

# Team Member Qualifications

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## Guidance for selecting appraisal team members

Recently, several issues have arisen concerning the individual experience of appraisal team members, and the total experience of an appraisal team.

Activity *1.3.2 Select Team Members* of the SCAMPI Method Definition Document (MDD) addresses the requirements for identifying available personnel and assessing their qualifications as team members. Lead appraisers are responsible for ensuring that their selected team members are in compliance with all of the requirements outlined in Section 1.3.2.

Important information to note:

- The LA is responsible for verifying team member eligibility
- The LA's years of experience must be "excluded" in team experience calculations
- Attendance in the designated introductory course relating to each reference model in scope of the appraisal will not be waived and the course must be a CMMI Institute Licensed offering
- Requirements cannot be waived, beyond what is permitted in the MDD.

The appraisal team leader has final authority on acceptance of appraisal team members and is responsible for ensuring their qualifications and suitability prior to the appraisal delivery. Lead appraisers are encouraged to take advantage of the 30-day set-up period early in the process to verify team member experience well in advance of the appraisal delivery.