

# PM Profile Writing Guide

## PM Narrative

The PM Narrative is a two-sentence description of the project, intended as a quick summary of what a trainee does during this performance.

<b>Job Role</b> Role named in the standards that this PM is designed to validate.	
<b>Project Name</b> A shorthand name to describe the project that is more user-friendly than the unique ID that will be assigned by NIMS.	<i>Example: Edge Clamps</i>
<b>Summary of Actions</b> A short summary of the actions that a trainee completes during the project.	
<b>Evaluation Methods</b> How the project is evaluated. Multiple evaluation methods can apply.  <b>TIP:</b> Look at the Evaluation Methods for the related duties in the standard.	<i>Examples include: Observation, Part Verification, Program Verification, Error Verification, Equipment Verification</i>

## Sample Narrative Structure

[Job Role] [summary of actions during the performance measure in one sentence].  
Performance evaluated by [select evaluation methods].

## Your PM Narrative

Using your components from the table above, write the short narrative statement. You can use the sample sentence structure above as a guide. Aim for around 20-25 words total.

## Project Description

The Project Description is a slightly longer description of what is involved in a project, the environment and constraints of the project, and the evaluation method. It should provide enough context for the reader to get a sense of what the project entails.

<p><b>Job Role</b> Role named in the standards that this PM is designed to validate.</p>	
<p><b>Description of Scenario</b> A short statement about the context for the project and what it entails.</p>	
<p><b>Allowed Equipment and Materials</b> The equipment and materials allowed for this project.</p> <p><b>TIP:</b> Look at the Resources section of the related duties</p>	<p><i>Examples include: Observation, Part Verification, Program Verification, Error Verification, Equipment Verification</i></p>
<p><b>Actions and Intended Results</b> Describe the actions performed and the ideal results.</p> <p><b>TIP:</b> Look at the Responsibilities section of the related duties</p>	
<p><b>Evaluation Methods</b> How the project is evaluated and any circumstances that the project is evaluated under. This can expand on what you wrote in the PM Narrative.</p>	

### Sample Description Structure

This PM is designed to measure the performance of a [Job Role] in a scenario where [description of scenario]. Given [describe equipment and materials], [Job Role] [describe actions performed and results desired]. Evaluation method includes [describe evaluation methods and circumstances].

## Your PM Description

Using your components from the table above, write the short description. You can use the sample sentence structure above as a guide. Aim for 75-150 words total.

## Example Narratives

### From the CAM Milling Programmer PM:

CAM Milling Programmer plans and programs parts requiring multiple operations on CNC milling machine. Performance evaluated by physical setup, machining, and verification of parts.

### From the Manual Milling Specialist PM:

Manual Milling Specialist plans, sets up, and machines part requiring multiple operations on a manual milling machine.

## Example Descriptions

### From the CAM Milling Programmer PM:

This PM is designed to measure the performance of a CAM Milling programmer candidate in a scenario where a family of similar parts requiring multiple operations must be planned and programmed for CNC milling equipment using 2.5-axis milling applications.

Given CAD models and detail drawings for three related components along with a list of available equipment and tooling, CAM Milling Programmer candidate creates a process plan, NC programs, and setup documentation with sufficient level of detail and accuracy so that a qualified operator, following all instructions, and with minimal adjustments, can successfully manufacture the components. Programmer candidate must also compare CAD models to drawings and modify 3D models to meet all drawing requirements.

Evaluation method includes set up and machining of parts by a qualified operator (other than the candidate/trainee), followed by successful verification of machined parts by a MET-TEC or Trainer with the NIMS Inspector Credential.

### From the Manual Milling Specialist PM:

This PM is designed to measure the performance of a Manual Milling Specialist candidate in a scenario where a part with multiple features and feature types, requiring multiple setups, is independently planned, set up, and produced on a manual vertical milling machine.

Given a detail drawing, raw material, and access to a manual milling machine with required accessories, cutting tools, tool holders, hand tools, and precision measuring equipment, Manual Milling Specialist candidate formulates, documents and executes a plan to machines part to specified tolerances.