2009.
- “Developing and Managing the Acquisition Workforce”, OFPP Policy Letter 05-01, 15 Apr 2005

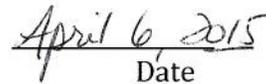
VII. REVIEW CYCLE

This charter will be reviewed as directed by the P/PM FAB Chair and FAI Acquisition Program Executive, or every year, whichever occurs soonest.

APPROVED BY:



Ms. Joanie F. Newhart
Associate Administrator for Acquisition Workforce Programs
Office of Federal Procurement Policy
Project and Program Manager FAB Chair


Date



Mr. Jeffrey B. Birch
FAI Director (Acting)


Date