

# People Capability Maturity Model (P-CMM CMM) Specialization

## Definitions

1. "**Authorized Individual**" means a person who (i) has earned an authorized credential by successfully completing the applicable Clearmodel qualification process, (ii) has met all ongoing requirements to maintain such credential, including the payment of any and all fees due for such credential, and (iii) is sponsored by a License Partner for the P-CMM Specialization.

## Specialization Qualification Process

[Authorized People CMM Instructors](#)

[Authorized SCAMPI with People CMM Lead Appraisers](#)

## Course Delivery

License Partner may alter the P-CMM materials only to make minor grammatical corrections or to change spelling to accommodate regional style (such as changing “center” to “centre”). No other changes may be made to the P-CMM materials unless agreed to in advance by the Clearmodel. Supplementary material, clearly designated as such, may be added. Supplementary materials should not be used to replace Clearmodel-supplied material or contain the Clearmodel logo and/or copyright notices. All Clearmodel-supplied material should be presented.

License Partner may make one paper copy of the student materials per Course Participant. Written permission from Clearmodel is required for all other reproduction. License Partner may engage a third party to reproduce the course materials as long as (i) the number of copies produced is limited to one copy of the materials per Course Participant, and (ii) any copies produced are distributed exclusively to Course Participants as permitted under the P-CMM specialization.

Clearmodel training material should be assembled and delivered according to assembly instructions and associated instructor collateral materials provided in the download file for each course located on the Partner Resource Center at <http://prc.clearmodel.com>.

Each Course Participant attending a P-CMM course shall be provided a copy of the appropriate course text(s).

Except with the prior written approval of Clearmodel, distance learning, through the use of teleconference, videoconference or other remote access learning media for P-CMM courses is not permitted.

License Partner shall ensure that each Course Participant has met the Clearmodel established course prerequisites listed at <http://cmminstitute.com/training>.

Clearmodel shall own and maintain all P-CMM materials. License Partners and their instructors are encouraged to submit change requests to Clearmodel for review.

If License Partner is offering a course through a third party company, the following text must be used to describe the offering:

“[Insert name of third party organization], in collaboration with [insert name of License Partner], is arranging the CMMI Institute's authorized [insert name of course] course [insert date, place, etc.] This training will be delivered under [insert name of License Partner]'s license agreement with the CMMI Institute.”

## Data Submission

### *Course attendee lists and Continuing Education Units (CEUs)*

License Partner shall ensure that Clearmodel-Authorized Instructors submit an attendee list using the Clearmodel-provided attendee list template within thirty (30) days of the end date of the course template to: [partner-attendees@clearmodel.com](mailto:partner-attendees@clearmodel.com).

Course attendee lists shall include: the identification of each participant who attended any portion of a course delivered by License Partner; whether or not Course Participant successfully completed the course; and, any other data required to complete the Clearmodel-provided course attendee list form.

If any Course Participant has requested that his or her identity not be released to Clearmodel, License Partner shall report the participant as “Anonymous Participant” (enter first name as “Anonymous” and last name as “Participant”) on the required attendee lists and shall inform the participant that the participant will not receive a course completion certificate, prerequisite credit, or continuing education units, and that such participant will be (i) unable to retroactively elect to provide personal information and receive credit, and (ii) ineligible to participate in advanced courses, certification activities, authorization activities, or any other activities that require proof of completion of the course.

For each attendee list submission, the License Partner and Clearmodel-Authorized Instructor(s) for the course will receive a confirmation of such submission from Clearmodel. The License Partner and/or the Clearmodel-Authorized Instructor(s) will have thirty (30) days from delivery of the confirmation to request any additions to attendee list. No names will be added after thirty (30) days.

Clearmodel shall make available course completion certificate templates with Carnegie Mellon University Continuing Education Units (CEUs) to be provided to License Partner's Course Participants who successfully complete the P-CMM courses.

License Partner shall be responsible for delivering the completion and CEU certificates to the individual Course Participants.

### *Course Evaluation Forms*

Within thirty (30) days of the delivery of any course under this Agreement, the License Partner shall transmit completed course evaluation forms to Clearmodel.

## Quality Assurance

Course evaluation forms and other class data may be reviewed by Clearmodel to evaluate the quality of course delivery. Clearmodel may perform random reviews of License Partner-delivered courses at the discretion of Clearmodel, including on-site reviews of courses in progress and follow-up surveys with Course Participants. Clearmodel shall notify License Partner if an on-site review will be performed and schedule with License Partner a time for such review to occur. License Partner shall not be responsible for any expenses incurred by Clearmodel in performing any review. After an on-

site review, Clearmodel shall provide a written evaluation to License Partner, which may include recommended actions and mitigation plan. Clearmodel may perform subsequent random reviews at its discretion.

Clearmodel reserves the right to contact Course Participants who have attended License Partner-delivered offerings of the P-CMM courses.

## Service Delivery

P-CMM SCAMPI Services shall be performed by Clearmodel-Authorized SCAMPI Appraisers or Authorized Team Leads.

Appraisal delivery is allowed only if a License Partner has entered into a written agreement with the organization undergoing the appraisal.

License Partner may alter the materials for SCAMPI appraisals only to make minor grammatical corrections or to change spelling to accommodate regional style (such as changing "center" to "centre"). Except for such minor grammatical corrections and regional style accommodations, no other changes are allowed without prior written consent from the Clearmodel.

License Partner may make hard copies of the SCAMPI appraisal services materials needed to conduct the appraisal. License Partner shall not provide any electronic materials to its clients or customers. License Partner may engage a third party to reproduce such materials as long as (i) the number of copies produced is limited to one copy of the materials per Appraisal Participant, and (ii) any copies produced are distributed exclusively to Appraisal Participants as permitted under the P-CMM specialization.

## Data Submission

Within thirty (30) days of the completion of any SCAMPI appraisal delivered under this agreement, License Partner shall ensure that a completed appraisal report is submitted to the SCAMPI Appraisal System (SAS) at <https://sas.cmmiinstitute.com>.

## Quality Assurance

All SCAMPI appraisals will undergo a quality review to ensure the appraisal meets the requirements described in the [Standard CMMI Appraisal Method for Process Improvement: Method Definition Document](#) and they comply with other policies relating to [SCAMPI Appraisal Quality](#). Audits may range from requests for and analyses of detailed appraisal information to an on-site analysis of the appraised organization's artifacts.

## Materials and Use Restrictions

P-CMM Specialization Materials	Materials may be copied and distributed to Course Participants or to Service Participants Course or Service Participants
Student Materials for each course	yes
Handouts or exercises	yes
Instructor notes and collateral	no
Service participant materials	Only Opening Brief and Final Finding templates in the appraisal kit

