



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

PROGRAM MEMORANDUM 2023-04

MEMORANDUM FOR: Program and Risk Communities

FROM: Mark B. Daley
Deputy for Programs and Analysis

SUBJECT: U.S. Department of Commerce Acquisition Agile Program and Project Management Guidebook Version 1

Background

Beginning in FY23, Office of Acquisition Management realized an opportunity to refresh the Predictive (Waterfall) Acquisition Program and Project Management Guidebook, releasing a significant update on March 29, 2023. While updating the guidebook, a gap was identified that the current milestone framework and guidebook could only be used for predictive programs and projects.

This new guidebook, typically tailored to IT programs, also contains an agile milestone framework that will be utilized for any agile programs to include those on the DOC Mission Critical List. The guidebook also provides detailed directions and explanations on the oversight and management of agile programs and projects and includes Department of Commerce-specific agile project and program management best practices.

Purpose

In support of DAO 208-16, the *U.S. Department of Commerce Acquisition Agile Program and Project Management Guidebook* is a supplemental tool for the Commerce community to reduce risk and improve successful outcomes for agile programs and projects.

OAM requests that the PM community review and send any comments/questions/issues regarding the Agile framework and guidebook to PPMinfo@doc.gov. The review period will be open for 45 days following the approval of this memorandum.

Questions

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

Attachment A – U.S. Department of Commerce Acquisition Agile Program and Project Management Guidebook Version 1.