CMMI® Institute Building Organizational Capability Course Instructor-Led Policy

Course Names
Foundations of Capability
Building Development Excellence
Building Service Excellence
Building Supplier Management Excellence
High Maturity Concepts
CMMI V2.0 Upgrade Training

Course Abbreviations
BC-FOUN
BC-DEVE
BC-SVCE
BC-SPME
BC-HMC
BC-PMUT

Course Registration and Scheduling
- Course price is determined by each instructor.
- All course sessions consist of a minimum of 3 students and a maximum of 25 students.
- All students must be registered with CMMI Institute in advance of the course.
- **Foundations of Capability** course sessions are two days or a total of 13 instructional hours within 5 days.
- **Building Excellence** and **High Maturity Concepts** courses are each day or each a total of 6.5 instructional hours within 2 days.
- No more than 8 instructional hours are permitted within 1 day.
- At least 10 minutes of break time must be provided for every 4 hours of instructional time.
- Unless a member of the CMMI V2.0 Training Working Group, who has been granted permission to pilot by CMMI Institute, remote delivery is **not** permissible at this time.
- Student observation is not permissible– all students must pay per seat fees.

Course Prerequisites
- As specified for each course on the CMMI Institute website.

Course Preparation

- Instructors must download the latest copy of all materials from the CMMI Institute website and use the Course Checklist in preparing to teach.
- Instructors must ensure that all students are properly registered on the CMMI Institute website and have access to the electronic version of all CMMI Institute supplied student materials.
- Instructors must ensure that students download copies of all student files and the full CMMI V2.0 model.
- Instructors are permitted to print up to 5 copies of their personal model PDFs for use as a back-up resource during class. Students are not allowed to retain any model copies that do not have their own name on them.
- Prior to the start of each class, instructors are required to verify that they are using the most current version of materials from the CMMI Institute Resource Center.
- Instructors must provide required print-outs to students before or during the course (see Course Preparation Checklist) Instructors may adjust the CMMI Institute provided Course Materials Checklist so that the list aligns with both standard CMMI activities and any additional activities instructors choose to add.
- Instructors are permitted to provide digital PDF versions of the course slides to students. PowerPoint copies of slides are not permitted.

Course Completion

- To pass the course, students must attend and actively participate in the entire course.
- Instructors must make the link for the End-of-Course Survey accessible to students by the end of each course. Instructors may make accessible by adding the link to slides, writing the link on the whiteboard, emailing or texting to students, or using any other reasonable method. The survey is designed to work particularly well on mobile devices. The link is available here:
  http://www.surveygizmo.com/s3/2249350/EOCSurvey
  - Survey results are not required to close out a course, however, instructors should allow the last 15 minutes of the course for students to log in to surveys.
  - Note that students may be granted up to 48 hours to complete the survey if no access is available during the course.
  - CMMI Institute may perform extra quality checks on partners whose students do not consistently provide course feedback.

- o CMMI Institute will publish aggregate survey results to Partners twice a year at minimum.
- Instructors may update the standard CMMI Course Completion Certificate template with their own logos and may grant a Course Completion Certificate to students who meet all completion requirements.
- At the end of the course, instructors must notify CMMI Institute to confirm the successful completion of each student in the course.