

**Statewide
POLICY**

P335 Rev 1.0

**TITLE: Project Management
Certification**

Effective Date: February 3, 2009

1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))) including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))) and adopting statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

2. PURPOSE

The purpose of this policy is to establish a State Project Management Certification program for experienced business and technical professionals who have been actively engaged in business and/or IT projects as managers or participated as project team members.

3. SCOPE

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state receiving, expending, or disbursing state funds or incurring obligations of the state including the Arizona Board of Regents but excluding the universities under the jurisdiction of the Arizona Board of Regents, the community college districts and the legislative or judicial branches (A.R.S. § 41-3501(2)).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. POLICY

This policy identifies program requirements for State employees, State contractors, and/or other State and local governments in obtaining State Project Management Certification (PMC). The program consists of the following requirements:

4.1 Project Management Training

This training session consists of a week long GITA approved class with intensive dialog and course work authorized by the Project Management

Institute (PMI). The instructor must be certified by PMI. Course curriculum includes the following content which is subject to change:

- Strategic Planning for Projects
- Principles of Project Management
- Identifying Project Life Cycle Phases and Processes
- Risk Management for Projects
- Earned Value Management
- Organizational and Communications Planning
- Estimating Schedules and Costs
- Leveraging Decision-making Tools
- Project Implementation and Closure

Upon completion of the class students must pass a comprehensive exam for measuring project management skills and aptitude.

4.2 Management Practices for State Government Training

Candidates for certification must attend a half-day class presented by GITA in order to complete certification requirements. This half-day class covers the overall IT framework and strategies for technologies and best practices for the State. Specific presentations will address security, privacy, enterprise architecture, policies and standards, project investment justification, and project oversight and monitoring.

4.3 Project Management Experience

An attestation letter will be signed by an agency CIO and/or agency executive that the candidate for certification has the necessary knowledge and skills, and at least two years project management experience.

4.4 PMI Certification

Individuals who are presently certified as a Project Management Professional (PMP[®]), through the Project Management Institute (PMI), are eligible for State Project Management Certification (PMC) when they:

- 4.4.1 Provide evidence that their PMP[®] certification is current and is recorded with the State training system at Arizona Government University (AZGU). For questions, call 602-771-2948 or send an email to: stars@azgu.gov.
- 4.4.2 Register with AZGU and attend the half day GITA class, Management Practices for State Government see Section 4.2 above for details.

4.5 Maintaining Certification

Continuing Education and Professional Development Unit (PDU) credits are required to maintain State PMC. Professional credit requirements consist of the following:

- 4.5.1 Earn the equivalent of 30 PDU credits every 3 years from the date of State PMC issuance.
- 4.5.2 All PMI-approved PDU credits are eligible for the State PMC program.
- 4.5.3 In addition to PMI-approved PDU Credits, State specific programs may also be eligible for maintaining State PMC. For a complete list of State approved programs refer to <http://www.azgita.gov/project%5Fmanagement/>
- 4.5.4 All eligible PDU credits must be recorded in the State training system maintained by AZGU.

Due to current budgetary constraints, the continuing education requirement for obtaining Professional Development Unit (PDU) credits has been suspended until Fiscal Year 2011.

4.6 GITA and ITAC State PMC Project Requirements

- 4.6.1 Beginning July 2008, GITA and the Information Technology Authorization Committee (ITAC) may require that approved major and/or critical projects are managed by State Certified Project Managers.

5. **DEFINITIONS AND ABBREVIATIONS**

Refer to the PSP Glossary of Terms located on the GITA website at http://www.azgita.gov/policies_standards/ for definitions and abbreviations.

6. **REFERENCES**

- 6.1. A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."
- 6.2. A. R. S. § 41-761 et seq., "Personnel Administration."
- 6.3. A. R. S. § 41-1335 ((A (6 & 7))), "State Agency Information."
- 6.4. A. R. S. § 41-1339 (A), "Depository of State Archives."
- 6.5. A. R. S. § 41-1463, "Discrimination, unlawful practices; definition."
- 6.6. A. R. S. § 41-1492 et seq., "Prohibition of Discrimination by Public Entities."
- 6.7. A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."
- 6.8. A. R. S. § 41-3501, "Definitions."
- 6.9. A. R. S. § 41-3504, "Powers and Duties of the Agency."

- 6.10. A. R. S. § 41-3521, “Information Technology Authorization Committee; members; terms; duties; compensation; definition.” A. R. S. § 41-7041, “Governmental Electronic Records.”
- 6.11. Arizona Administrative Code, Title 2, Chapter 7, “Department of Administration Finance Division, Purchasing Office.”
- 6.12. Arizona Administrative Code, Title 2, Chapter 18, “Government Information Technology Agency,” Article 2, “Information Technology Projects.”
- 6.13. Statewide Policy P100, Information Technology.
- 6.14. Statewide Policy P340, Project Investment Justification (PIJ).

7. ATTACHMENTS

Attachment A — State Project Management Certification Process

**ATTACHMENT A. STATE OF ARIZONA PROJECT MANAGEMENT
CERTIFICATION PROCESS**

