

Chapter Meeting

Robin E. Gibson, PMP

Requirements Tracking--Using a Matrix

When: January 22, 2004

Where: [Summit Lake Winery](#)
Upstairs Meeting Room
1707 South Summit Drive
Holts Summit, MO
573 896 9966
[Directions to Summit Lake Winery](#)

Cost: Cost is \$16.00. The different agenda allows us to pass a savings back to our membership. Please RSVP to [Brenda Verhoff](#). Anyone with special dietary needs may call Karen Alexander at 573-635-9979 or send an email to pmivpprograms@pmimidmo.org.

Menu: Fresh Veggies w/Dip
Curry Almond Cheese Spread
Hot & Spicy Wings
Swedish Meatballs
Roasted Pork Tenderloin
Gourmet Bar Cookies
Coffee, Tea, and Water

Agenda: 5:00 Social
6:00 Program
7:00 Business Meeting
7:15 Adjourn

About the Program:

Requirements Tracking--Using a Matrix

One of the most common issues resulting in project dissatisfaction and failure is poor requirements definition. Requirements definition is a fundamental step in project planning. It is the phase where all the stakeholders who have any interest in the outcome of the project identify their wants and needs and establish the business need that drives them. This presentation will provide an insight into a tool that assists project managers in both sharing requirements with the stakeholders, in terms they can agree with, and tracking the requirements through the life of the project to demonstrate that the stakeholder really did get what they asked for.

Speaker Biography

Robin E. Gibson, PMP

Manager, Project Development/Court Automation
Office of State Courts Administrator
State of Missouri

MSLS, University of Tennessee
BA, Anthropology, University of Tennessee

Robin has been a member of Office of State Courts Administrator in Missouri Court Automation since its initial staffing in April 1995. Prior to that, Robin worked at Lockheed Martin Energy Systems (formerly Martin Marietta Energy Systems) at the Department of Energy, Oak Ridge National Laboratory facilities. There she served as an Information Systems Design and Management specialist designing and implementing information systems that include a large medical records imaging project.

Since becoming a member of the Court Automation Project team she has participated in the procurement of the General Systems contractor, the selection of Missouri's statewide case management application and development of the strategic plan for the remaining five years of the project. She continues to research new technologies to complete the Project's vision and is participating in national efforts to develop XML standards for both the judicial industry and justice information sharing. Presently she is engaged in the development of an electronic case filing system, incorporating document and records management functionalities that will be integrated with the case management system.

Robin was certified as a PMP® in September 2001 and as a Missouri Project Manager in January 2002.

Chapter Meeting

Tina T. Slankas, PMP**ORGANIZATIONAL PROJECT MANAGEMENT MATURITY MODEL (OPM3)**

When: March 18, 2004

Where: [Summit Lake Winery](#)
Upstairs Meeting Room
1707 South Summit Drive
Holts Summit, MO
573 896 9966
[Directions to Summit Lake Winery](#)

Cost: Cost is \$16.00. The different agenda allows us to pass a savings back to our membership. Please RSVP to [Brenda Verhoff](#). Anyone with special dietary needs may call Karen Alexander at 573-635-9979 or send an email to pmivpprograms@pmimidmo.org.

Menu: Fresh Veggies w/Dip
Assorted Cheeses
Chicken Tenders w/Mustard Sauce

Roasted Pork Tenderloin
Artichoke and Spinach Dip w/Chips
Gourmet Bar Cookies
Coffee, Tea, and Water

Agenda: 5:00 Social
6:00 Program
7:00 Business Meeting
7:15 Adjourn

About the Program:

ORGANIZATIONAL PROJECT MANAGEMENT MATURITY MODEL (OPM3)

Organizational project management refers to the ability of an organization to accomplish individual projects, as well as an overall organizational orientation toward selecting and managing projects individually and collectively in such a way as to support the organization's strategic goals. Just as individuals benefit from achieving personal maturity, so can organizations.

