



EPAC Career Development Subcommittee Project Charter



Project Title

CE Summary Sheet Update

Project Team

LCDR Kelly Kachurak (Project Lead)
LCDR Jaison Eapen
LT Adam Cooke

Project Purpose

The purpose of this project is to update USPHS Engineers Continued Education Summary Sheet and create a guidance document for assistance on what information to include in the Summary Sheet.

The update is a necessary measure given the current CE/PD template documents that are over 7 years old. The current format is outdated, confusing, and lacks instructions.

Project Stakeholders

USPHS Engineer Officers – will need to update outdated template to new template for future years to be compliant for promotion

EPAC – will need to vote on updates prior to official distribution

Promotion Board – will need to understand new template and ease with review of officers up for promotion

Project Schedule/Milestones

01JAN2020 – Project assigned.

01MAR2020 – Initial updates complete.

01MAR2021 – CE Summary Sheet and Guidance Document finalized and sent to EPAC for approval

01APR2021 – EPAC approves update to CE Summary Sheet and Guidance Document

15APR2021 – If EPAC Leadership had any edits to documents, edits will be incorporated, and documents will be uploaded to CDS website

01MAY2021 – Project Lead will provide presentation during EPAC meeting

Project Deliverables

The final deliverable will be a central database that can be used by USPHS Engineers for purposes such as matching mentors/mentees, identifying officers with skillsets for deployment purposes, and identifying certifiable skills that may be beneficial for a given billet or career track.

Team Communication

Communicate via email every two weeks. Set up calls monthly to keep team on track.

Assumptions/Constraints

- Assumption: This project will not cover updates to the CV or CV Coversheet
- Assumption: The update will make the review by the promotion board more streamlined



EPAC Career Development Subcommittee Project Charter



- Constraint: Since the promotion board members is not public, no easy way to survey promotion board for feedback

Approval

Project Lead, LCDR Kelly Kachurak

CDS Leadership