PMIAA Job Analysis Survey FAQs

1. **What is OPM's role under the Program Management Improvement Accountability Act (PMIAA)?**

   In accordance with the Program Management Improvement Accountability Act (PMIAA), Public Law 112-464, the U.S. Office of Personnel Management (OPM) is required to identify key skills and competencies for program and project managers, establish a new job series, or update and improve an existing job series, and establish a new career path for program and project managers. Developing a competency model for program and project management work is a key step towards ensuring Federal agencies can attract, recruit, and hire skilled employees to accomplish program and project management duties.

2. **Why is OPM issuing another survey for PMIAA?**

   OPM is collecting information to identify the tasks and competencies that are most important for successful performance in Federal program and project management positions. Results will be used to inform Federal human resources policy and to assist employees in career development and training, as well as to help organizations with workforce planning, selection, and performance management. Ratings from employees and supervisors will paint a picture of the program and project management work performed across the Federal Government.

3. **Who Is Being Asked to Complete the Program and Project Managers Job Analysis Survey?**

   To obtain the best possible information, we are asking Federal employees in program and project management positions and their supervisors to complete the survey.

4. **How will Federal Employees performing program and project management work receive the Job Analysis Survey?**

   Federal employees who participated in the Program and Project Management Workforce Survey and volunteered to participate in future studies related to PMIAA will receive an email with the Job Analysis Survey to complete.

5. **How will Federal Employees supervising program and project management work receive the survey?**

   Federal employees who supervise program and/or project managers will receive an email from their employees with the Job Analysis Survey link and instructions on how to complete the survey.

6. **Should I share the survey with other Federal employees performing program and project management work?**

   Program or project management employees will receive a personalized survey link that should not be shared. The personalized survey link is for your use. Only the **Supervisor** Program and Project Management Job Analysis Survey link can be shared with other Federal Supervisors, Managers, and/or Executives.

7. **Can I participate in the Program and Project Managers Job Analysis Survey if I did not participate in the PMIAA Workforce Survey?**

   At this time, only Federal employees who completed the Program and Project Managers Workforce Survey are able to participate in the Job Analysis Survey. There will be future opportunities for employees to provide input on program and/or project management work related to PMIAA. In the meantime, you can participate in the Program and Project Management Workforce Survey.

8. **What information does the *employee* survey cover?**

   This survey contains three sections: (I) Competencies; (II) Tasks; and (III) Program and/or Project Data. The Competencies Section asks you to rate competencies that may be required to perform your job. The Tasks Section asks you to rate tasks that may be performed as part of your job. For those who manage programs, the third section, Program and Project Data, asks you to provide information on the number of programs you currently manage. For those who manage projects, the third section, Project Data, asks you to provide information on the number of projects you currently manage.

9. **What information does the *supervisor* survey cover?**

   This survey contains four sections: (I) Occupational Background; (II) Competencies; (III) Tasks; and (IV) Background Information. The Occupational Background Section asks for information about you and your employees, such as the department or agency for which you and your employees currently work. The Competencies Section asks you to rate competencies that may be required to perform program and project management work in your employees' jobs. The Tasks Section asks you to rate program or project management tasks that may be performed as part of your employees' jobs. The Background Information Section asks for information about you, such as your years of Federal service.

10. **Why am I only rating program management competencies and tasks when I selected that I supervise program and project management employees?**

    Due to the number of competencies and tasks, we wanted to minimize the burden on supervisors. We are requesting supervisors who manage program and project management employees to only provide ratings for program management employees.

11. What Is The Survey Timeline?

The survey will be open for two weeks, starting from the issuance date of the survey and agency notification. We will also send reminder emails and communication to agencies and monitor the survey response rate.

12. Who Will See the Responses to the Survey?

The survey responses will be analyzed by OPM. All information provided by employees will be treated confidentially by OPM. Only group data will be reported; in any public release of survey results, no data will be disclosed that could be used to identify specific individuals.