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| WI Youth Apprenticeship Logo | Government Project Management  Youth Apprenticeship |

# GOVERNMENT PROJECT MANAGEMENT

Government Project Management youth apprentices gain skills related to project management approaches to support organizational formulation of strategies and execution of projects to achieve strategic goals. Apprentices must adhere to industry safety and security standards.

**Length of Apprenticeship:** One or two years

# occupational Competencies

**Year 1:** Government Project Management youth apprentices must complete a **total of 9 Year 1** competencies. **Eight** must be from the list below. Employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Year 1 competencies are completed with employer guidance.

**Year 2:** Government Project Management youth apprentices must complete a **total of 8 Year 2** competencies. **Seven** must be from the list below. Employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Year 2 competencies are completed with minimal employer guidance.

Note where necessary, skills can be simulated.

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| **Government Project Management Competencies** |
| 1. Use office tools 2. Manage email 3. Create professional documents 4. Schedule meetings 5. Take meeting and project meeting notes 6. Maintain employee and organization confidentiality 7. Use current presentation programs 8. Participate in project initiation 9. Participate in discovery and needs analysis 10. Participate in project requirements collection 11. Support capacity planning and resource availability 12. Contribute to internal project communication planning 13. Contribute to external project communication planning 14. Participate in project monitoring 15. Participate in project implementation 16. Participate in project testing 17. Participate in project closure |

# Apprenticeship Bridging Opportunities

No current registered apprenticeships exist for Project Management.

# Post-Secondary Pathway Opportunities

There are several post-secondary pathway opportunities in this area. The following is a partial list.

* Project Management
* Business Administration

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| WI Youth Apprenticeship Logo | Government Project Management  Youth Apprenticeship  On-the-Job Learning Performance Standards Guide  **(completed by YA consortium)** |

# Youth Apprentice information

|  |  |
| --- | --- |
| **Youth Apprentice Name** | |
| **YA Coordinator** | **YA Consortium** |
| **School District** | **High School Graduation Date** |
|  |  |

# Requirements

**Level One Requirements**

Youth apprentices must complete ALL the items listed below. Check completed areas.

Year 1 Competency checklist

Employability Skills checklist (in this On-the-Job Learning (OJL) Guide) or the DPI Employability Skills Certificate

Related instruction equal to 1 high school credit or at least 3 college credits

Minimum of 450 work hours

**Level Two Requirements**

Youth apprentices must complete ALL the items listed below. Check completed areas.

Year 2 Competency checklist

Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate

Related instruction equal to 2 high school credits or at least 6 college credits

Minimum of 900 work hours

# Hours

Record the hours the youth apprentice worked. (Please record exact total hours employed.)

|  |  |  |
| --- | --- | --- |
| Total Hours Employed | Company Name | Telephone Number |
|  |  |  |
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|  |  |  |

# Related Instruction

YEAR 1: Indicate which related instruction courses the youth apprentice completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Dual Credit | Course Number and Title | Credits | **Instruction Provider** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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YEAR 2: Indicate which related instruction courses the youth apprentice completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Dual Credit | Course Number and Title | Credits | **Instruction Provider** |
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# SIGNATURES

The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

|  |  |
| --- | --- |
| Employer/Mentor Signature | Employer/Mentor Signature |
| Employer/Mentor | Employer/Mentor |
| Business/Company | Business/Company |
| Date Signed | Date Signed |
|  | |
| School-Based and/or YA Coordinator Signature | School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator | School-Based and/or YA Coordinator |
| School District or Organization | School District or Organization |
| Date Signed | Date Signed |
|  | |
| Youth Apprentice Signature | Youth Apprentice Signature |
| Youth Apprentice | Youth Apprentice |
| School District / High School | School District / High School |
| Date Signed | Date Signed |

# employability Skills (TO BE COMPLETED BY yA EMPLOYER/MENTOR)

Youth apprentices must demonstrate key employability skills.

The DWD YA program employability skills requirement may be attained and demonstrated through two processes. (See options listed below.) Employability skills must be completed for every year a student is in the program. The Wisconsin Department of Public Instruction (DPI) Employability Skills Certificate may be counted as meeting one of those two years, provided the certificate is earned in the same year the student is enrolled in youth apprenticeship or they can complete the YA Employability Skills in the OJL. The Employability Skills Certificate must be obtained through the DPI.

