



U.S. General Services Administration

Accelerate FM (AFM) The “How To” Guide

For Tool Users

AskFMI@gsa.gov

Prepared by Facility engineering Associates, PC





Outline

- **Module #1** – How to Register for an Account
- **Module #2** - How to Create your Professional Development Plan
- **Module #3** – How to Add your Qualification to your Development Plan
- **Module #4** – How to do a Self Assessment and Plan your Qualifications
- **Module #5** – How to add facilities



MODULE #1: How to Register for an Account

Learning Objectives:

- Creating an Account
- Registration Process
- Modify Demographic Information
- Help Desk Contact information

Creating an Account: First Time User Instructions*

ACCELERATE FM

Welcome to FMI 2.0

Welcome to Accelerate FM, GSA's online resource for professional development of federal buildings personnel! This tool includes resources, links to training and a self-assessment function designed to help you develop your potential throughout your career.

Accelerate FM will help you understand the skills required to manage your buildings to a higher level, find the training resources to acquire those skills and periodically assess and refine your professional development priorities. GSA developed the tool to help employees impacted by the Federal Buildings Personnel Training Act (FBPTA) find and justify requests for training that meet the requirements of that Act. However, anyone involved in facilities management, energy management, building operations, or other related fields will find this resource useful.

If this is your first visit to the site, you can review the user guide and training tutorial available here [Insert link]. Accelerate FM will help you find your gaps, develop your Individual Development Plan and discuss your career needs with your supervisor and chain of command.

- If you have previously created an account on the FMI 1.0 site, click [here](#) to request a password so you can continue your journey in FMI 2.0.
- If you have never created an account before, click [here](#) to create one and begin your journey.

This site will be continually updated with new qualifications and continuing education opportunities. Continue to visit this site to update your professional information as you complete new training and keep abreast of what is new related to the Federal Buildings Personnel Training Act and professional development for buildings personnel.

[Create an Account](#)

Login Support FAQ

Login

Enter your User ID or Email Address and Password below to log in.

User ID or Email:

Password:

[Login](#) Remember me

[Forgot your password?](#)

For problems with logging in or forgotten passwords please call (202) 558-2203 or toll free at (888) 804-4510 (8:30 AM EST to 6 PM EST, Monday - Friday) or email hsupport@publearnportal.gsa.gov

- Navigate to the website: <https://afm.fmi.gov/>
- Click on “Register for an Account” orange button to the bottom left of the screen.

- Fill out your login information
 - ✓ Name
 - ✓ Email Address (Government email Address if you are a federal government employee)
 - ✓ Password
- Click on the “Save” button
- Check your email for access link

Register for an Account

All visitors to this site are encouraged to register with GSA Facilities Management Institute. Registering allows the website to provide you with updates and other important notifications to help you achieve your Facilities Management Institute career goals.

To register for this site, you must provide your name and email address (NOTE: all federal government employees should register using their government email address). The system will then send a special link to the email address that you provided to activate your account. Clicking that link will return you to the site allowing you to login and complete the registration process.

Login Information

Email*:

Confirm Email*:

Account Information

Title:

First Name*:

Middle Name:

Last Name*:

Suffix:

Password*:

Confirm Password*:

[Save](#) [Cancel](#)

*Instructions to be followed by users with a previous account but that have not gone through the registration process.

Creating an Account: First Time user Instructions

Thank you for your AccelerateFM registration. If you are an Energy Manager we are looking forward to you completing your registration in support of the 2016 Energy Manager Survey.

Please click this link to confirm your email and activate your account:
<https://afm.fmi.gov/Public/Registration/AutoConfirmEmail?id=6725&code=VVVHVCHBZPDHZ>

If you prefer, you may navigate to this page manually.

- 1) Go to <https://afm.fmi.gov/Public/Registration/ConfirmEmail?id=6725>
- 2) Enter Confirmation Code: VVVHVCHBZPDHZ

If you received this email in error, please disregard it.

Once you have confirmed your account, you will be able to login and complete the survey and start your journey towards understanding the skills required to manage your buildings to a higher level, find the training resources to acquire those skills and periodically assess and refine your professional development priorities.

Thank you,

The AccelerateFM Support Team

- To activate your account:
 - ✓ Click on the auto confirm registration link in the email sent to you or
 - ✓ Navigate to the email confirmation page and insert the confirmation code received by email.

FACILITIES MANAGEMENT INSTITUTE
ACCELERATE FM

Login Support FAQ

Email Confirmation

Please check your email for your email confirmation code and enter it here to confirm your identity.

If you do not receive an e-mail within a few minutes, please check your spam filters or Junk e-mail folders. Please add the e-mail address: no-reply@afm.fmi.gov to your "Safe Senders" list to ensure you are able to receive e-mails from the system.

Confirmation Code

Contact Us | FAQ | Accelerate FM User Guide

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Built: Fri, 09 Dec 2016 12:24:53 Version: 8.15.2 Revision: 45928

FACILITIES MANAGEMENT INSTITUTE
ACCELERATE FM

Login Support FAQ

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Login

Enter your User ID or Email Address and Password below to log in.

User ID or Email

Password

Remember me

[Forgot your password?](#)

For problems with logging in or forgotten passwords please call (202) 558-2203 or toll free at (888) 804-4510 (8:30 AM EST to 6 PM EST, Monday - Friday) or email support@acceleratesocial.org.

- Click on "Continue" and go back to the login page
- Fill out your login information

Creating an Account: Returning User Instructions

Welcome to FMI 2.0

Welcome to Accelerate FM, GSA's online resource for professional development of federal buildings personnel! This tool includes resources, links to training and a self-assessment function designed to help you develop your potential throughout your career.

Accelerate FM will help you understand the skills required to manage your buildings to a higher level, find the training resources to acquire those skills and periodically assess and refine your professional development priorities. GSA developed the tool to help employees impacted by the Federal Buildings Personnel Training Act (FBPTA) find and justify requests for training that meet the requirements of that Act. However, anyone involved in facilities management, energy management, building operations, or other related fields will find this resource useful.

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- If you have never created an account before, click [here](#) to create one and begin your journey.

This site will be continually updated with new qualifications and continuing education opportunities. Continue to visit this site to update your professional information as you complete new training and keep abreast of what is new related to the Federal Buildings Personnel Training Act and professional development for buildings personnel.

[Create an Account](#)

Login

Enter your User ID or Email Address and Password below to log in.

User ID or Email

Password

[Login](#) Remember me

[Forgot your password?](#)

For problems with logging in or forgotten passwords please call (202) 558-2203 or toll free at (888) 804-4510 (8:30 AM EST to 6 PM EST, Monday - Friday) or email support@golearnportal.org.

- Navigate to the website: <https://afm.fmi.gov/>
- Click on “Here” link
- Insert the email address you used to create your account.
- Check your email for further instructions.

ACCELERATE FM

Login Support FAQ

Request Password

Enter your login User ID OR email address and click "Submit" below. We will send you an email immediately with additional instructions on how to set a new password.

User ID or Email

[Submit](#) [Cancel](#)

[Login](#) | [Contact Us](#) | [FAQ](#) | [Accelerate FM User Guide](#)
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Built: Fri, 17 Apr 2015 16:10:00 Version: 8.4.1 Revision: 40250

Registration Process

- From the drop down menu' choose "Yes" if you are a federal government employee. "No" if you are in the private sector.
- Click on "Next" and fill out the demographic information.
- Choose your Agency.

