

# MEDICAL DEVICE DISCOVERY APPRAISAL PROGRAM (MDDAP)

## How to become a CMMI<sup>®</sup> Institute **MDDAP Appraiser** (ATM / ATL)

### 1. Meet the Pre-Requisite Experience

Submit your application with resume. All applications will be reviewed within 2-weeks of receipt.

Requirements:

- Team Lead: Led 10+ appraisals in the last 5 years with no significant issues from quality reviews
- Team Member: Participated as an ATM on at least 3 appraisals in the last 18 months
- Completed CMMI V2.0 Upgrade Training
- Able to work in the U.S. (citizenship, work visa, green card, etc.)
- Demonstrate strong English skills

Desired Experience:

- Familiarity with SCAMPI C (discovery style) appraisals

### 2. Pass the Interview

CMMI Institute will conduct a 1-hour interview session with the candidate. CMMI Institute will inform the candidate of their status within 1-week of conducting your interview.

### 3. Sign an Independent Contractor Agreement

The candidate will be required to sign an Independent Contractor Agreement and general MDDAP Statement of Work (SOW) with CMMI Institute. This must be in place before continuing to the next step.

### 4. Complete the MDDAP Training Course

- This 4-hour, 8-module, digital training can be taken at the candidate's own pace.
- Post-training survey demonstrating candidate's completion and understanding of the material.

### 5. Observation as a Team Member

The candidate must be able to demonstrate their understanding of the nuances in the program on an appraisal. The candidate will thus be observed as an "additional" appraisal team member, responsible for meeting with the appraisal team in advance of the appraisal to discuss the plan and schedule, leading EXACTLY one interview session for EXACTLY one PA, then drafting the results for the assigned PA, and finally building consensus with the appraisal team around the final results. The candidate is expected to participate in team discussions and retrospectives.

This is an unpaid activity for the candidate, however, there is no observation fee and travel expenses will be covered, up to a \$2,000 cap. The observer will review the results with the candidate before submitting them to CMMI Institute. A successful candidate will become a Certified\* CMMI Institute MDDAP ATM.

### 6. Observation as a Team Lead

The candidate will be required to participate as a regular MDDAP appraisal team member at least one time before completing their observation as an appraisal team lead, responsible for all the activities of the MDDAP ATL role, including all pre-appraisal and post-appraisal activities.

### 7. Become Certified!

A successful candidate will become a Certified\* CMMI Institute MDDAP ATM or ATL, eligible to join and/or lead MDDAP Appraisals on behalf of CMMI Institute.

\*This individual must continue to meet ongoing program expectations to maintain their role.