

MDDAP Observer Requirements

Terminology

Candidate: This refers to an MDDAP Appraisal Team Member (ATM) or MDDAP Appraisal Team Lead (ATL) Candidate.

Observer: An individual assigned to conduct a Candidate observation.

Observation: Candidate participation in or delivery of an MDDAP Appraisal that is observed by an Observer.

Mentoring Observer: An Observer who has observed at least three candidates and will provide guidance to an Observer, who is observing a candidate for the first time or who is seeking addition guidance, regarding the observation process.

Observation Roles and Responsibilities

Roles	Responsibilities
Observer	<ul style="list-style-type: none"> • Required to prepare for the observation by reviewing the Observation Process • Required to meet all participation obligations • Must coordinate all observation communication with ISACA and Candidate • Must submit completed Observation Form within required SLA • Responsible for: <ul style="list-style-type: none"> – Coordinating observation activities – Communication – Reviewing draft appraisal plan/schedule (ATL) – Providing feedback on plans/schedules, verifying planning is comprehensive, accurate, and activities are not underestimated (ATL) – Monitoring planning progress (ATL) – Providing continuous feedback and coaching before, during, and after appraisal activities – Confirming activities for observation – Observing activities – Reporting observation outcomes to ISACA – Conducting observation follow-up as needed • Must agree to and is obligated to take over and finish delivery of the observed activity, i.e., appraisal delivery, if the Candidate is unable to successfully complete the observation due to unforeseen circumstances, e.g., significant quality issues, performance issues, and personal emergency
Candidate	<ul style="list-style-type: none"> • Must coordinate all appraisal communication with ISACA and Observer • Responsible for: <ul style="list-style-type: none"> – Coordinating all event activities with organization and / or Appraisal Sponsor – Coordinating observation activities – Communication – Creating draft appraisal plan/schedule

Roles	Responsibilities
	<ul style="list-style-type: none"> – Implementing feedback on plans/schedules – Planning activities – Conducting activities – Responding to coaching inputs throughout the activities – Observation follow-up as needed
Mentoring Observer	<ul style="list-style-type: none"> • Guiding new Observers through the Observation Process • Available to answer questions regarding the Observation Process • Assists if needed with review or clarification of the Observation Form

Observer Qualifications*

- Must hold MDDAP ATL certification
- Must have led at least three MDDAP appraisals after achieving the certification
- No major quality concerns or consistent pattern of quality concerns can exist
- Observers should not have any Conflicts of Interest (COIs)
- Must be up to date on fees and payments
- Must be approved by ISACA

Observer Onboarding

- New Observers must successfully pass the MDDAP Observer eLearning Course
- Upon completion, new Observers are assigned a Mentoring Observer for their first observation.

Observation Activity Estimates – Appraisals

Activity	Estimate
Coaching prior to event	<u>ATM</u> : Up to 8 hours, including appraisal preparation, roles and responsibilities, industry orientation <u>ATL</u> : Up to 24 hours, including attending ATM Training, Readiness Review, Appraisal Sponsor meeting
Review of appraisal plan / schedule	<u>ATM</u> : N/A <u>ATL</u> : Up to 16 hours
Phase 2: Conduct Appraisal activities	<u>Both</u> : Full-time, for all days of appraisal
Coaching after Phase 2: Conduct Appraisal activities	<u>Both</u> : Up to 8 hours, including finalizing Observation report and meeting with Candidate to review Observation report