Practitioner: Continue Registration

If you are in the private sector and not currently working in a Federal facility please answer No to the first question below.
If you are registering because you supervise employees but are not participating in the assessment, answer Yes to the second question below. This will exclude you from any summary reporting.
Note: * = mandatory entry

Please select your federal government affiliation*:

Are you an Energy Manager / Engineer or does your role include energy management functions?:

[Cancel](#) [Next](#)

Practitioner: Continue Registration

Please provide the following demographic information.
* = mandatory entry

Government Affiliation: Other
Energy Manager / Engineer: No
Unique ID: 5924

Agency / Organization*: [click to select](#)

Position Title*:

Supervisor Email:

City:

State:

Highest Level of Education*:

Education Major - Undergraduate:

Duties in your Portfolio (select all that apply):

Energy and Facilities Management Engineering training you have taken from DoD, DoE, or private industry (select all that apply):

Energy and Facilities Management Engineering Credentials (select all that apply):

General Comments:

[Back](#) [Cancel](#) [Continue](#)

Agency

Search...

- Federal Mediation and Conciliation Service
- Federal Mine Safety and Health Review Commission
- Federal Reserve System
- Federal Retirement Thrift Investment Board
- Federal Trade Commission (FTC)
- General Services Administration (GSA)
 - Central Office
 - Federal Acquisition Service
 - Public Buildings Service
 - 01 - NEW ENGLAND REGION
 - BOSTON SERVICE CENTER
 - FMSP
 - NORTH SERVICE CENTER
 - SOUTH SERVICE CENTER
 - 02 - NORTHEAST AND CARIBBEAN REGION
 - 03 - MID-ATLANTIC REGION
 - 04 - SOUTHEAST SUNBELT REGION
 - 05 - GREAT LAKES REGION
 - 06 - THE HEARTLAND REGION
 - 07 - GREATER SOUTHWEST REGION
 - 08 - ROCKY MOUNTAIN REGION
 - 09 - PACIFIC RIM REGION
 - 10 - NORTHWEST/ARCTIC REGION
 - 11 - NATIONAL CAPITAL REGION
 - Government Accountability Office (GAO)
 - Government Printing Office (GPO)
 - Institute of Museum and Library Sciences
 - Inter-American Foundation
 - International Broadcasting Bureau (IBB)
 - Judicial Panel on Multidistrict Litigation
 - Library of Congress
 - Medicaid and CHIP Payment and Access Commission
 - Medicare Payment and Advisory Commission

[Done](#) [Clear Selection](#) [Cancel](#)

Modify Demographic Information

FACILITIES MANAGEMENT INSTITUTE
ACCELERATE FM

Welcome: John White | **My Account** | Logout | Support | FAQ

My Plan

Professional Development Plans

[5924 / Member-Active]

Professional Development Plan	Status
Professional Development Plan	Available

[Begin](#)

The purpose of this professional development plan is for you to determine where your experience, skills, degrees, certifications, and knowledge place you in your career. You will not only see where you stand, what your next steps are, but also receive detailed training and action steps for your career advancement. Use this tool to help you:

- Determine how to use your talent and skills and continue to grow
- Identify and focus on preparation needed for a successful career
- Identify and close gaps in your training and learning
- Locate the required training you need for advancement

- Click on “My account” button to make modifications to your demographic information
- From the account window you can:
 - ✓ Edit your profile
 - ✓ Change your password
 - ✓ Review your library and your communication
 - ✓ Review your demographic information
 - ✓ Edit your role

John White: Account Details

Account Details | Change Password | My Library | My Communications

MyAccount Instructions

John White

[Change Password](#) | [Edit Profile](#)

Primary Email: john.white@gmail.com

Status: Member Type: Person

Email Addresses: Primary john.white@gmail.com

Practitioner	Member-Active
Unique Identifier	5924
Government Employee	Other
Energy Manager / Engineer	No
Non Practicing	No
Agency	N/A - None (No ID/Email)
Echelon	
DoD Location	
Company Name	
Company Location	
Position	Project Manager
Supervisor	
Grade	
Series	
EPIDI	
Years of Experience	

[Edit Role](#)

Practitioner: Edit Role

If you need to change your government affiliation, please click the [Change Government Affiliation](#) button.

Government Affiliation: Other

Energy Manager / Engineer: No

Agency / Organization: N/A - None ([Change](#))

Position Title:

Supervisor:

City:

State:

Highest Level of Education:

Education Major - Undergraduate:

Energy and Facilities Management / Engineering training you have taken from DoD, DoE, or private industry:

Energy and Facilities Management / Engineering Credentials:

General Comments:

[Change Government Affiliation](#) | [I am an Energy Manager / Engineer](#) | [Save](#)

Help Desk Contact Information

- Contact Help Desk:
 - ✓ Email: support@golearnportal.org
 - ✓ Phone number: (202) 558-2203 or toll free at (888) 804-4510 (8:30 AM EST to 6 PM EST, Monday - Friday).
 - ✓ Redirect to the right website
 - ✓ Help with lost/forgot password
 - ✓ Demographic information

The screenshot shows the 'Accelerate FM' website interface. At the top left, there is a logo for 'FACILITIES MANAGEMENT INSTITUTE ACCELERATE FM'. At the top right, there are links for 'Login', 'Support', and 'FAQ'. The main content area is titled 'Welcome to FMI 2.0' and contains several paragraphs of text. On the right side, there is a 'Login' section with two input fields: 'User ID or Email' and 'Password'. Below these fields are 'Login' and 'Remember me' buttons. A red box highlights a 'Forgot your password?' link, which is followed by a paragraph of contact information: 'For problems with logging in or forgotten passwords please call (202) 558-2203 or toll free at (888) 804-4510 (8:30 AM EST to 6 PM EST, Monday - Friday) or email support@golearnportal.org.'



MODULE #2: How to Create your Professional Development Plan

Learning Objectives:

- Create a professional development plan
- Navigate the dashboard
- Review competencies and performances

Create a Professional Development Plan

The screenshot shows the Accelerate FM website interface. At the top, there is a navigation bar with the text 'FACILITIES MANAGEMENT INSTITUTE ACCELERATE FM' on the left and 'Welcome John White My Account Logout' on the right. Below this is a blue header with 'My Plan' selected. The main content area is titled 'Professional Development Plans' and shows a count of '[5924 / Member-Active]'. A table lists the available plans:

Professional Development Plan	Status
<input checked="" type="radio"/> Professional Development Plan	Available

A red box highlights the 'Begin' button next to the selected plan. Below the table, there is a description of the plan's purpose and a list of bullet points:

The purpose of this professional development plan is for you to determine where your experience, skills, degrees, certifications, and knowledge place you in your career. You will not only see where you stand, what your next steps are, but also receive detailed training and action steps for your career advancement. Use this tool to help you:

- Determine how to use your talent and skills and continue to grow
- Identify and focus on preparation needed for a successful career
- Identify and close gaps in your training and learning
- Locate the required training you need for advancement

- Navigate to the Accelerate FM website using the link <https://afm.fmi.gov/> and log on with your information.
- The tool will open on the main page.
- Click on the “Begin” button to create your Professional Development Plan.

