



## **SEI<sup>SM</sup> Appraisal Program Communication**

<b>Issuance Date</b>	August 17, 2006
<b>Communication Type</b>	Notification of Policy
<b>Communication ID</b>	SCAMPI-N-0016
<b>Title</b>	Update to SCAMPI <sup>SM</sup> Candidacy Extension Provisions
<b>References</b>	SCAMPI-N-0007R2
<b>Due Date</b>	None
<b>Source</b>	Jack Ferguson, SEI Appraisal Program Manager
<b>Action ID</b>	FYI
<b>Distribution</b>	(1) Candidate SCAMPI A Lead Appraisers, (2) Candidate SCAMPI B and C Team Leaders, (3) SEI Partners for SCAMPI Appraisal Services
<b>Note</b>	None

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## **SCAMPI-N-0016: Update to SCAMPI Candidacy Extension Provisions**

### **Notification**

*Candidate SCAMPI A Lead Appraisers and candidate SCAMPI B and C Team Leaders are expected to complete an observed appraisal within 12 months of successfully completing SCAMPI Lead Appraiser Training (SLAT) or SCAMPI B and C Team Leader Training (STLT). Provisions for requesting an extension beyond this 12-month candidacy period have been updated for both candidate authorizations. Criteria and procedures for requesting an extension are described below.*

### **Applicability**

This change applies to all candidate SCAMPI A Lead Appraisers and candidate SCAMPI B and C Team Leaders trained in SCAMPI V1.1 and future candidates trained in SCAMPI V1.2.

All extensions provided are at the sole discretion of the SEI.

### **Background**

The rationale for establishing a time limit for observation is to ensure that candidate Lead Appraisers and Team Leaders retain their familiarity with competencies addressed in their respective trainings so that they may be applied during their first experience as a leader of a SCAMPI appraisal team. This rationale applies to both SCAMPI A and B appraisals.

Historically, the SEI has enforced a one-year period for accomplishing the observed appraisal. Extensions of this candidacy period have been granted if the candidate has notified the SEI Appraisal Program in advance with an explicit plan to complete the observation within a specific timeframe. As the number of candidates requesting this extension has grown, the SEI has asked for information that helps build confidence that the candidates' competencies have not eroded since their training date. The update addressed in this notification will formalize this practice for both SCAMPI A Lead Appraiser and SCAMPI B and C Team Leader candidates with an explicit policy statement and procedure.

### **Implementation Detail**

When requesting an observation for an appraisal that occurs within 12 months of the completion of training, there is no material change. The candidate simply sends their observation request to [scampi-observation@sei.cmu.edu](mailto:scampi-observation@sei.cmu.edu) with details of the appraisal's onsite dates, appraised organization, geographic location, and appraisal sponsor's contact information.



To request an extension to the normal 12-month candidacy period, the candidate must present verifiable information to the SEI Appraisal Program (csla-extension@sei.cmu.edu) that demonstrates two or more of the following:

Action that candidate has taken since completion of training course (either SLAT or STLT)	Evidence to be provided to the SEI Appraisal Program
Taught an SEI-authorized offering of the Introduction to CMMI course with satisfactory course evaluations	Name of SEI Partner for which the course was delivered and the dates of the course
Participated in SCAMPI A or B appraisals as a team member	Name of the Lead Appraiser or Team Leader, dates of onsite
Led or participated in ARC-Class B appraisal using CMMI	Complete appraisal record (similar to that described in the SCAMPI MDD)
Participated in substantial consultation activities focused on process improvement	Name and phone number of customer for whom you consulted
Played a leadership role in the accomplishments of a process improvement program	Name and phone number of sponsor of the improvement effort
Attended the annual SCAMPI LA and CMMI Instructor Workshop	Listing of days participated, sessions attended

When the request for an extension is presented, the SEI will expect the above information to be provided if the timeframe for observation will be more than 12 months after the training date. If the candidate cannot demonstrate participation in **two or more** of the above activities, their authorization status may be changed from “candidate” to “inactive” unless timely remediation can be accomplished. Alternative means to demonstrate that the candidate has retained the necessary competencies may be considered.

The extension is not meant to exceed two years from the original training date.

## Impact

1. Candidates should evaluate the impact of this policy based on their training date. The training date used for this evaluation is the final day of either the SCAMPI Lead Appraiser Training or SCAMPI B and C Team Leader Training. Successful completion of training is evidenced by the Certificate of Successful Completion provided to the candidate by the SEI.
2. There is no impact on observation fees; the license agreements for delivering SCAMPI Appraisal services have been updated to reflect this policy.
3. The candidate’s sponsoring SEI Partner will begin to pay annual support fees for any of its Lead Appraiser or Team Leader candidates who receive an extension of their candidacy period starting one year from the final day of their respective training.