



Berkeley Lab Training Program

PMO 0100 Project Management Earned Value Management CAM Training

Course Syllabus

Subject Category: Project Management Office

Refresher: PMO 0150

Course Prerequisite: None

Course Length: 2.5 hours

Course Mode: In-person

Course Purpose: This course is for Project Directors, Project Managers, Control Account Managers (CAMs), and other project team members to provide project management principles and guidance in managing DOE Order 413.3B projects using Earned Value Management Systems (EVMS). Note, it is recommended that this course be taken prior to taking the CAM Financial Training series of courses offered by the OCFO, and described in the LBNL EVMS Training Procedure [14.PM.TRA.001](#).

Course structure:

This training has three modules:

1. Introduction to Project Management for Control Account Managers (45 minutes)
2. Introduction to Earned Value Management (60 minutes)
3. LBNL Earned Value Management System Processes (45 minutes)

Learning Objectives:

After completing this training, participants will be able to understand:

- their project management responsibilities including project technical needs, scope, schedule, budget, risk, and quality (*Module 1*)
- the purpose and basic requirements of DOE Order 413.3B (*Module 1*)
- the processes, procedures, standards, and objectives of a certified Earned Value Management System (*Module 2*)
- a work breakdown structure and a control account and how they are used to manage a project (*Module 2*)
- basic reporting requirements under DOE Order 413.3B and where to find additional information (*Module 2*)
- the Earned Value Management System (EVMS) organization, tools, terms and definitions (*Module 3*)
- calculation of project planned cost and schedule, actual cost and schedule, schedule and cost performance indices (SPI/CPI), variances and other reporting metrics, and how they are used to manage a project (*Module 3*)

Training Requirements: DOE funded projects are subject to DOE Order 413.3B requirements, and those with total project cost >\$50M are generally required to use a certified Earned Value Management System for project reporting. Other projects may also choose to use the EVMS. LBNL is required to maintain a DOE certified EVMS and associated training to comply with this Order. This course satisfies three training requirements for individuals working on DOE Order 413.3B projects as described in the LBNL EVMS Training Procedure [14.PM.TRA.001](#).

Instructor: Project Management Officer, Project Controls Staff

Course Instructional Materials: in-person training, hard-copy handouts of presentation materials

Practical or performance Assessment / Exam: none

Retraining/Recertification: Yes. PMO 0150

Course Evaluation: Feedback form used to evaluate training