Create a Professional Development Plan: Position Profile

FACILITIES MANAGEMENT INSTITUTE
ACCELERATE FM

Welcome John White My Account Logout Support | FAQ

My Plan

Professional Development Plans

[5924 / Member-Active]

Professional Development Plan	Status
Professional Development Plan	Available

Begin

The purpose of this professional development plan is for you to determine where your experience, skills, degrees, certifications, and knowledge place you in your career. You will not only see where you stand, what your next steps are, but also receive detailed training and action steps for your career advancement. Use this tool to help you:

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- Identify and focus on preparation needed for a successful career
- Identify and close gaps in your training and learning
- Locate the required training you need for advancement

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Built: Fri, 09 Dec 2016 12:24:53 Version: 8.15.2 Revision: 45628

Professional Development Plan

Choose Position Profile

Choose your position profile from your agency list. Only public profiles available. You can change the position profile at any time.

Once you select your profile, review the dashboard and progress bar is color coded to show progress. Green shows complete, yellow shows in progress, and gray shows incomplete.

After you have reviewed your assigned competencies and training courses completed.

Which Position Profile would you like to use?

- Select --
- (PUBLIC*) Asset Management (GS09 and under)
- (PUBLIC*) Asset Management (GS11-12)
- (PUBLIC*) Asset Management (GS13-15)
- (PUBLIC*) Energy Management (GS09 and under)
- (PUBLIC*) Energy Management (GS11-12)
- (PUBLIC*) Energy Management (GS13-15)
- (PUBLIC*) Environmental Compliance (GS09 and under)
- (PUBLIC*) Environmental Compliance (GS11-12)
- (PUBLIC*) Environmental Compliance (GS13-15)
- (PUBLIC*) Fire Life Safety (GS09 and under)
- (PUBLIC*) Fire Life Safety (GS11-12)
- (PUBLIC*) Fire Life Safety (GS13-15)
- (PUBLIC*) High Impact Focused Federal Facility manager
- (PUBLIC*) Lease Administration Manager (GS09 and under)
- (PUBLIC*) Lease Administration Manager (GS11-12)
- (PUBLIC*) Lease Administration Manager (GS13-15)
- (PUBLIC*) Project Management (GS09 and under)
- (PUBLIC*) Project Management (GS11-12)**
- (PUBLIC*) Project Management (GS13-15)
- (PUBLIC*) Project Management (GS11-12)

Continue Cancel

(PUBLIC) Project Management (GS11-12)*
This position builds on the responsibility of the GS09 position and includes leading the development of comprehensive project plans, acquiring fiscal resources, directing and performing budget planning. The position manages scope, schedule and budget for projects and ensure that projects delivered meet customer requirements.

2 Performance of Facilities Operations and Maintenance 1 Performances

- Start your development plan clicking on the “Begin” button
- Choose your “position profile”

Create a Professional Development Plan: Position profile

Choose your position profile from your agency's listing. If your agency does not have any position profiles listed or if you are not a federal employee, you can choose from the GSA public profiles available. You can change the position profile at any time, if needed.

Once you select your profile, review the dashboard and explore the competencies that have been assigned to you. Click the arrow to the left of each competency area to expand. The progress bar is color coded to show progress. Green shows completed competencies, orange shows In-Process competencies, and gray shows incomplete competencies.

After you have reviewed your assigned competencies, proceed down to the My Qualifications section of the dashboard. This is where you will enter in your current industry credentials and training courses completed.

Which Position Profile would you like to use? (PUBLIC*) Project Management (GS11-12)

Continue Cancel

(PUBLIC*) Project Management (GS11-12)
This position builds on the responsibility of the GS09 position and includes leading the development of comprehensive project plans, acquiring fiscal resources, directing and performing budget planning. The position manages scope, schedule and budget for projects and ensure that projects delivered meet customer requirements.

AREA	REQUIREMENT / CRITICALITY
2 Performance of Facilities Operations and Maintenance	1 Performances
2.5 Best Practices and Innovation	1 Performances
2.5.4. Demonstrate knowledge of metering and sub-metering for energy and water and how they contribute to systems optimization.	1 Qualification at (1 - Awareness / Medium)
4 Energy Management	2 Performances
9 Project Management	7 Performances

- Choose your “position profile”
- Click on the Continue button.
- On the bottom of the page will appear:
 - ✓ Chosen “Position Profile” description
 - ✓ The list of the performances associated with the selected position profile

Create a Professional Development Plan: AFM Wizard

My Dashboard ⓘ

What is my job or role?
(PUBLIC) Project Management (G 511-12)

0%

Change Position Profile

Assess My Proficiency

Set My Priorities

Report Completion

What training have I completed?

0

Let us guide you ⓘ

The Accelerate FM wizard will guide you through a few simple steps to understand your development needs and find training to help you do your job. Use this to build your training or individual development plan and explain to your leadership why it should be approved! Click "Next" to get started.

Step 1 of 8

Next

No thanks, show me my dashboard

Do you want to test your knowledge and find free training on key concepts relevant to your job? **FEDSAT**

My Dashboard ⓘ

What is my job or role?
(PUBLIC) Project Management (G 511-12)

0%

Change Position Profile

How proficient do I feel in my job or role right now?

3% Self

0% Supervisor

Assess My Proficiency

Where do I want to focus my training this year?

0

You have identified 0 priorities

Set My Priorities

What training will help me meet my development goals?

Find qualifications to meet:

All Gaps

"High-Priority" Gaps

What training have I completed?

0

Report Completion

Do you want to test your knowledge and find free training on key concepts relevant to your job? **FEDSAT**

Create a Professional Development Plan

The screenshot displays the 'Professional Development Plan' interface. At the top, there is a header with the title 'Professional Development Plan' and a 'Show Details' link on the left, and a 'Return to: Professional Development Pla...' link on the right. Below the header is a blue navigation bar with icons for home, back, and search. The main content area is divided into three green sections, each with a red border around its header:

- My Dashboard:** The header is 'My Dashboard' with a list icon. Below it is a 'Show Instructions' link.
- My Qualifications:** The header is 'My Qualifications' with a list icon. Below it is a 'Show Less Instructions' link. The main text reads: 'This task group shows you all of your planned, in-process and completed qualifications.' It includes four bullet points: 'Qualifications are added here when you use the Advanced Search feature in the My Dashboard section above.', 'Qualifications with an Orange button require further action by you to complete to receive full credit.', 'Qualifications with a Grey button required further action by your supervisor or mentor before you will receive full credit.', and 'Qualifications with a Green button mean you have completed the qualification and have received full credit.' It also states: 'To edit information about a qualification, such as the completion date or rating, click the green recall arrow.' At the bottom right of this section is a blue button labeled 'Add Qualifications not listed below'.
- My Facilities:** The header is 'My Facilities' with a list icon. Below it is a 'Show More Instructions' link. At the bottom right of this section is a blue button labeled 'Add Facility'. The main text reads: 'Click Add Facility to add additional facilities that you help operate or maintain.'

The Professional Development Plan is composed of:

- **My Dashboard:** shows how many competencies you currently meet with your industry credentials and training courses completed
- **My Qualifications:** shows all of your planned, in-process and completed qualifications
- **My Facilities:** a list of the facilities you manage and for which your training will have the highest impact.

Create a Professional Development Plan: The Dashboard

My Dashboard ?

What is my job or role?
(PUBLIC) Project Management (GS11-12)

0%

Change Position Profile

How proficient do I feel in my job or role right now?

0%

Self

0%

Supervisor

Assess My Proficiency

Where do I want to focus my training this year?

0

You have identified 0 priorities

Set My Priorities

What training will help me meet my development goals?

Find qualifications to meet:

All Gaps

"High-Priority" Gaps

What training have I completed?

