



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
Mike Monroney Aeronautical Center Policy

**AC 1001.1**

Effective Date:  
7/27/07

**SUBJ:** Project Management

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1. **Purpose of this Order.** The Mike Monroney Aeronautical Center (Center) is committed to managing projects using standards and best practices as defined by the Project Management Institute (PMI), the acknowledged world leader in project management standards. This policy formalizes that commitment and provides definitions, scope, roles, and responsibilities.

2. **Audience.** This policy shall apply to the Assistant Administrator for Regions and Centers (ARC) line of business (LOB) organizations located at the Center. It does not apply to the straightlined organizations at the Center that report to other LOBs nor to ARC organizations in locations other than the Center. The Department of Transportation (DOT) and Federal Aviation Administration (FAA) policies and procedures that apply to the implementation of project management at the Center will be adopted and followed.

3. **Where can I find this Order?** You can find this order in the Orders & Notices section of the MYFAA Employee Site at: <https://employees.faa.gov/>

4. **What is the policy and process?**

a. General. Projects shall be managed consistently using sound program and project management tools and techniques.

b. Training.

(1) The Center recognizes the need to have projects planned and managed by trained project managers.

(2) General training tuition and expenses may be provided in the following circumstances: trainee is, or in the near future will be, assigned to a major project; trainee is currently assigned to manage one or more projects; or trainee will be assigned to manage one or more projects in the near future.

c. Certification.

(1) The Center recognizes the need to have major projects planned and managed by trained and certified project managers.

(2) Certification and examination fees and/or certification examination preparatory training may be provided to project managers that are, or soon will be, assigned to manage a major project.

## 5. What are the responsibilities and procedures?

### a. Organizations will have the following responsibilities:

- (1) Manage projects in a manner consistent with guidance from the Aeronautical Center Project Management Office (AMC PMO).
- (2) Tailor and scale the AMC PMO guidance to meet the needs of the specific organization and its projects.
- (3) Identify, prioritize, and maintain a comprehensive portfolio of active projects.

### b. The AMC PMO will have the following responsibilities:

- (1) Establish and evolve the AMC Project Management Methodology and companion guidance, and provide supporting PMO services and tools.
- (2) Provide training, support, and guidance on utilizing the methodology and supporting tools.
- (3) Provide support to organizations in conducting assessments and/or project reviews as necessary.
- (4) Maintain a Strategic Management Team (SMT) level portfolio of active projects consisting of all projects supporting business plan objectives and others as designated by the Aeronautical Center Director and Deputy Director.

## 6. Definitions.

a. Major Project. The Office of Management and Budget (OMB) defines a major acquisition/investment as a system or project requiring special management attention because of its importance to the mission or function of the agency or a component of the agency or another organization; is for financial management and obligates more than \$500,000 annually; has significant program or policy implications; has high executive visibility; has high development, operating, or maintenance costs; or is defined as major by the agency's capital planning and investment control process. (Source: OMB)

b. Methodology. The Project Management Institute (PMI) defines this as a system of practices, techniques, procedures, and rules used by those who work in a discipline.

c. Portfolio. PMI defines this as a collection of projects or programs and other work that is grouped together to facilitate effective management of that work to meet strategic business objectives. The projects or programs may not necessarily be interdependent or directly related.

d. Project. In general PMI terms, a project is a temporary endeavor undertaken to create a unique product, service, or result. This definition can be used to separate project activities from

operational activities. For the purposes of this policy, a work effort should be recognized and managed as a formal project when certain factors, such as size, number of resources assigned/ consumed, visibility, mission criticality, required level of control, etc., warrant that effort.

e. Project Management. The application of knowledge, skills, tools, and techniques to project activities to meet the project requirements. (Source: PMI)

f. Project Management Office (PMO). A PMO is a centralized organization dedicated to improving the practice and results of project management. (Source: Kendall/Rollins).

g. Project Manager. The person assigned by the performing organization to achieve the project objectives. (Source: PMI)

## 7. References.

(PMI) A Guide to the Project Management Body of Knowledge. Newtown Square, Pennsylvania: Project Management Institute, Inc., 2004.

(Kendall/Rollins) Kendall, Gerald I., and Steven C. Rollins. Advanced Project Portfolio Management and the PMO, Multiplying ROI at Warp Speed. Boca Raton, Florida: J. Ross Publishing, Inc., 2003.

(OMB) Office of Management and Budget. Circular A-11, Part 7, Section 300.  
[http://www.whitehouse.gov/omb/circulars/a11/current\\_year/s300.pdf](http://www.whitehouse.gov/omb/circulars/a11/current_year/s300.pdf)

8. **Distribution**. This policy shall be distributed down to the branch level at the Aeronautical Center.



Lindy Ritz  
Director, Aeronautical Center