



CMMI Training – Course Management System Usage Policy

Purpose

This policy defines the parameters and requirements for reporting CMMI® V2.0 course deliveries to CMMI Institute through the Course Management System (CMS).

Scope and Applicability

This policy is applicable to all candidate and certified CMMI V2.0 Instructors and their sponsoring CMMI Institute Partner organizations for the planning and reporting of Partner-led, officially licensed CMMI V2.0 courses. CMMI Institute License Partners are responsible for maintaining current knowledge of relevant CMMI Institute policies and for ensuring that each certified individual sponsored under their Partner agreement adheres to these policies and requirements.

This policy is effective with the release of CMS on 30 September 2019. All CMMI V1.3 course rosters must continue to be managed through the manual submission process until the sunset of CMMI V1.3 on 30 September 2020.

Background

CMS provides the facility for CMMI Instructors to plan, record, and report each CMMI V2.0 course they deliver. Use of this system enables the standardization of course data reporting and is intended to reduce the overall effort required to maintain course records. The standardization provides for more timely and consistent analysis of course data and improves the associated reporting to stakeholders and constituents.

For information about course requirements for Certified CMMI Instructors, please refer to Policy PT001, *CMMI Training – Course Delivery Policy*.

Policy Implementation Detail

The following course reporting practices are required as of the effective date listed above. A grace period is in effect through 21 October 2019, during which time CMMI Instructors may register their courses through email to partner@cmiiinstitute.com. CMMI Institute will upload these courses into CMS on behalf of the CMMI Instructors, who will then be able to manage them through CMS. Once this grace period expires, all CMMI V2.0 courses must be registered by CMMI Instructors through CMS prior to the course delivery.

When registering a course in CMS, a predetermined minimum data set is required by the system. In addition to that data set, CMMI Institute requires that the following requirements be met for each course offering:

- Instructors must register an upcoming course a minimum of 14 calendar days prior to the first day of the course.
- Instructors must submit their final course roster a minimum of two calendar days prior to the first day of the course.
- Instructors can enter students by entering each individually or by uploading a course roster. Instructors must use the required template provided to upload course rosters. The system does not accept customized or third-party templates. The approved template is available in CMS and in the CMMI Institute Resource Center.

Additional References

- Questions regarding this policy can be sent to quality@cmmiinstitute.com.
- The Course Management System can be found at <https://cmmiinstitute.com/course-management/instructor/courses>.
- The CMMI Institute Resource Center is found at <https://cmmiinstitute.com/resources>.
- *CMMI Training – Course Delivery Policy* can be found at [cmmiinstitute.com](https://cmmiinstitute.com/partners/policies) on the policy page: <https://cmmiinstitute.com/partners/policies>.

Revision History

Version Number	Date Published	Date Effective	Changes
V1.0	30 September 2019	30 September 2019	Initial version