0

Report Completion

Do you want to test your knowledge and find free training on key concepts relevant to your job? FEDSAT

Filter By: My Position Profile ▼

● Met ● In-Process ● Unmet

COMPETENCY AREA	ASSESSMENT STATUS		QUALIFICATION PROGRESS	ACTIONS
	SELF	TARGET SUPERVISOR		
▼ 2 Performance of Facilities Operations and Maintenance			1	Find Qualifications
▼ 2.5 Best Practices and Innovation ?			1	Find Qualifications
! 2.5.4. Demonstrate knowledge of metering and sub-metering for energy and water and how they contribute to systems optimization.	0	1	Unmet	Find Qualifications
▶ 4 Energy Management			2	Find Qualifications
▶ 9 Project Management			7	Find Qualifications
▶ 10 Business, Budget and Contracting			17	Find Qualifications
▶ 11 Leadership and Innovation			3	Find Qualifications
▶ 12 Performance Measures			3	Find Qualifications

Create a Professional Development Plan: The Dashboard (Cont.)

My Dashboard ?

What is my job or role?
(PUBLIC*) Project Management
(GS11-12)

0%

Change Position Profile

How proficient do I feel in my job or role right now?

3% 0%

Self Supervisor

Assess My Proficiency

Where do I want to focus my training this year?

0

You have identified 0 priorities

Set My Priorities

What training will help me meet my development goals?

Find qualifications to meet:

All Gaps

"High-Priority" Gaps

What training have I completed?

0

Report Completion

Do you want to test your knowledge and find free training on key concepts relevant to your job? **FEDSAT**

- Change Position Profile
- Assess your proficiency
- Set your priorities
- Find qualifications that will help meet the development plan goals
- Check what training has been completed to date
- Go to the FEDSAT site to assess knowledge of the high priority performances

Create a Professional Development Plan: The Dashboard

The dashboard shows a list of competency areas with associated assessment status and qualification progress. A red box highlights the 'Filter By: My Position Profile' dropdown. Three red rounded rectangles highlight the 'ASSESSMENT STATUS', 'QUALIFICATION PROGRESS', and 'ACTIONS' columns.

COMPETENCY AREA	ASSESSMENT STATUS			QUALIFICATION PROGRESS	ACTIONS
	SELF	TARGET	SUPERVISOR		
2 Performance of Facilities Operations and Maintenance				1	Find Qualifications
2.5 Best Practices and Innovation				1	Find Qualifications
2.5.4. Demonstrate knowledge of metering and sub-metering for energy and water and how they contribute to systems optimization.	⊘	1	⊘	Unmet	Find Qualifications
4 Energy Management				2	Find Qualifications
9 Project Management				7	Find Qualifications
10 Business, Budget and Contracting				17	Find Qualifications
11 Leadership and Innovation				3	Find Qualifications
12 Performance Measures				3	Find Qualifications

- Filter your model
 - ✓ Entire Model
 - ✓ High Priorities
 - ✓ High Priority Gaps
 - ✓ My Position Profile
 - ✓ My Priorities
 - ✓ Performance Gaps

- Review proficiencies targets
- Review your progress:

- Completed
- In-Process
- Incomplete

- View/search for qualifications that will fulfill individual performances requirements



MODULE #3: Qualifications

Learning Objectives:

- Identify Qualifications
- Review/Delete/Modify qualifications

Qualifications: Identify Qualifications

My Qualifications

Show Less Instructions

This task group shows you all of your planned, in-process and completed qualifications.

- Qualifications are added here when you use the Advanced Search feature in the My Dashboard section above.
- Qualifications with an **Orange** button require further action by you to complete to receive full credit.
- Qualifications with a **Grey** button required further action by your supervisor or mentor before you will receive full credit.
- Qualifications with a **Green** button mean you have completed the qualification and have received full credit.
- To edit information about a qualification, such as the completion date or rating, click the green recall arrow.

Add Qualifications not listed below

Select Qualification for My Qualifications

- Search by **Keyword** to find specific qualifications you have completed or want to complete.
- Click the [+] icon to see details about each qualification.
- Filter by **Qualification Type** to find qualifications based on their type.
- To find qualifications to close gaps and perform other advance searches, use the search options available in the My Dashboard section above.

Keyword:

Qualification Type:

- Certificates
- Certification / Accreditation
- Courses - Government
- Courses - Private
- FedSat
- Registrations & Licenses
- Maintenance Training

Search Close

Search Results

Title	Provider	Qualification Type	Hours	Contact Length	
⊕ Certified Building Commissioning Professional (CBCP)	AEE - Association of Energy Engineers	Certification / Accreditation	0.00		+ Add
⊕ Certified Energy Auditor (CEA)	AEE - Association of Energy Engineers	Certification / Accreditation	0.00		+ Add

- Search for your current qualifications:
- ✓ Search for all qualifications
- ✓ Search by Keyword
- ✓ Search by Qualification Type
- Add Qualification with the "+Add" button

Qualifications: Identify Qualifications

My Qualifications

[Show More Instructions](#)
This task group shows you all of your planned, in-process and completed qualifications.

[Add Qualifications not listed below](#)

Qualification Title	Completion Date	Type	Next Step
		Uncatalogued Training	Provide Details
FedSat 2015			In Process
Show Less Please follow the URL below to take the FEDSAT.			
Sustainability Facility Professional (SFP)		Certificates	Complete
Show Less IFMA's SFP is an assessment-based certificate program delivering a specialty credential in sustainability. By earning your SFP credential, you will develop and gain recognition for your expertise in sustainable FM practices while impacting your organization's economic, environmental and social bottom lines.			

Three types of qualification:

- ✓ Uncatalogued Training
- ✓ FedSat
- ✓ Sustainability Facility Professional (SFP)



Different follow up process!!

Qualifications: Identify Qualifications

Sustainability Facility Professional (SFP): Complete Qualification

You can see the total performances covered by the Qualification in the Performances box. Click the arrow to the left of FBPTA to expand and see the details.

If you have completed this qualification, enter the completion date and Click **Completed**. If the date is more than 10 years in the past, you can type the date directly into the field.

Click **Add to Plan** if you have not completed the qualification (spelled wrong in tool) yet, but wish to add it to your professional development plan.

Please rate the qualification on quality and relevance to the performances it has been assigned on a scale of 1 star(worst) to 5 stars(best).

Scroll to the bottom to save your data.

Qualification Type: Certificates

Qualification Title: Sustainability Facility Professional (SFP)

Qualification URL: <http://www.ifma.org/education/fm-sustain-pro.htm>

Qualification Description: IFMA's SFP is an assessment-based certificate program delivering a specialty credential in sustainability. By earning your SFP credential, you will develop and gain recognition for your expertise in sustainable FM practices while impacting your organization's economic, environmental and social bottom lines.

Completion Date*:

Average Rating: 4.100|3|5|2|0|0

Rating:

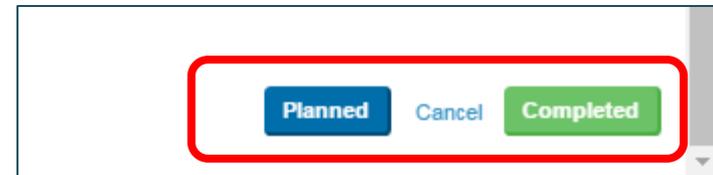
Rating Comments:

Performances: 45 Performances
FBPTA

- 1.1.1. Demonstrate familiarity with building systems and knowledge of how they affect energy use.
- 2.1.3. Demonstrate understanding of indoor air quality, and how to test and adjust it.
- 2.5.4. Demonstrate knowledge of metering and sub-metering for energy and water and how they contribute to systems optimization.
- 4.1.1. Demonstrate knowledge of regulatory changes and industry trends related to distributed generation.