1. If a student has successfully completed a WI DPI State-Certified Cooperative Education, [Co-Op Employability Skill certification](https://dpi.wi.gov/cte/skills-standards/cooperative/portfolios) then they have met the YA Employability Skills requirement for that year. A copy of the student’s DPI Co-Op Employability Skill Certificate must be maintained on file with their YA regional consortium.

Earned Wisconsin Employability Skills Certificate (checked if applicable) or,

1. Completed and rated “Employability Skills” through this YA OJL guide as described below.

|  |  |
| --- | --- |
| **3** | ***Exceeds Expectations:*** Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior |
| **2** | ***Meets Expectations:***  Meets entry-level criteria; requires some supervision; often displays this behavior |
| **1** | ***Working to Meet Expectations:*** Needs improvement; requires much assistance and supervision; rarely displays this behavior |

The following skills are required of all youth apprentices.

|  | **Employability Skills** | **Rating** | | |
| --- | --- | --- | --- | --- |
| **Competency and Rating Criteria** | | **Minimum Rating of 2 for EACH**  **Check Rating** | | |
| **1** | **2** | **3** |
| 1. Develops positive work relationships with others.   *Examples of qualities and habits that the employee might exhibit include . . .*   * Interacts with others with respect and in a non-judgmental manner * Responds to others in an appropriate and non-offensive manner * Helps co-workers and peers accomplish tasks or goals * Applies problem-solving strategies to improve relations with others * When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation | | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |
| 1. Communicates effectively with others   *Examples of qualities and habits that the employee might exhibit include . . .*   * Adjusts the communication approach for the target audience, purpose, and situation to maximize impact * Organizes messages/information in a logical and helpful manner * Speaks clearly and writes legibly * Models behaviors to show active listening * Applies what was read to actual practice * Asks appropriate questions for clarity | | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |
| 1. Collaborates with others   *Examples of qualities and habits that the employee might exhibit include . . .*   * Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities * Shares responsibility for collaborative work and decision making * Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise * Avoids contributing to an unproductive group conflict   Shares information and carries out responsibilities in a timely manner | | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
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| 1. Maintains composure under pressure   *Examples of qualities and habits that the employee might exhibit include . . .*   * Uses critical thinking to determine the best options or outcomes when faced with a challenging situation * Carries out assigned duties while under pressure * Acts in a respectful, professional, and non-offensive manner while under pressure * Applies stress management techniques to cope under pressure | | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
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| 1. Demonstrates integrity   *Examples of qualities and habits that the employee might exhibit include . . .*   * Carries out responsibilities in an ethical, legal and confidential manner * Responds to situations in a timely manner * Takes personal responsibility to correct problems * Models behaviors that demonstrate self-discipline, reliability, and dependability | | **Year 1 Rating** | | |
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| **Year 2 Rating** | | |
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| --- | --- | --- | --- |
| **Employability Skills** | **Rating** | | |
| 1. Performs quality work   *Examples of qualities and habits that the employee might exhibit include . . .*   * Carries out written and verbal directions accurately * Completes work efficiently and effectively * Performs calculations accurately * Conserves resources, supplies, and materials to minimize costs and environmental impact * Uses equipment, technology, and work strategies to improve workflow * Applies problem-solving strategies to improve productivity * Adheres to worksite regulations and practices * Maintains an organized work area | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |
| 1. Provides quality goods or services (internal and external)   *Examples of qualities and habits that the employee might exhibit include . . .*   * Shows support for the organizational goals and principles by own personal actions * Displays a respectful and professional image to customers * Displays an enthusiastic attitude and desire to take care of customer needs * Seeks out ways to increase customer satisfaction * Produces goods to workplace specifications | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |
| 1. Shows initiative and self-direction   *Examples of qualities and habits that the employee might exhibit include . . .*   * Prioritizes and carries out responsibilities without being told * Responds with enthusiasm and flexibility to handle tasks that need immediate attention * Reflects on any unsatisfactory outcome as an opportunity to learn * Improves personal performance by doing something different or differently * Analyzes how own actions impact the overall organization * Supports own action with sound reasoning and principles * Balances personal activities to minimize interference with work responsibilities | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
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| --- | --- | --- | --- |
| **Employability Skills** | **Rating** | | |
| 1. Adapts to change   *Examples of qualities and habits that the employee might exhibit include . . .*   * Shows flexibility and willingness to learn new skills for various job roles * Uses problem-solving and critical-thinking skills to cope with changing circumstances * Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness * Displays a "can do" attitude | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |
| 1. Demonstrates safety and security regulations and practices   *Examples of qualities and habits that the employee might exhibit include . . .*   * Follows personal safety requirements * Maintains a safe work environment * Demonstrates professional role in an emergency * Follows security procedures * Maintains confidentiality | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |
| 1. Applies job-related technology, information, and media   *Examples of qualities and habits that the employee might exhibit include . . .*   * Applies technology effectively in the workplace * Assesses and evaluates information on the job * Assesses training manuals, website, and other media related to the job | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |
| 1. Fulfills training or certification requirements for employment   *Examples of this requirement may include . . .*   * Participation in required career-related training and/or educational programs * Passing certification tests to qualify for licensure and/or certification * Participation in company training or orientation | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |
| 1. Sets personal goals for improvement   *Examples of this requirement may include . . .*   * Setting goals that are specific and measurable * Setting work-related goals that align with the organization's mission * Identifying strategies to reach goals * Reflecting on goal progress to regularly evaluate and modify goals | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |

# occupational Competencies (TO BE COMPLETED BY yA EMPLOYER/MENTOR)

**Year 1:** Government Project Management youth apprentices must complete a **total of 9 Year 1** competencies. **Eight** must be from the list below. Employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Year 1 competencies are completed with employer guidance.

**Year 2:** Government Project Management youth apprentices must complete a **total of 8 Year 2** competencies. **Seven** must be from the list below. Employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Year 2 competencies are completed with minimal employer guidance.

Note where necessary, skills can be simulated.

**Rating Scale**

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

If any competencies are rated "1" on the final performance review checklist that is submitted to WI DWD it is considered a failed checklist.

**GOVERNMENT PROJECT MANAGEMENT – ALL REQUIRED (TO BE COMPLETED BY YA EMPLOYER/MENTOR)**

* *Assess Year 1 competencies completed with supervision*
* *Assess Year 2 competencies with minimal supervision*

|  | **Occupational Competencies** | **Rating** | | |
| --- | --- | --- | --- | --- |
| **Competency and Rating Criteria** | | **Minimum Rating of 2 for EACH**  **Check Rating** | | |
| **1** | **2** | **3** |
| Use office tools  * Operate desktop and laptop computers * Use business computer programs (i.e., Microsoft, Google, SharePoint, meeting programs, etc.) * Use telecommunications system * Operate copy/printer/fax machine * Operate virtual meeting equipment and tools * Use presentation equipment * Use project management programs/systems | | **Year 1 Rating** | | |
|  |  |  |
| **Year 2 Rating** | | |
|  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manage email  * Identify priority of message * Use organization email template/process * Distribute to appropriate individual or team * Create and update distribution lists * Process meeting invitations * Follow security protocols * Recognize and report spam/phishing/etc. messages * Maintain confidentiality | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Create professional documentsUse correct grammar, spelling, and punctuationUse current word processing programGather information for documentationFollow security and/or confidentiality requirementsUse templatesProofread documentationFile documents in proper location | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Schedule meetings  * Use current meeting scheduling program * Gather meeting attendee information * Identify meeting date and time * Schedule meeting location (physical and/or virtual) * Identify meeting resources * Send meeting invitation * Update registration/attendee status | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Take meeting and project minutes/notesCapture meeting informationFormat meeting minutes after meetingProofread minutes for spelling and grammarObtain approval of minutesDistribute minutes to attendees | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Maintain employee and organization confidentialityFollow organizational confidentiality proceduresEnsure security of employee and organization dataMaintain organization secrets (a.k.a. trade secrets) | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Use current presentation programs  * Create new presentation * Adjust presentation layout * Adjust presentation content * Add presentation notes * Add graphics | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Participate in project initiation  * Identify the scope of the project * Verify funding source * Verify sponsor(s) * Identify available resources (internal or external) * Identify project templates * Identify where project documentation is housed * Adjust initial scope of project * Document findings | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Participate in project discovery and needs analysisReview questions for requirements collectionPrepare for requirements collectionAnalyze existing data and metricsResearch internal database informationResearch external resourcesIdentify business needsIdentify project stakeholdersDetermine roles of stakeholdersCreate discovery and needs analysis documentation | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Participate in project requirements collectionParticipate in requirements collection meetingsPose clarifying questionsCreate inquiry surveysCapture project current stateCapture project assumptionsCapture project dependenciesCapture project constraintsCapture project risksCompile requirements collection notesCreate project requirements findings documentation | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| 1. **Support capacity planning and resource availability**  * Gather resource data * Analyze resource availability * Identify required skill sets for project roles * Assess hours/time constraints of resources * Support monitoring of resource availability * Communicate findings to project team | | **Year 1 Rating** | | | | | | |
|  |  | |  | | | |