PMI's Organizational Project Management Maturity Model (OPM3) provides a foundation of knowledge about organizational project management and organizational project management maturity. It assists organizations in understanding and assessing the state of their current organizational project management maturity, and, if they choose, can help them plan an improvement path to become more mature. OPM3 is designed to be easy to understand and use, as well as to be scalable, flexible, and customizable, in order to accommodate the wide range of individual needs and objectives of organizations of varying types and sizes.

Three, interlocking elements of OPM3 make it a unique product in the marketplace:

Knowledge: OPM3 provides a description of organizational project management and organizational project management maturity, why they are important, and a description of how organizational project management maturity can be recognized (the capabilities and corresponding outcomes that need to be present). Together with these definitions and explanatory text, OPM3 also explains the OPM3 Components – a Best Practice, a Capability, an Outcome and a Key Performance Indicator. One of the appendices will be a listing of the relevant Best Practices, including a brief description, that have been identified as contributing to organizational project management maturity. OPM3 also provides explanations of alignment to the Process Groups of the PMBOK. Guide and arranged in a similar fashion to address program and portfolio management within the organization.

Assessment: OPM3 provides users with a tool to compare the characteristics of their current state of organizational project management maturity with those described by the model. This self-assessment tool is based upon a cross-section of key traits distilled from the model. Through assessing itself in relation to these traits, an organization can quantify its own general maturity relative to their capabilities that have been achieved. OPM3's self assessment also helps the organization identify areas of strengths and weaknesses, in addition to the organization's general position on the continuum of organizational project management maturity.

Improvement: Based on the results of an assessment, an organization may decide to pursue a course for improvement and consequently determine the number of Best Practices it wants to

improve. Organizations may refer to the model's CD-ROM to view the series of Capabilities leading to each Best Practice in question to identify the prerequisite manageable steps – the path – for planning the journey from their current maturity to an improved state of organizational project management maturity while conserving limited organizational resources.

Used on its own, OPM3 is a tool that may help drive business improvement. When executed in concert with the PMBOK® Guide and Project Manager Competency Development Framework, OPM3 represents a cohesive, encompassing approach to guiding the management of projects, individuals, and achieving organizational strategies.

Speaker Biography

Tina T. Slankas, PMP

Tina Slankas has worked in the computer industry for 10 years in data networks and information security with a primary emphasis in Project Management. She has been with International Network Services, formerly of Lucent Technologies, for the last four (4) years, and is currently a Senior Network Systems Consultant. Tina is active in the Project Management and Security Practices within International Network Services. Over the last six years Tina has been working on virtual projects, leading teams implementing projects across the country and around the globe.

Since 2001, Tina has been associated with the OPM3 standards development project in various leadership capacities.

Tina received her Masters Degree in Information Systems and Telecommunications in 1998 from Johns Hopkins University and received her PMP in 2001.

Chapter Meeting

David Aubuchon, IBM Global Services
Carol Fischer, Missouri Department of Revenue
Bill Keithley, Shelter Insurance Companies
Bill Perkins, Missouri Department of Revenue

VIEW FROM THE TOP: HOW PROJECT MANAGERS CAN HELP FULFILL THE ORGANIZATION'S MISSION

When: May 13, 2004
5:00-7:15 p.m.

Where: [Summit Lake Winery](#)
Upstairs Meeting Room
1707 South Summit Drive
Holts Summit, MO 65043-2100
(573) 896-9966
[Directions to Summit Lake Winery](#)

Cost: Cost is \$16.00.

Please RSVP to pmivpfinance@pmimidmo.org. Anyone with special dietary needs may call Karen Alexander at 573-635-9979 or send an email to

pmivpprograms@pmimidmo.org.

Menu: Antipasto Tray
Chicken Wings in Raspberry Sauce
Swedish Meatballs
Seasonal Fruit Tray
Fresh Veggies w/Dip
Gourmet Dessert Bars
Coffee, Water, and Tea

Agenda: 5:00 Social
6:00 Program
7:00 Business Meeting
7:15 Adjourn

About the Program:

View From the Top:

How Project Managers Can Help Executives Fulfill the Organization's Mission

Introductions & Bio for each Speaker (5 min.)