• Qualification's Follow on:

- ✓ Add as "Planned": you are planning or already working on achieving the qualification
- ✓ Add As Completed: You have achieved the qualification



Qualifications: Review Qualification

My Qualifications

Show More Instructions
This task group shows you all of your planned, in-process and completed qualifications.

[Add Qualifications not listed below](#)

Qualification Title	Completion Date	Type	Next Step
FedSat 2015			In Process
<p>Show Less</p> <p>Please follow the URL below to take the FEDSAT.</p>			
Sustainability Facility Professional (SFP)	1/10/2017	Certificates	Completed
<p>Show Less</p> <p>IFMA's SFP is an assessment-based certificate program delivering a specialty credential in sustainability. By earning your SFP credential, you will develop and gain recognition for your expertise in sustainable FM practices while impacting your organization's economic, environmental and social bottom lines.</p>			
Facility Management Professional (FMP)		Certificates	Complete
<p>Show Less</p> <p>IFMA's Facility Management Professional (FMP) designation is a knowledge-based credibility with employers, clients and peers.</p>			

- Completed Status (Green): associated performances in dashboard turn green (See SFP)
- Complete Status (Orange): associated performances in dashboard turn orange (See FMP)

Filter By: My Position Profile

Legend: Met (Green), In-Process (Orange), Unmet (Grey)

COMPETENCY AREA	ASSESSMENT STATUS			QUALIFICATION PROGRESS	ACTIONS
	SELF	TARGET	SUPERVISOR		
▶ 2 Performance of Facilities Operations and Maintenance				1 (Green)	Find Qualifications
▶ 2.5.4. Demonstrate knowledge of metering and sub-metering for energy and water and how they contribute to systems optimization.	1	1	1	1 (Green)	Find Qualifications
▶ 4 Energy Management				2 (Orange)	Find Qualifications
▶ 4.3.1. Demonstrate knowledge of all types of Commissioning, the differences between them, and commissioning requirements in laws and executive orders.	1	1	1	In-Process (Orange)	Find Qualifications
▶ 4.3.2. Demonstrate the ability to oversee and manage a building commissioning process.	1	1	1	In-Process (Orange)	Find Qualifications
▶ 9 Project Management				6 (Orange)	Find Qualifications
▶ 9.1.1. Demonstrate ability to work in integrated project teams to execute, small, medium and large projects.	2	2	2	In-Process (Orange)	Find Qualifications
▶ 9.1.2. Demonstrate knowledge and ability to follow Project Management processes and procedures per your organization's preferred methodology.	2	2	2	In-Process (Orange)	Find Qualifications
▶ 9.1.3. If Project will be completed by contractors, demonstrate the ability to provide technical support to the organization's procurement process.	2	2	2	In-Process (Orange)	Find Qualifications
▶ 10 Business, Budget and Contracting				11 (Orange)	Find Qualifications
▶ 11 Leadership and Innovation				1 (Orange)	Find Qualifications
▶ 12 Performance Measures				3 (Grey)	Find Qualifications

Qualifications: Identify Qualifications

The screenshot shows a form titled "Uncatalogued Training: Provide Details". It includes the following fields and options:

- Qualification Type:** Uncatalogued Training
- Training Title*:** An empty text input field.
- Training Provider:** An empty text input field.
- URL:** An empty text input field.
- Completion Date*:** A date input field with the placeholder "MM/DD/YYYY".
- Performances*:** A dropdown menu showing "(none selected)".
- At the bottom, there are three buttons: "Planned" (blue), "Cancel" (grey), and "Send to Supervisor" (orange).

The screenshot shows a form titled "Integrated project teams (9.1.1.): Review Activity". It includes the following content:

- A grey instruction box: "Please review the instructions below. When complete, send this to your supervisor to verify."
- Qualification Type:** Critical Development Activity
- Title:** Integrated project teams (9.1.1.)
- Instructions:**
 1. Navigate to the online reference: Project Delivery Teams.
 2. Review the material to understand the importance of integrated teams.
 3. Identify what role you would play in an integrated project team.
 4. Discuss with your supervisor to share your experiences and show your ability to participate in integrated project teams in small, medium and large projects.
- Qualification URL:** <http://www.wbdq.org/project/deliveryteams.php>
- Performances :** A dropdown menu showing "FBPTA (1)".
- Completion Date*:** A date input field with the placeholder "MM/DD/YYYY".
- At the bottom right, there are two buttons: "Cancel" (grey) and "Send to Supervisor" (orange).

- Uncatalogued Training and OJT: is any type of training the user has taken or had to take that is not available in the AFM catalogue.
- **ACTION:** Provide details for the training and
 - ✓ Set as planned or
 - ✓ Send to the Supervisor for approval.

- **Critical Development Activity:** free material/activity the user can find in the web to meet a specific performance.
- **ACTION:** Review the reference, add the date and send to supervisor for approval.

Qualifications: Delete / Modify Qualifications

My Qualifications

Show More Instructions
This task group shows you all of your planned, in-process and completed qualifications.

Add Qualifications not listed below

Qualification Title	Completion Date	Type	Next Step
FedSat 2015			In Process
Sustainability Facility Professional (SFP)	1/10/2017	Certificates	Completed
Facility Management Professional (FMP)		Certificates	Complete

- Navigate the My Qualification Tab to:
 - ✓ Review qualification's general information
 - ✓ Review qualification's description
 - ✓ Change the qualification's status after has been completed
 - ✓ Change the qualification's status from complete to completed
 - ✓ Delete a qualification while is still on the planned status



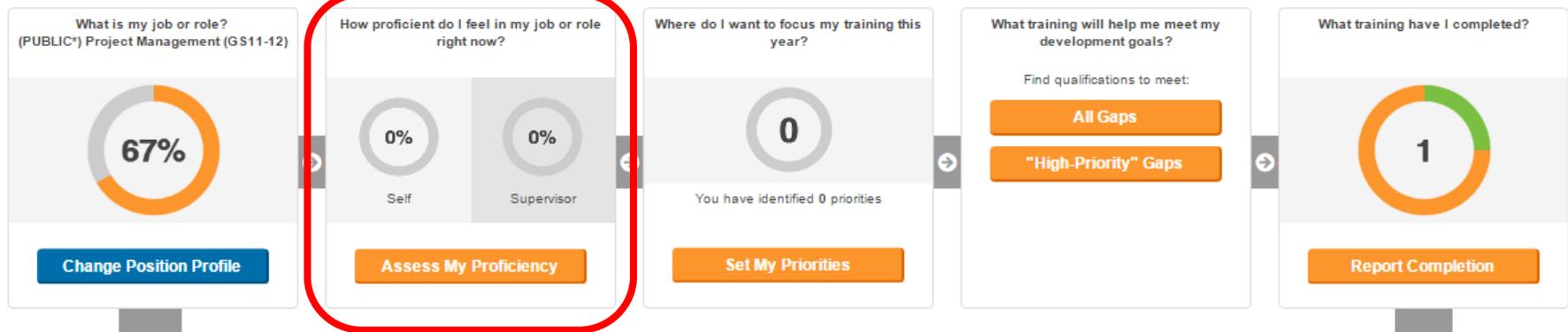
MODULE #4: Self Assessment

Learning Objectives:

- Proficiency assessment
- Set priorities
- Plan your next Qualifications

Self Assessment: Proficiency Assessment

My Dashboard ?



