

DEACTIVATED SAS ACCOUNTS

How to manage deactivated SAS accounts

Guidelines to follow when attempting to select ATMs who have had their SAS accounts deactivated.

Quality analysts have identified 115 instances of appraisal team members sharing, transferring, or changing names in SAS accounts. Policy 0025 “SAS Registrations and Appraisal Feedback Form Submissions” published on the Appraiser Communications page at <http://cmmiinstitute.com/cmми-solutions/cmми-appraisals/appraiser-communications/> requires that all individuals registering in the SCAMPI Appraisal System establish their own unique account and that accounts are not transferrable.

The March 2014 Quality Tip, “SCAMPI Appraisal System (SAS) Registrations for Team Members” (published at <http://cmмиinstitute.com/cmми-solutions/cmми-appraisals/scampi-quality-corner/>) reinforces that policy, and provides guidance that ATMs participating on appraisals in a consultative role should register as “independent consultants.” If ATMs are representing consultancies or government agencies, they should list the consultancy or government agency as their organization.

When ATMs transfer accounts or change names multiple times, there is no consistency in appraisal reporting, nor can analysts be certain of the identity of the individual who actually participated on an appraisal. As a result, appraisal participation cannot be verified when ATMs apply for advanced training. Therefore, those 115 accounts have been deactivated and notifications sent via email to all individuals on record in both CMMI Institute’s appraisal and training databases.

These accounts will not be reactivated and applicants for advanced training will not receive credit for appraisal participation if their application includes participation on an appraisal associated with the deactivated accounts.

Lead appraisers and team leads are cautioned to take care when selecting appraisal team members. The deactivated accounts are easily identified because the text “**Do not use. Account deactivated**” has been added to the individual’s last name. This text appears in the appraisal team member search field when selecting ATMs in SAS. Note that if these team members are selected, they will not be able to access feedback forms and the appraisal cannot be submitted for review. If there is uncertainty about the identity of an ATM from appraisal to appraisal, we recommend LAs and TLs take team pictures. The pictures do not have to be submitted to CMMI Institute; instead they serve as a verification of who the LA or TL has done business with in the past.

Questions regarding this guidance can be sent to scampi-quality@cmмиinstitute.com.