Note the following objectives:

- How does each executive see his or her own role and mission within the organization?
- How can project managers (PMs) best help the executive fulfill his or her mission within the organization?

Speaker Presentations (8 min. per speaker)

Each executive will address the following questions:

- Does the job title 'project manager' exist in your organization? If not, what job titles serve as project managers in your organization?
- Do 'project leaders' exist in your organization?
- If applicable, what is the difference between a project leader and a project manager role/job title?
- Define the 'project manager' role in your organization. Full-time? Part-time?
- Provide an example of a project where the PM helped you and the project succeed in fulfilling the organizational goals. What specific behaviors of the PM contributed to this success?
- Provide an example of a project where there was no strong PM or PM role. How could a good PM have helped you and the project succeed in fulfilling the organizational goals?

Do's and Don'ts (5 min. per speaker)

- What skills should a PM always demonstrate when working with you?
- How should a PM interact with other management/supervisory staff within your organization?
- How should a PM interact with other staff within your organization?
- What desirable or not so desirable PM behaviors have you observed?

Questions and Closing Remarks (8 min.)

Moderator: **Karen Alexander**

Timekeeper/Facilitator: **Ron Parker**

Speaker Biographies

David Aubuchon **IBM Global Services**

Dave is a business development leader within the Integrated Technology Services group. He has served as Competency Leader, Principal, Sales Manager, and Sales Specialist for the past 10 years, working with IBM clients throughout the Midwest and Western United States. Within Integrated Technology Services, Dave is responsible for creating, developing, selling, and delivering infrastructure-related service engagements to address client's technical, process, and business requirements. He currently leads a team of 12 principals focusing on IBM Small and Medium Business customers (typically less than 1000 employees) throughout the Midwestern and Western US. Prior to this role, Dave served Mid-Missouri IBM customers as a Client Representative for 7 years.

Dave's hometown is Festus, Missouri. He and his wife, Anne, live in Lee's Summit, Missouri with their son, Colin. Dave received an undergraduate degree in Mechanical Engineering from the University of Missouri-Rolla.

Carol Fischer **Director of Revenue** **Missouri Department of Revenue**

Carol Russell Fischer assumed the responsibilities of the Director of the [Missouri Department of Revenue](#) on January 9, 2001. The department is the central collection agency for all state revenues and is responsible for collecting taxes, registering motor vehicles and marine craft, and licensing drivers.

Ms. Fischer previously held positions of Director and Deputy Director of the Division of Taxation and Collection, Deputy Director of the Division of Motor Vehicle and Driver's Licensing, and Administrator of the Motor Vehicle Bureau. Ms. Fischer is a Certified Public Accountant and a member of the Association of Government Accountants and the Missouri Society of Certified Public Accountants. Since becoming Director of Revenue, Ms. Fischer has been elected to the positions of Vice Chair and Treasurer of the Multi-state Tax Commission and President of the Midwest States Association of Tax Administrators.

Bill Keithley **Vice-President, Information Services** **Shelter Insurance Companies**

Bill Keithley has worked at [Shelter Insurance Companies](#) for 38 years and has been Vice-President of Information Services since 1997. He is a native of Columbia, graduate of Columbia College, and holds professional designations including [CPCU](#) and [CCP](#).

Bill and his wife Bonnie have been married for 35 years and have three children, Adam, Rachel, Catherine, and two grandchildren, Alexis and Madison. Bill's hobbies are gardening and fly-fishing.

Bill Perkins **Deputy Director of Revenue** **Missouri Department of Revenue**

Bill Perkins has served as the Deputy Director of the [Missouri Department of Revenue](#) for three years. He was the department's Chief Information Officer for three years prior to assuming his

current duties. Bill came to the Missouri Department of Revenue following retirement from the United States Air Force where he had nearly thirty years of experience in a variety of assignments primarily in the space and intercontinental ballistic missile career fields.

Bill's hometown is Carbondale, Illinois. He received an undergraduate degree in Business Administration from Southern Illinois University in Carbondale, Illinois and a Masters of Business Administration in Industrial Management from the University of Missouri. Bill is a certified project manager for Missouri.

