



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

PROGRAM MEMORANDUM 2023-03

MEMORANDUM FOR: Program and Risk Communities

FROM: Mark B. Daley
Deputy for Programs and Analysis

SUBJECT: U.S. Department of Commerce Acquisition Program and Project Management Guidebook Version 2.1

Background

On March 29, 2023, the Department of Commerce issued its updated traditional/predictive (waterfall) Acquisition Program and Project Management Guidebook Version 2.0. This guidebook version was a major update and included the first revision to the project and program management templates since the initial deliveries of the guidebook on October 31, 2013 and October 31, 2015..

The minor update (attached) to the guidance (version 2.1) provides direction and explanation on how the framework can be tailored to the oversight and management of Financial Assistance programs to include Grants, Loans, and Other Transactional Authorities (OTAs). The guide includes Department of Commerce-specific project and program management best practices that would likewise support the development, baselining, and program execution tracking processes to reduce risk and increase successful outcomes in financial assistance programs.

In the coming month, further guidance is forthcoming with the addition of an Adaptive (Agile) framework in a separate guidebook document. This is tailored to programs (typically IT) that follow an agile development pathway.

Purpose

The *U.S. Department of Commerce Acquisition Program and Project Management Guidebook* is a tool for the acquisition community to use in accomplishing the program and project management requirements found within the acquisition project management framework contained in DAO 208-16.

Effective Date

This program memorandum is effective immediately and remains in effect until rescinded.

Questions

Please direct any questions regarding this Program Memorandum to Dan Bare, Director of the Program Management Policy and Oversight Division, at dbare@doc.gov.

Attachment A – U.S. Department of Commerce Acquisition Program and Project Management Guidebook Version 2.1.