



## Commonwealth Project Manager Development Program (PMDP) Access Policy & Procedure

EFFECTIVE DATE: 1 Sep 2005 v1

**PURPOSE:** To establish a consistent policy and procedure at the Virginia Information Technologies Agency (VITA) to control access to the Commonwealth Project Manager Development Program (PMDP).

**SCOPE:** All individuals requesting access to PMDP.

**STATEMENT OF POLICY:** Access to PMDP is managed by the Project Management Division (PMD).

**STATEMENT OF PROCEDURE:** **To Request Access to PMDP:**

The PMDP account provides users with access to their project management qualification records.

A user requests access to PMDP by user account registration through VITA Pegasus at <http://www.vita.virginia.gov/itTrain/pmDev/pmdpPegasus.cfm>. Pegasus notifies PMD of new account requests. PMD researches and approves or denies access to the PMDP site. Pegasus notifies the user with status of their access request via email.

### **Changes to existing User Accounts:**

Users can change their supervisor information from within PMDP. New and old supervisors are notified of the change via email and new supervisors are prompted if a Pegasus account registration is required.

### **Deactivating User Accounts:**

Pegasus sends periodic e-mail messages reminding users that their password is about to expire. The PMD PMDP administrator can disable PMDP user account access. To request disabling of an account, send an email with name, agency, phone number and reason for request to [pmd@vita.virginia.gov](mailto:pmd@vita.virginia.gov). To request disabling of a Pegasus account, contact VCCC at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov).

**ASSOCIATED POLICY/ PROCEDURE:** None

**AUTHORITY REFERENCE:** *Code of Virginia, §§ 2.2-2005 – 2.2-2032*  
(Creation of the Virginia Information Technologies Agency; "VITA"; Appointment of Chief Information Officer (CIO))

**OTHER REFERENCE:** None