Chapter Meeting

Rick Brenner

Person-to-Person Communications for Project Managers

When: September 23, 2004
5:00-7:15 p.m.

Where: [Summit Lake Winery](#)
Capitol View Room (upstairs meeting room)
1707 South Summit Drive
Holts Summit, MO 65043-2100
(573) 896-9966
[Directions to Summit Lake Winery](#)

Cost: Cost is \$16.00.

Please RSVP to pmivpfinance@pmimidmo.org. Anyone with special dietary needs may call Karen Alexander at 573-635-9979 or send an email to pmivpprograms@pmimidmo.org.

Menu: German Sausage w/Cheese & Crackers
Chicken Tenders w/Honey Mustard
Assorted Finger Sandwiches
Stuffed Mushroom w/Spinach Artichoke
Seasonal Fruit Tray
Assorted Fresh Tarts
Coffee, Water, and Tea

Agenda: 5:00 Social
6:00 Program
7:00 Business Meeting
7:15 Adjourn

About the Program & Speaker Biography:

[See Brochure](#)

Chapter Meeting

Frank Cox

Mapping the Use of Microsoft Applications to Project Knowledge Areas - This is your whole brain on Microsoft Excel and Project!

When: November 18, 2004
5:00-7:15 p.m.

Where: [Summit Lake Winery](#)
Capitol View Room (upstairs meeting room)
1707 South Summit Drive
Holts Summit, MO 65043-2100
(573) 896-9966
[Directions to Summit Lake Winery](#)

Cost: Cost is \$16.00.

Please RSVP to pmivpfinance@pmimidmo.org. Anyone with special dietary needs may call Karen Alexander at 573-635-9979 or send an email to pmivpprograms@pmimidmo.org.

Menu: Curry Almond Cheese Spread w/Bread Sticks
Herb Roasted Pork Tenderloin w/Fresh Bread and Salsa
Swedish Meatballs
Chicken Tenders w/Honey Mustard
Artichoke Spinach Dip w/Chips
Assorted Mini Cheese Cakes
Coffee, Water, and Tea

Agenda: 5:00 Social
6:00 Program
7:00 Business Meeting
7:15 Adjourn

About the Program:

Presentation Summary: PMI Mid Missouri Chapter Meeting, November 18, 2004

Copyright© Frank Cox, 2004

Too many project managers and facilitators who use Microsoft Access, Excel and Project fail to take full advantage of the products' rich interoperability features and function sets. Such users therefore miss opportunities to significantly improve project planning, execution, and control. Conversely, practitioners who are disciplined enough to make time to explore ways to move data Among Access, Excel, and Project will find the experience empowering.

To take full advantage of applications used in a project management system, practitioners should learn or, at minimum, should improve their ability to dynamically map information among databases, spreadsheets, and project scheduling engines. Learning to move data to the

correct application to meet a specific purpose will result in more opportunities to measure and manage as thoroughly as some projects, portfolios, and programs require.

Having the skill to map and move data among applications can be leveraged to yield revealing information about dynamics that affect project performance.

Achieving data mobility skills - learning to port basic data types intact - can be accomplished fairly easily, incrementally, in an organized way. Text, dates or system equivalents, numbers including whole digits and decimals and percentages, and even calculated data may be moved. (Calculations may be moved as values or results, or as text containing the algorithm string.)

Project information stored in Access is difficult to holistically represent and present. Data moved from Access to Excel or to Project, on the other hand, can be structured for precisely accurate and valid analysis. Project data moved from Access to Excel may be charted many different ways for clear reporting. Data stored in Excel may be moved to Project and organized into any of the available views including task and resource usage views.

Very small to very large and complex efforts may also be supported with portable data. Project level portfolio data, for example, may be mapped from Access to Excel for highly flexible quantitative analysis, and may then be logically organized and mapped to Project, printed in a time-phased Gantt Chart view on a large (D size) plotter and shared in a concise, albeit poster size, document at a strategic level planning or decision-making meeting.