| **Year 2 Rating** | | | | | | |
|  |  | |  | | | |
| Contribute to internal project communication planningUse communication and collaboration toolsIdentify project communication methodsIdentify who needs to receive communicationsIdentify how often communications occurIdentify the purpose of communicationIdentify what needs to be included in the communicationInclude updates for the stakeholders | | **Year 1 Rating** | | | | | | |
|  |  | |  | | |
| **Year 2 Rating** | | | | | |
|  |  | |  | | |
| Contribute to external project communication planningUse communication and collaboration toolsIdentify project communication methodsIdentify who needs to receive communicationsIdentify how often communications occurIdentify the purpose of communicationIdentify what needs to be included in the communicationInclude updates for the stakeholders | | **Year 1 Rating** | | | | | |
|  |  | |  | | |
| **Year 2 Rating** | | | | | |
|  |  | |  | | |
| Participate in project monitoringParticipate in project meetingsFollow-up with project participantsVerify milestone statusDetermine if additional resources are neededProvide ongoing status updates with project sponsors and stakeholdersIdentify data collection and analysis needsAssist with project adjustmentsCommunicate project changes | | **Year 1 Rating** | | | | | |
|  |  | |  | | |
| **Year 2 Rating** | | | | | |
|  |  | |  | | |
| Participate in project implementationReview activities for implementationIdentify implementation resourcesIdentify communication requirementsExplore post-implementation strategiesParticipate in implementation meetingsComplete project documentation requirementsAssist with surveying stakeholders for real time feedback | | **Year 1 Rating** | | | | | |
|  |  | |  | | |
| **Year 2 Rating** | | | | | |
|  |  | |  | | |
| Participate in project testing.  * Identify parameters of the test plan. * Identify testing tracking system/program * Identify stakeholders involved in the testing process. * Determine stage of testing. * Identify test case criteria. * Identify test case data requirements. * Follow testing procedures. * Compare testing results with expected outcomes. * Determine if the testing meets the minimal viable product. * Prioritize testing criteria (what’s mission critical and what’s not). * Analyze testing data. * Document test results. | | **Year 1 Rating** | | | | | |
|  | | | | | |
|  |  | |  | | |
| **Year 2 Rating** | | | | | |
|  |  | |  | | |
| Participate in project closureReview project milestones periodically during project (mini closures)Review if milestones have been metMonitor ongoing metricsCommunicate ongoing status of project | | **Year 1 Rating** | | | | | | |
|  | | | | | | |
|  | |  | |  | | |
| **Year 2 Rating** | | | | | | |
|  | |  | |  | | |
| Competency Substitute (if you replaced a competency above, note the competency and rating) | **Year 1 Rating** | | | | | | | |
|  | | |  | | |  | |
| **Year 2 Rating** | | | | | | | |
|  | | |  | | |  | |
| **Comments**: | | | | | | | | |

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| WI Youth Apprenticeship Logo | Post-Program Completion Survey  Youth Apprenticeship |

# YA Post-Program Completion survey: Employer Feedback

Employers complete the following information. YA Coordinators will enter this into the Post-Program Completion Survey.

|  |  |
| --- | --- |
| **YA Employer Post-Program Completion Questions** | |
| Will you offer or have you offered the Youth Apprentice a continuing position with your company? | Yes  No |
| If continuing position offered to youth apprentice, did they accept? | Yes  No |
| **If yes, please answer the questions below:** | |
| Was the offer for full time or part time work? | Full-time  Part-time |
| Title of the position offered: | |
| What is the wage of the continuing employment offer? | |
| If applicable, will the youth apprentice advance to a Registered Apprenticeship? | |

# YA Post-Program Completion survey - completed by YA consortium

The [Post-Program Completion Survey](https://dwd.wisconsin.gov/dwd/forms/dws/detw-18081-e.htm) form is to be provided to each student completing the Youth Apprenticeship program to capture information on the student's plans after leaving the program. This **form should be** **completed by the Youth Apprenticeship Coordinator** to capture information from all high school seniors and their employers after successful completion of the Youth Apprenticeship Program.

The form should be completed during the final meeting between the student, mentor, and Youth Apprenticeship Coordinator, when the final checklist or On-the-Job Learning (OJL) Guide is filled out and signed. Information captured on this form must be entered online using the Bureau of Apprenticeship Standards Electronic Records System (BASERS).

No part of this document may be altered, duplicated, or extracted without written consent from the Wisconsin Department of Workforce Development (DWD).

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

