



CMMI Appraisal - Registrations and Feedback Form Submissions Policy

Purpose

This policy addresses SCAMPI Appraisal System (SAS) Registrations and Appraisal Feedback Form Submissions for V1.3 appraisals and CMMI Appraisal System (CAS) Registrations and Appraisal Feedback Form Submissions for V2.0 appraisals.

Scope and Applicability

This notification applies to all users of SAS and CAS. SAS is required for V1.3 appraisals. V2.0 appraisals are recorded in the CMMI® Appraisal System (CAS).

Background

SAS and CAS were created to support both the delivery of appraisal services by CMMI Lead Appraisers and the standardized collection of data resulting from the delivery of appraisal services.

Policy Implementation Detail

Participants, e.g. Appraisal Team Members (ATMs), Appraisal Team Leader (ATL), Appraisal Sponsor, in each appraisal event are required to register in the SAS or CAS database.

Registration in SAS and CAS is intended to:

- Provide each registrant with their own unique identity
- Provide, when appropriate, each registrant with a private forum where he or she can submit confidential appraisal feedback free of reprisal Provide a private forum where registrants can submit confidential appraisal feedback free from reprisal

Each person must only register one time, but subsequent roles can be added as needed and authorized.

Each person, regardless of role, registering in the database must create their own unique account with their own unique contact information and email. Email addresses must be associated with an individual. It must be the registrant's own personal email address or a personal work email address. Email addresses cannot be shared, and email addresses cannot be created for representing organizations or groups.

Responsibility for registration cannot be transferred to another individual. ATMs, appraisal agents, ATLs, and CMMI Lead Appraisers are not permitted to submit data on behalf of any

other individual; regardless of their role in an appraisal. Feedback forms must only be completed by the registrant responsible for them.

Violations of this policy will result in corrective actions up to and including revocation of CMMI Institute Partner Agreements and role revocations. Violations of this policy may also result in published appraisal results being removed from PARS.

Additional References

- Questions regarding this policy should be directed to info@cmmiinstitute.com.
- Published policies are available at [cmmiinstitute.com](https://cmmiinstitute.com/partners/policies) on the policy page:
<https://cmmiinstitute.com/partners/policies>

Revision History

Version Number	Date Published	Date Effective	Changes
V2.0	30 September 2019	10 November 2011	Updated format & structure, terminology
V1.0	10 November 2011	10 November 2011	Initial release