Moving data can also support uncertainty reduction in projects. Massive amounts of "buried" data in Access, for example, may be screened for mapping to Project, and only the pertinent data can be moved: project, phase, and task names; start, finish, and status dates, information needed to establish dependencies, resource assignments, costs, and other data that are vital to efficient project management.

Data in various types of Open Database Connectivity applications, "ODBC-compliant" source files, also may be queried from Excel using the largely unknown Microsoft Query add-in. Query is fairly powerful but it also includes a "wizard" that makes connecting to a data source and performing a query relatively simple. Project provides a similar capability through its built-in Organizer, which supports mapping. To "query" an Access file from Project, a user would select and open the Access source file. In the process the Organizer dialog box appears to enable mapping of data from Access to Project.

As will be covered in the presentation, the value of mapping data among Access, Excel, and Project is only limited to demand and the creativity of the practitioner.

Speaker Biography

Frank Cox

Mr. Cox is a state certified project management specialist in the Missouri Department of Corrections, an organization of 12,000 employees that manage 90,000 offenders. He directly manages, facilitates, and advises on computer information system projects in the department's Information Systems Office.

From May 1974 to September 1994, Frank served in the Active Component of the U.S. Army. As an airborne infantryman in the mid to late 1970's, he participated in rapid deployments to sensitive hotspots overseas, in a period marked by increasing terrorism throughout Central and Southern Europe. In the 1980's as a uniformed journalist and photojournalist he reported on military activities and programs in Europe, the Mediterranean, and Central and South America.

In 1990, Frank was selected as the military journalist of the year. As a Master Sergeant, he was an academy instructor. He completed his Army career as First Sergeant of the Department of Defense Information School.

Frank has two undergraduate degrees, both earned in the military, and a master of science degree in information and communication sciences, which he completed after retiring from the Army. From 1994 to 1997 he worked as a state university technology labs manager, as an adjunct assistant professor on a graduate faculty, and as an associate in an applied research institute. He has designed information and communication science curricula and has taught advanced courses and labs in organizational communication, local and wide area data networking, and telecommunications at the local and inter-exchange levels. As a researcher, he has consulted to the American Automobile Association on Frame Relay networking in Indiana, and to McDonald's Corporation on network security and disaster recovery.

In his current position Frank has managed the planning, scheduling, execution, and performance of human resource and finance system migration and integration projects, and he has advised on an interface project for a statewide profit center. He has also tracked a point-of-sale system rollout covering 25 adult institutions, and he has designed and applied a custom earned value management system to track and correct contractor performance. Frank analyzes and reports on state data center service item usage and cost, and also on a running portfolio of outsourced application development projects that average more than 900 hours and \$100,000 per month.

After normal working hours during the last four years he also has helped advance the PMI Mid-Missouri Chapter by contributing as a founder, board member, and presenter.

Frank is married and has a daughter and two sons. He enjoys spending as much free time as possible with his family.

Workshop

PMP Exam Preparation

When:

<u>Date:</u>	<u>Morning Workshop Topic:</u>	<u>Afternoon Workshop Topic:</u>
October 2	Framework (1 hour) Quality (3.5 hours) Facilitator: TBD	Scope (3 hours) Facilitator: TBD
October 16	Cost (4 hours) Facilitator: TBD	Human Resources (2 hours) Professional Responsibility (1 hour) Facilitator: TBD
October 23	Time (4 hours) Facilitator: TBD	Communication (2 hours) Facilitator: TBD
November 6	Risk (4 hours) Facilitators: TBD	Procurement (3 hours) Facilitators: TBD
November 13	Integration (2 hours) Workshop Review (2 hours)	Quiz (2 hours) Quiz Review (2 hours)

	Facilitators: TBD	Facilitators: TBD
November 20	Exam Cram Session (4 hours) Facilitators: TBD	Exam Cram Session (4 hours) Facilitators: TBD

Where: [Ramada Inn](#)

1510 Jefferson Street
Jefferson City, MO 65109-2009