



Lead Appraiser Authorization for SCAMPI with People CMM Appraisal Services

Organizations that become SEI Partners for SCAMPISM (Standard CMMI® Appraisal Method for Process Improvement) appraisal services can sponsor candidates to become SEI-Authorized SCAMPI with People CMM Lead AppraiserSM. Candidates who successfully complete the processes outlined below will be authorized to train appraisal teams and lead appraisals on behalf of SEI Partner organizations.

Application

SEI Partners verify that prerequisites are complete and recommend candidates to the SEI. The SEI reviews applications and accepts qualified candidates.

Prerequisites

To begin the SCAMPI with People CMM Lead Appraiser process, candidates and their organizations (SEI Partners) must complete all the following prerequisites.

1. The candidate's organization has [applied](#) to become an SEI Partner for SCAMPI with People CMM appraisal services, been accepted, signed the applicable Carnegie Mellon University/SEI agreement, and has had a representative sign the Code of Professional Conduct form for the organization.
2. The candidate has successfully completed an SEI-authorized offering of a three-day Introduction to the CMMI v1.2 course, or has successfully completed the CMMI v1.2 upgrade training. Candidates must be registered with the SEI has having met these requirements.
3. The candidate has successfully completed an SEI-authorized offering of the Intermediate CMMI v1.2 course or equivalent upgrade.
4. The candidate must sign the Code of Professional Conduct form for individual commitment to the CoPC.

Submitting an Application

Organizations must recommend candidates to the SEI by submitting the following documentation for each candidate for review:

1. Partner Candidate Sponsorship form; located at <http://www.sei.cmu.edu/partners/resources/forms/>
2. a resume
3. submit a course training application for SCAMPI Lead Appraiser training at <http://www.sei.cmu.edu/training/a04.cfm>
4. documentation demonstrating that the candidate satisfies the selection criteria below:



Lead Appraiser Candidate Selection Criteria

Documentation must show that candidates fulfill all the SCAMPI Lead Appraiser Candidate selection criteria in the following categories:

Teaching Experience and Skills

The SEI uses this criterion to determine whether proposed candidates have sufficient teaching experience.

- Candidates must have training and/or experience in classroom presentation and management skills, including
- presenting procedural and conceptual information in a clear and concise manner facilitating group discussion and interaction
- using instructional media presentation (audio/visual) systems and aids (e.g., overhead projector)

Discipline Area Experience and Skills

The SEI uses this criterion to determine whether recommended candidates have sufficient subject matter expertise to be credible as a Lead Appraiser.

The candidate must have at least 10 years of project management and engineering experience in systems or software. At least two of these years must include management of technical personnel.

Academic Credentials

Candidates must have an advanced degree in a related technical area (such as systems engineering or software engineering) or equivalent experience.

Appraisal Experience and Skills

The SEI uses this criterion to determine whether recommended candidates possess sufficient experience and skills related to model-based process appraisal.

The SEI has a record of candidate's participation as an appraisal team member on at least two SCAMPI A appraisals, or one SCAMPI A appraisal and two SCAMPI B or C appraisals, within 24 months prior to desired training.

Language Experience and Skills

The SEI uses these criteria to determine whether proposed candidates have the sufficient linguistic expertise necessary to become an SEI-Authorized CMMI v1.2 SCAMPI Lead Appraiser:

- fluency in English is required for all candidates.

Training

This step requires candidates to successfully complete the five-day SCAMPI Lead Appraiser Training v1.2 course for delivery of SCAMPI Lead Appraiser services.

Observation

Within 12 months of successfully completing SCAMPI Lead Appraiser Training, the candidate must demonstrate the ability to successfully lead a SCAMPI A appraisal according to the following guidelines:

- The candidate's organization sponsors the appraisal, determines the location of the delivery, and requests an SEI-authorized observer to conduct the observation. Observation Request Forms can be found at <http://www.sei.cmu.edu/partners/resources/forms>.
- Only one candidate SCAMPI Lead Appraiser can be observed per appraisal.
- If an interpreter is required, the Partner is responsible for obtaining and payment of an SEI-approved interpreter.

The observer will provide the candidate with feedback at the conclusion of the observation and provide the required information to the SEI for the candidate observation package. The SEI will notify the candidate of authorization status as a SCAMPI Lead Appraiser and furnish a certificate when authorized. For observations that are unsatisfactory, the SEI will provide the candidate with feedback and, if necessary, the steps for remediation. Any additional SEI support for remedial work may be billed in accordance with CMMI Product Suite Pricing.

Agreement Partner shall ensure that candidate lead appraisers complete the lead appraiser authorization process before leading SCAMPI appraisal deliveries. Any exceptions to the lead appraiser authorization process will be granted at the SEI's sole discretion.

Authorization

SEI-authorized SCAMPI Lead Appraisers can only use the SCAMPI appraisal materials, including appraisal team training materials, to train appraisal teams and to lead appraisals on behalf of an SEI Partner. SEI-authorized SCAMPI Lead Appraisers cannot use the materials to conduct appraisals independently or on behalf of organizations that are not licensed by CMU/SEI to conduct appraisals.

To maintain SEI authorization to train appraisal teams and conduct SCAMPI appraisals, SCAMPI Lead Appraisers must do the following:

1. Within a three year authorization period, lead at least one SCAMPI Class A appraisal and participate in activities that contribute to maintenance of proficiency as described in the

notifications posted at

<http://www.sei.cmu.edu/cmml/tools/appraisals/communications.cfm>.

2. File a complete appraisal report for each SCAMPI appraisal with the SEI Appraiser Program within 30 days of completing the appraisal.

If the above conditions are met within 12 months following the end of the 36-month authorization period the authorization may be reinstated at the discretion of the SEI. Otherwise the authorization is revoked and the individual must, as a minimum, successfully complete SCAMPI Lead Appraiser v1.2 Training at the normal course rate; the SEI reserves the right to impose additional requirements for re-authorization depending on the specific circumstances involved. The organization must pay all annual support amounts due from the end of the established authorization period.

The SEI notifies SCAMPI Lead Appraisers of their status as authorization milestones approach.

For More Information

Contact the [SEI Partner Program](#) with questions about this opportunity.