

FACT SHEET

THE CERTIFIED OUTSOURCING MANAGER FOR IT PROGRAMME (COMIT)

A Programme Managed by the Singapore Computer Society and Supported by the Infocomm Development Authority of Singapore

The Certified Outsourcing Manager for IT Programme (COMIT) is set to be the **widely-recognised standard for IT Outsourcing** competence and professionalism. It is designed for those who are involved in IT Outsourcing and wish to have their competencies assessed. The COMIT designation will be recognised by IT outsourcing managers worldwide as a mark of quality.

The certification examines the candidate's competence in 12 areas of IT Outsourcing. Candidates will be assessed through **submission of a dossier** for the purpose to demonstrate the professional competence in the practical development of the project undertaken by the candidate. **Alternatively**, candidates who have yet to acquire sufficient years of project management experience **can be examined by sitting the COMIT Examination** conducted by the Institute of Systems Science, the SCS' appointed examination agent.

The certification examines the nominee's competence in 12 areas in IT Outsourcing. Nominees will be assessed in their professional competence in the practical development of the project undertaken by the nominees. The 12 skills sets necessary in IT outsourcing are namely:

- Outsourcing Planning and Preparation of RFP
- Vendor Evaluation and Selection
- Contract Formulation and Negotiation
- Contract Initiation, Transition and Transformation Management
- Service Quality Management and Performance Monitoring
- Contract Migration and Handover Management
- Cost Management
- Risk Management
- Human Resource Management
- Communication Management
- Interpersonal
- Relationship Management and Dispute Resolution.

There are 3 levels of the COMIT certification :

- COMIT (Senior)
- COMIT
- COMIT (Associate)

As IT outsourcing managers have a professional obligation to themselves, to their employers and to the profession to sustain their skills and knowledge through ongoing professional development, it is required that the certified IT project managers **be re-certified every five years**. It is through re-certification that both COMIT and employers can be ensured that the knowledge and competency of the certified IT outsourcing managers remain formally examined.

APPLICATION FOR COMIT (ASSOCIATE) OR COMIT

Candidates can apply for certification leading to COMIT (Associate), COMIT or COMIT (Senior) subject to meeting the entry requirements indicated below. Application for certification is open twice a year in May and November.

A) Application for COMIT (Associate)

1. Eligibility Requirements for COMIT (Associate) Applicants

Applicants for the COMIT (Associate) level can apply for certification via 2 ways:

<p>Format 1 :</p> <p>Minimum 1 year of experience in IT Outsourcing Management for Degree holders</p> <p style="text-align: center;">OR</p> <p>Minimum 2 years of experience in IT Outsourcing Management for non-degree holders</p> <p style="text-align: center;">AND</p> <p>Attended the "ISS COMIT Preparation" course and pass the COMIT exam conducted by Institute of Systems Science (ISS)</p> <p>Service Competency Report NOT required.</p>	<p>Format 2 :</p> <p>Minimum 3 years of experience in IT Outsourcing Management for Degree holders</p> <p style="text-align: center;">OR</p> <p>Minimum 4 years of experience in IT Outsourcing Management for non-degree holders</p> <p style="text-align: center;">AND</p> <p>Attended a recognized "IT Outsourcing Management for Practitioners" course</p> <p>Submit Service Competency Report. (The Service competency report should focus on any 3 largest projects).</p>
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*Note: Applicants are strongly encouraged to attend "ISS Project Management for Information Systems" course or equivalent.

Applicants will need to arrange their own study if they choose to apply for certification via Format 1. The SCS has appointed Institute of Systems Science (ISS) as the examination agent to conduct the COMIT course and examination. The Examination takes place twice a year in July and January.

B) Application for COMIT OR COMIT (SENIOR)

1. Eligibility Requirements for COMIT Applicants

<p>COMIT :</p> <p>Minimum 6 year of experience in IT Outsourcing Management for Degree holders</p> <p style="text-align: center;">OR</p> <p>Minimum 8 years of experience in IT Outsourcing Management for non-degree holders</p> <p style="text-align: center;">AND</p> <p>Have managed Total Services exceeding S\$500K per year for at least 2 years (excluding software and hardware)</p> <p>Submit Service Competency Report. (The Service competency report should focus on any 3 largest projects).</p>	<p>COMIT (Senior) :</p> <p>Minimum 8 years of experience in IT Outsourcing Management for Degree holders</p> <p style="text-align: center;">OR</p> <p>Minimum 10 years of experience in IT Outsourcing Management for non-degree holders</p> <p style="text-align: center;">AND</p> <p>Have managed Total Services exceeding S\$3M per year for at least 2 years (excluding software and hardware)</p> <p>Submit Service Competency Report. (The Service competency report should focus on any 3 largest projects).</p>
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*Note: Applicants are strongly encouraged to attend "ISS Project Management for Information Systems" course and "ISS IT Outsourcing Management for Practitioners" course or equivalent.