Do you want to test your knowledge and find free training on key concepts?

Self Assessment

For each performance in each competency area, please assess your proficiency on a scale of 0 to 5. For a definition of the proficiency levels, hover your mouse over the (?) next to the Competency Area name.

- Start by expanding each performance by clicking the triangle.
 - Then click the Self-Assessment dropdown and select a proficiency level for each performance.
 - You can update multiple performances at a time by first using the check boxes to select multiple performances, then clicking the Edit Selected button in the lower left corner. You can also check the "Select All" checkbox to select all of the performances in that be sure to click Clear Selected after completing each update.
 - Click Save when done with all competency areas.
- Once your supervisor has completed their assessment of you, you can come back here to compare your assessment with your supervisor's assessment.
- Your self-assessment and your supervisor's assessment is used to help recommend performances to set as your priority and identify gaps between your perceived proficiency and your supervisor's perceived proficiency.

▶ 2 Performance of Facilities Operations and Maintenance	1 of 1 assessed
▶ 4 Energy Management	
▶ 9 Project Management	
▶ 10 Business, Budget and Contracting	
▶ 11 Leadership and Innovation	
▶ 12 Performance Measures	

Edit Selected Clear Checkboxes Save and Finish Close

- Assess Proficiency:
- ✓ Self assessment
- ✓ Supervisor assessment
- ✓ Assessment is used to identify gaps.

Self Assessment: Proficiency Assessment

The screenshot shows a 'Self Assessment' window with a list of competencies on the left and a table for proficiency assessment on the right. The table has columns for 'TARGET PROFICIENCY', 'SELF ASSESSMENT', and 'SUPERVISOR ASSESSMENT'. The 'SELF ASSESSMENT' column for the selected item '2.5.4. Demonstrate knowledge of metering and sub-metering for energy and water and how they contribute to systems optimization.' is set to '1 - Awareness'. The 'Edit Selected' button is highlighted in red.

TARGET PROFICIENCY	SELF ASSESSMENT	SUPERVISOR ASSESSMENT
1 - Awareness	1 - Awareness	

✓ Assess one performance at the time

- 0 - None
- 1 - Awareness
- 2 - Basic
- 3 - Intermediate
- 4 - Advanced
- 5 - Mastery

✓ Assess a bulk of performances within the same Competency grouping

✓ Save your change and wait for your supervisor assessment.

The 'Edit Selected' dialog box shows a 'Proficiency' dropdown menu set to '2 - Basic'. Below the dropdown are two buttons: 'Update 3 Selected' and 'Cancel'.

Self Assessment: Set Priorities

My Dashboard ?

What is my job or role?
(PUBLIC*) Project Management (GS11-12)
67%
Change Position Profile

How proficient do I feel in my job or role right now?
0% Self 0% Supervisor
Assess My Proficiency

Where do I want to focus my training this year?
0
You have identified 0 priorities
Set My Priorities

What training will help me meet my development goals?
Find qualifications to meet:
All Gaps
"High-Priority" Gaps

What training have I completed?
1
Report Completion

Do you want to test your knowledge and find free training on key concepts

✓ Recommended Performance:
automatically chosen by the
system.

My Priorities

Please review all of your performances and check off the performances that you would like to focus your training efforts on.

- Start by expanding each performance by clicking the triangle.
 - Review the target proficiency, your self-assessment, your supervisor assessment, and the recommendation performances to set as a priority.
 - If the performance is something you think you want to make a learning priority, check the box. You also may make comments on why you chose or chose not to make a performance a priority.
 - Click Save when done reviewing all competency areas.
- Supervisors, your staff's self-assessment and your assessment of their proficiency level is used to help recommend performances for your staff person to set as a priority.
- Now that you have selected priorities, you will be able to search for qualifications based on those priorities and filter your dashboard to just those priorities.

Recommended Performances

Based on your current progress, we recommend that you focus on: High Priority Recommendations

- 9.1.3. If Project will be completed by contractors, demonstrate the ability to provide technical support to the organization's procurement process.
- 10.3.4. Demonstrate ability to create an effective Statement Of Work (SOW) for COR or Contracting Officer to ensure proper procurement of a product or service.
- 10.4.4. Demonstrate ability to quantify potential for cost savings and cost avoidance.
- 4.3.1. Demonstrate knowledge of all types of Commissioning, the differences between them, and commissioning requirements in laws and executive orders.
- 4.3.2. Demonstrate the ability to oversee and manage a building commissioning process.

Select Recommended Priorities

2 Performance of Facilities Operations and Maintenance

4 Energy Management 2 Recommendations

Select Recommended Priorities Clear Priorities Save Cancel

Self Assessment: Set Priorities

- ✓ Expand Competency to show performances
- ✓ Add personal note to each performance.

✕
My Priorities

Based on your current progress, we recommend that you focus on: 🔴 High Priority 🟢 Recommendations

- ✔ **1.1.6.** Demonstrate ability to monitor and evaluate how well building systems perform.
- ✔ **1.1.7.** Demonstrate ability to manage corrective, preventive and predictive maintenance.
- ✔ **1.3.1.** Demonstrate familiarity with and ability to manage, grounds and exteriors, parking structures, site utilities, landscaping and grounds, exterior envelope (roof, brick, masonry, etc.) and custodial operations.
- ✔ **1.3.2.** Demonstrate knowledge of the effect that climate and variable environmental conditions envelope and systems.
- ✔ **3.1.1.** Demonstrate ability to monitor information and trends related to facility management and solutions.

Select Recommended Priorities

▶ 1 Management of Facilities Operations and Maintenance

▶ 2 Performance of Facilities Operations and Maintenance

▶ 3 Technology

▶ 4 Energy Management

▶ 5 Safety

▶ 6 Design

▶ 7 Sustainability

▶ 8 Water Efficiency

✕
Notes

Performance: 1.1.2. Demonstrate ability to work with Facilities team to assess a facility's need for building systems.

Notes:

Done

✕
My Priorities

Based on your current progress, we recommend that you focus on: 🔴 High Priority 🟢 Recommendations

- ✔ **1.1.6.** Demonstrate ability to monitor and evaluate how well building systems perform.
- ✔ **1.1.7.** Demonstrate ability to manage corrective, preventive and predictive maintenance.
- ✔ **1.3.1.** Demonstrate familiarity with and ability to manage, grounds and exteriors, parking structures, site utilities, landscaping and grounds, exterior envelope (roof, brick, masonry, etc.) and custodial operations.
- ✔ **1.3.2.** Demonstrate knowledge of the effect that climate and variable environmental conditions can have on the building envelope and systems.
- ✔ **3.1.1.** Demonstrate ability to monitor information and trends related to facility management and information technology solutions.

