EPA Skills Marketplace and Virtual Collaboration Program

Project Approval Process for Office of the Administrator

Step	Who
Project identification	First-level supervisor with or without input from employees. AO employees are encouraged to discuss potential project opportunities with supervisors. We do expect all projects to advance AO's missions and goals.
Project review	First-level supervisor shares ideas and receives general approval and support from Second-Level Supervisor (most likely a division or office director)
Project approval	Project opportunity description forms are sent by first-level supervisor to AO's Point of Contact/Program Coordinator. These projects are reviewed and approved by members of AO's SMP Workgroup.
Project posting on portal	First-level supervisor or designee can post; Workgroup members can assist as needed.

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EPA Skills Marketplace and Virtual Collaboration Program

Project Approval Process for Office of Administration and Resources Management

Step	Who
Project identification	OARM Office Directors/Deputies
Project review	OARM Deputy Office Directors (PDAA has tie-breaking vote)
Project approval	Nanci Gelb, PDAA
Project posting on portal	Jan Jablonski (POC)

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EPA Skills Marketplace and Virtual Collaboration Program

Project Approval Process for Office of Solid Waste and Emergency Response

Step	Who
Project identification	Individual organizations
Project review	Supervisor
Project approval	Second level supervisor
Project posting on portal	OSWER POCs

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EPA Skills Marketplace and Virtual Collaboration Program

Project Approval Process for Office of Water

Step	Who
Project identification	Any employee in the Office of Water may propose a Skills Marketplace pilot project to their first-line supervisor for consideration.
Project review	• Projects submitted by front-line supervisors are reviewed by respective Office Director or Deputy Office Director. • IO projects should be submitted by IO Staff Office Directors to the Deputy Assistant Administrator
Project approval	• Program Offices: Office Director or Deputy Office Director • IO: Deputy Assistant Administrator
Project posting on portal	Front-line supervisor/ Staff Office Director

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Project Approval Process for Region 6

Step	Who
Project identification	Communication from the SMP lead with be sent out quarterly requesting project proposals. SMP lead will coordinate with the individual project lead to help assess the need for their project.
Project review	Individual projects will be sent thru the chain of command in their division. The Deputy Director will approve/disapprove and send the approved project proposal to the SMP lead.
Project approval	Each Division Deputy Director (or their appointed representative) will send their approved projects from their division to the SMP lead. Projects are reviewed by the SMP lead and forwarded to the Deputy ARA . The Deputy ARA will then meet with the deputy directors to approve projects to post to the SMP website.
Project posting on portal	Approved projects will be posted by the SMP lead to the portal.

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Project Approval Process for Region 7

Step	Who
Project identification	Project developed by employee (staff or manager)
Project review	Project reviewed by firs-line supervisor and then Division Director
Project approval	Division Director
Project posting on portal	Approved projects will be posted on the portal by project supervisor

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Project Approval Process for Region 8

Step	Who
Project identification	Employees were encouraged to speak with their supervisors concerning possible projects
Project review	Initial review for completeness and clarity by Skills Marketplace POC in Region 8 Region 8 Executive Leadership Team review the submitted proposals using the Selection criteria to identify whether the project meets regional/agency priorities and/or goals among other required/optional criteria and approve the projects that meet the criteria.
Project approval	Each Division Deputy Director (or their appointed representative) will send their approved projects from their division to the SMP lead. Projects are reviewed by the SMP lead and forwarded to the Deputy ARA . The Deputy ARA will then meet with the deputy directors to approve projects to post to the SMP website.
Project posting on portal	Approved projects will be posted on the portal through the Human Resources Program Office

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