2. Recognition and Support

The COMIT programme is supported by IDA and is :

- the world's first IT outsourcing certification
- the preferred criterion for evaluation of government IT projects
- a certification aligned under National Infocomm Competency Framework
- under the Critical IT Resource Programme (CITREP) funding (up to 80% of certification fee can be claimed)
- accredited by NUS, NTU and ISS

3. Current Exemption Arrangements

a) National University of Singapore

Certified Outsourcing Managers for IT who gain admission into NUS Master of Science, Management of Technology course will be considered for a waiver of the Systems Approach to Project Management module. However, this is on a case-by-case basis and subjected to the approval of the lecturer and programme manager. Candidates will have to write in to substantiate his request for the waiver with sufficient IT and IS project management experience, and upon approval of the waiver they are required to take another elective in place of the waived module.

All candidates must satisfy the formal admission requirements of NUS Master of Science programme as well as abide by the institute's procedures for module waivers.

b) Nanyang Technological University (NTU)

Certified Outsourcing Managers for IT who gain admission into the NTU Master of Science in Information Systems (MSIS) programme will be considered for a waiver of the Software Project Management module. The waiver is considered on the account of the background and experience of COMIT holders.

However, all candidates must satisfy the formal admission requirements of NTU MSIS programme as well as abide by the university's procedures for course waivers and exemptions.

c) Institute of Systems Science, National University of Singapore

Certified Outsourcing Managers for IT (COMIT) who gain admission into the NUS Master of Technology (MTech) programmes in Software Engineering or Knowledge Engineering, will be granted exemption from taking the Managing IT Outsourcing and Subcontracting basic elective course provided they achieved their COMIT certification through passing the examinations conducted by the Institute of Systems Science.

To apply for exemption, such candidates must present their COMIT examination results, showing a pass on each of the two COMIT papers, to the MTech Programme Director.

d) National University of Singapore (School of Computing)

Certified Outsourcing Managers for IT (COMIT) who have gained admission into the NUS Bachelor of Computing course will be granted credits for undergraduate module CS4255 IT Outsourcing and Offshoring Management upon passing the relevant placement test.

Eligible students must request for sitting for the relevant placement tests with certified documents in order to attain relevant module waivers.

e) National University of Singapore (Bachelor of Computing)

Certified Outsourcing Managers for IT (COMIT) who have gained admission into the NUS

Bachelor of Computing course will be granted credits for undergraduate module CS4255 IT Outsourcing and Offshoring Management upon passing the relevant placement test.

Eligible students must request for sitting for the relevant placement tests with certified documents in order to attain relevant module waivers.

4. Upgrading and Recertification

For those who have attained the title of COMIT (Associate), COMIT or COMIT (Senior), it is mandatory that they re-certify every **FIVE** years and keep their SCS membership current in order to maintain their status of certified professionals.

Each certified professional is issued a professional log which becomes a validated record of the individual's continuing education, professional development activities which include projects and career developments. It is an extremely valuable document that should be submitted for re-certification.

COMIT may maintain their COMIT status or be upgraded subject to satisfying the requirements of the Board of Assessors. Those who do not apply for re-certification will lose their status of a Certified Outsourcing Manager for IT.

A COMIT (Associate) who acquires at least another TWO years of IT Outsourcing Management experience after conferment, may apply for upgrading to COMIT at an administrative fee of **S\$300**. If successful, the new COMIT title will be valid for five years from the date of the conferment of the new title. There is strictly **NO refund** for candidates who failed the COMIT certification.

5. Certification Fees

Local Candidate

	SCS Member	Applying for Certification & Membership	
		May	Nov
Certification Fees	\$588.50	\$727.60	\$781.10

(Note: Prices are inclusive of 7% GST)

Up to 80% of the certification application fee(capped at \$500 per candidate) can be claimed under the CITREP funding (Note: Terms and conditions apply).

Overseas Candidate

	SCS Member	Applying for Certification & Membership	
		May	Nov
Certification Fees	\$680	\$760	\$810

HOW TO APPLY & WHERE TO OBTAIN APPLICATION FORM

Application for certification is open twice a year in May and November and can be made to:

The Certification Secretariat
 Singapore Computer Society
 53 Neil Road
 Singapore 088891
 Email: scs.secretariat@scs.org.sg

Guidelines on how to apply and application forms is obtainable from the SCS website at www.scs.org.sg