Select Recommended Priorities

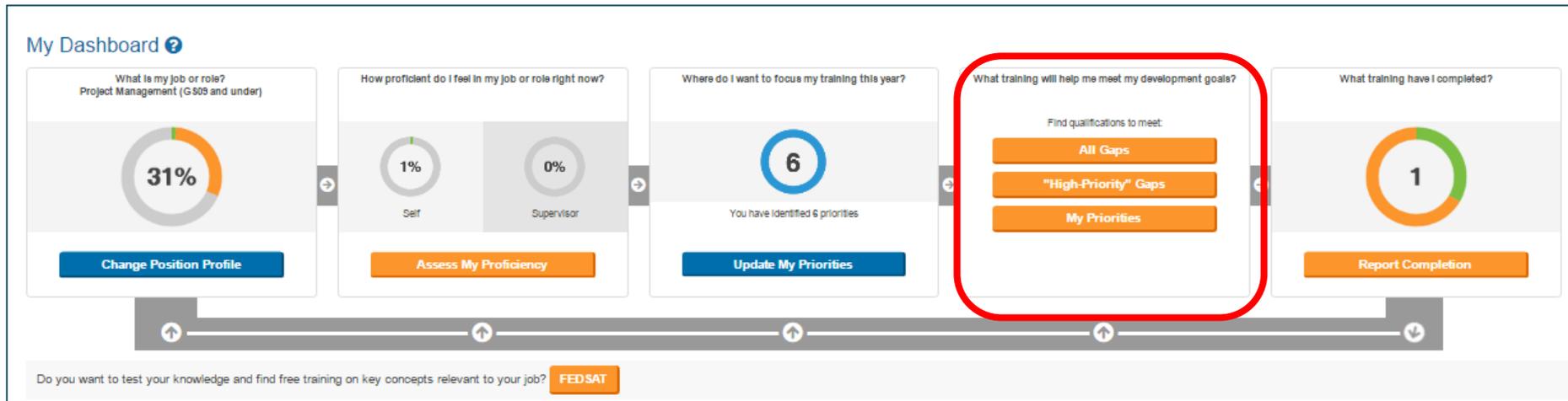
▼ 1 Management of Facilities Operations and Maintenance 🟢 4 Recommendations ★ 3 Priorities

▼ 1.1 Building Systems 🟢 2 Recommendations ★ 3 Priorities

		TARGET PROFICIENCY	SELF ASSESSMENT	SUPERVISOR ASSESSMENT	MY PRIORITY
🔴	1.1.1. Demonstrate familiarity with building systems and knowledge of how they affect energy use.	2 - Basic	Not Assessed	Not Assessed	<input checked="" type="checkbox"/> Add Notes
	1.1.2. Demonstrate ability to work with Facilities team to assess a facility's need for building systems.	2 - Basic	Not Assessed	Not Assessed	<input type="checkbox"/> Add Notes
	1.1.3. Demonstrate ability to oversee the acquisition, installation, and operation of building systems.	2 - Basic	Not Assessed	Not Assessed	<input type="checkbox"/> Add Notes
	1.1.4. Demonstrate ability to work with Facilities Team to establish practices and procedures.	2 - Basic	Not Assessed	Not Assessed	<input type="checkbox"/> Add Notes
	1.1.5. Demonstrate ability to work with Facilities Team to determine and administer the allocation of building systems' resources.	2 - Basic	Not Assessed	Not Assessed	<input type="checkbox"/> Add Notes
🔴	✔ 1.1.6. Demonstrate ability to monitor and evaluate how well building systems perform.	2 - Basic	Not Assessed	Not Assessed	<input checked="" type="checkbox"/> Add Notes
🔴	✔ 1.1.7. Demonstrate ability to manage corrective.				<input checked="" type="checkbox"/> Add Notes

Select Recommended Priorities
Clear Priorities
Save
Cancel

Qualifications: Search / Add Qualifications from the Dashboard



- Type of Searches:

- ✓ All Gaps – identifies qualifications that meet all the performances not achieved in your plan.
- ✓ High Priority Gaps – identifies qualifications that will meet your unachieved high-priority performances.
- ✓ My Priorities – identifies qualifications that will meet the performance you have selected as priorities. It won't show if you haven't selected any priorities.

ASSESSMENT STATUS		QUALIFICATION PROGRESS	ACTIONS
SELF	TARGET	SUPERVISOR	
		1	Find Qualifications
		1	Find Qualifications
1	1	✓	Find Qualifications
		2	Find Qualifications

- ✓ Find Qualification– identify the qualifications that meet a specific performance.

Qualifications: Search/Add Qualifications from the Dashboard

My Dashboard

- What is my job or role? Project Management (G905 and under) - 31% - [Change Position Profile](#)
- How proficient do I feel in my job or role right now? - Self: 1%, Supervisor: 0% - [Assess My Proficiency](#)
- Where do I want to focus my training this year? - You have identified 6 priorities - [Update My Priorities](#)
- What training will help me meet my development goals?** - Find qualifications to meet: [All Gaps](#), ["High-Priority" Gaps](#), [My Priorities](#)
- What training have I completed? - 1 - [Report Completion](#)

Do you want to test your knowledge and find free training on key concepts relevant to your job? [FEDSAT](#)

Search by All Gaps

Keyword:

Qualification Type:

Performances: 4.3.1. Demonstrate knowledge of all types of Co...
 4.3.2. Demonstrate the ability to oversee and m...
 9.1.1. Demonstrate ability to work in integrate...
 9.1.2. Demonstrate knowledge and ability to fol...
 9.1.3. If Project will be completed by contract...
 ... and 61 more of 66
[\(view / change\)](#)

Search Results

Showing 57 Qualifications, sorted by the number of proficiency gaps they close in the searched Performances.

Compare	Performance Gaps	Title	Provider	Qualification Type	Hours	Contact Length	
<input checked="" type="checkbox"/>	20.00	Certified Energy Manager (CEM)	AEE - Association of Energy Engineers	Certification / Accreditation	0.00		+ Add to Plan
<input checked="" type="checkbox"/>	20.00	Certified Facility Manager (CFM)	IFMA	Certification / Accreditation	0.00		+ Add to Plan

[Compare Selected](#) [Cancel](#)

- Add qualifications to your plan from the **All Gaps**:
- ✓ List of unmet performances.
- ✓ Qualification description with number of performances the qualification fulfills.
- ✓ Compare Qualifications

Qualifications: Search/Add Qualifications from the Dashboard

Search by All Gaps

Showing 57 Qualifications, sorted by the number of proficiency gaps they close in the searched Performances.

Compare	Gaps	Performance Title	Provider	Qualification Type	Hours	Contact Length	
<input type="checkbox"/>	20.00	Certified Energy Manager (CEM)	AEE - Association of Energy Engineers	Certification / Accreditation	0.00		<input type="checkbox"/> + Add to Plan
<input checked="" type="checkbox"/>	20.00	Certified Facility Manager (CFM)	IFMA	Certification / Accreditation	0.00		<input type="checkbox"/> + Add to Plan

Description

The CFM Exam is competency-based, testing what a person can do compared to standards that define the practice of facility management. One cannot take a course or a simple knowledge-based exam to earn the credential. IFMA's competency-based program is at a higher level than a knowledge-based program, reflecting the growing importance of facility management in the international business world.

Performances

Covers 130 Performances total / 20 are unmet Performance Requirements on your Position Profile

- ▼ **FBPTA (130)**
 - ▶ 1: Management of Facilities Operations and Maintenance (16)
 - ▶ 2: Performance of Facilities Operations and Maintenance (30)
 - ▶ 3: Technology (11)
 - ▶ 4: Energy Management (11)
 - ▶ 5: Safety (10)
 - ▶ 6: Design (1)
 - ▶ 7: Sustainability (5)
 - ▶ 8: Water Efficiency (2)
 - ▶ 9: Project Management (6)

Compare Selected Cancel

- ✓ Click FBPTA to see qualification description and list of the unmet performance it covers.
- ✓ Select more than one qualification to compare them

Qualifications: Search/Add Qualifications from the Dashboard

Search by My Priorities

Showing 33 Qualifications, sorted by the number of proficiency gaps they close in the search

	Performance Gaps	Title	Provider	Qualification Type
<input checked="" type="checkbox"/>	5.00	Certified Energy Manager (CEM)	AEE - Association of Energy Engineers	Certification
<input type="checkbox"/>	5.00	Operations And Performance Management Professional (OPMP) Certification	ASHRAE	Certification
<input checked="" type="checkbox"/>	3.00	Commissioning Process Management Professional (CPMP) Certification	ASHRAE	Certification
<input type="checkbox"/>	3.00	Facility Management Professional (FMP)	IFMA	Certification
<input type="checkbox"/>	3.00	Real Property Administrator (RPA)	BOMI - International	Certification
<input type="checkbox"/>	2.00	Building Energy Assessment Professional (BEAP) Certification	ASHRAE	Certification
<input type="checkbox"/>	2.00	Certified Building	AEE - Association of	Certification

Compare Qualifications

Process Management Professional (CPMP) Certification Certified Energy Manager (CEM)

- Exceeds the Performance Requirement
- Meets the Performance Requirement
- Does not meet Performance Requirement
- Not applicable for Qualification
- Not Required by Position Profile

1 Management of Facilities Operations and Maintenance

2 Performance of Facilities Operations and Maintenance

3 Technology

4 Energy Management 2 2

5 Safety

6 Design

7 Sustainability

8 Water Efficiency

9 Project Management 3 5

- ✓ Click to see qualification description and list of the unmet performance it covers.
- ✓ Select more than one qualification to compare them
- ✓ Chose which qualification to add to the plan

Qualifications: Search / Add Qualifications from the Dashboard

My Dashboard ?

What is my job or role?
Project Management (G505 and under)

31%

Change Position Profile

How proficient do I feel in my job or role right now?

1% Self
0% Supervisor

Assess My Proficiency

Where do I want to focus my training this year?

6
You have identified 6 priorities

Update My Priorities

What training will help me meet my development goals?

Find qualifications to meet:

All Gaps
"High-Priority" Gaps
My Priorities

What training have I completed?

1

Report Completion

Do you want to test your knowledge and find free training on key concepts relevant to your job? **FEDSAT**

Search by "High Priority" Gaps

Keyword:

Performance: 4.3.1. Demonstrate knowledge of all types of Co...
4.3.2. Demonstrate the ability to oversee and m...
9.1.3. If Project will be completed by contract...
10.3.4. Demonstrate ability to create an effect...
10.4.4. Demonstrate ability to quantify potenti...
(view / change)

Qualification Type: Certificates
Certification / Accreditation
Courses - Government
Courses - Private
Critical Development Activity
Guided Training

Search

Search Results

Showing 33 Qualifications, sorted by the number of proficiency gaps they close in the searched Performances.

Compare	Performance Gaps	Title	Provider	Qualification Type	Hours	Contact Length
<input type="checkbox"/>	5.00	Certified Energy Manager (CEM)	AEE - Association of Energy Engineers	Certification / Accreditation	0.00	+ Add to Plan
<input type="checkbox"/>	5.00	Operations And Performance Management Professional (OPMP) Certification	ASHRAE	Certification / Accreditation	0.00	+ Add to Plan

Compare Selected Cancel

- Add qualifications to your plan from the **High Priority Gap**:
- ✓ List of unmet High Priorities performances.
- ✓ Qualification description with # of high performance unmet the qualification fulfills
- ✓ Compare qualifications.

Qualifications: Search / Add Qualifications from the Dashboard

My Dashboard

What is my job or role?
Project Management (G505 and under)
31%
Change Position Profile

How proficient do I feel in my job or role right now?
Self: 1%
Supervisor: 0%
Assess My Proficiency

Where do I want to focus my training this year?
6
You have identified 6 priorities
Update My Priorities

What training will help me meet my development goals?
Find qualifications to meet:
All Gaps
"High-Priority" Gaps
My Priorities

What training have I completed?
1
Report Completion

Do you want to test your knowledge and find free training on key concepts relevant to your job? **FEDSAT**

Search by My Priorities

Keyword:

Performance: 4.3.1. Demonstrate knowledge of all types of Co...
4.3.2. Demonstrate the ability to oversee and m...
9.1.3. If Project will be completed by contract...
10.3.4. Demonstrate ability to create an effect...
10.4.4. Demonstrate ability to quantify potenti...
(view / change)

Qualification Type: Certificates, Certification / Accreditation, Courses - Government, Courses - Private, Critical Development Activity, Guided Training

Search

Search Results
Showing 33 Qualifications, sorted by the number of proficiency gaps they close in the searched Performances.

Compare	Performance Gaps	Title	Provider	Qualification Type	Hours	Contact Length	
<input checked="" type="checkbox"/>	5.00	Certified Energy Manager (CEM)	AEE - Association of Energy Engineers	Certification / Accreditation	0.00		+ Add to Plan
<input checked="" type="checkbox"/>	5.00	Operations And Performance Management Professional (OPMP) Certification	ASHRAE	Certification / Accreditation	0.00		+ Add to Plan
<input checked="" type="checkbox"/>	3.00	Commissioning Process Management Professional (CPMP) Certification	ASHRAE	Certification / Accreditation	0.00		+ Add to Plan

Compare Selected Cancel

- Add qualifications to your plan from the **My Priority**:
- ✓ List of unmet performances based on the priority you have assigned
- ✓ Qualification description with # of performance unmet the qualification fulfills
- ✓ Compare Qualifications.



MODULE #5: Facilities

Learning Objectives:

- How to add/modify Facilities information
- What type of information is needed and why

My Facility: Add facilities

My Facilities

Show Less Instructions

If you are involved in the operation and maintenance of a building(s) please associate yourself with those buildings here. This would most often apply to Property Managers, Energy Managers, and Operations & Maintenance staff. Data we are collecting includes building consumption data (energy and water), customer satisfaction scores, and service ticket information. This will help correlate professional development efforts with the impact on building efficiency

Add Facility

Facility: Enter Facility

Please identify your facility using the **Federal Real Property Profile/Real Property Unique Identifier (FRPP/RPUI)** and put this number in the **Building ID** box. Please consult your supervisor, your agency Federal Real Property Administrator, or Senior Real Property Officer for assistance with identifying your RPUI.

Building ID:

kBTU/square foot per year:

ENERGY STAR Score:

Gallons per year:

Kilowatt hours per year:

Year of Data*:

Save

Cancel

Mostly apply to Property Manager, energy Managers and Operation & Maintenance Staff.

- Add Facility.
- Fill in the information and the year the data pertain to.
- Save the changes.

My Facilities: Modify facilities

My Facilities

[Show More Instructions](#)
Click **Add Facility** to add additional facilities that you help operate or maintain.

Add Facility

Building ID	KBTUs/ft2-Yr	ENERGY STAR	Gallons/Yr	Next Step
21564	500	85	180,000	Enter Facility  
Show Less 2015				
2145680	120,000	94	250,000	Done  
Show Less 2015				

- Navigate the My Facilities tab:
 - ✓ Review the Facilities listed
 - ✓ Recalling a Facility that has been submitted
 - ✓ Delete a Facility



Questions or Comments

Contact Help Desk : AskFMI@gsa.gov

Download the Accelerate FM User Guide and Training Power Point to help with the transition to using the new Accelerate FM web tool at www.fmi.gov

These files may not be fully accessible. For assistance or to request an additional format, please send a request to patrick.dale@gsa.gov.