

# PMI Mid-Mo Chapter News

Volume 6, Issue 6

November - December 2005

PMI Mid-MO Communications Team

Vice-President of Communications: Carol Elliott [pmivpcomm@pmimidmo.org](mailto:pmivpcomm@pmimidmo.org)

Production Editor: Teri Elder

Newsletter Content Editor: Kay Dinolfo [news@pmimidmo.org](mailto:news@pmimidmo.org)

Advertising Manager: Gwen Billinger [ads@pmimidmo.org](mailto:ads@pmimidmo.org)

Web Site: Nathan Eatherton and Bharath Srinivasan [pmiwebmaster@pmimidmo.org](mailto:pmiwebmaster@pmimidmo.org)

## Project Management Fundamentals: An Intensive Program

*Instructors: Martha Haywood, Cheryl Allen or Alex Walton*

Here's an online program that provides participants with practical experience applying the fundamentals of project management. At the conclusion of the course, participants will be able to create a project life cycle, a statement of work, a work breakdown structure, a schedule, a budget and a risk management plan. Students work together in groups over a five-week period to develop a project plan for a real project. They are encouraged to bring current projects to the class.

### The program consists of five courses:

Introduction to Project Management  
Project Planning 1: Defining the Project  
Project Planning 2: Schedules and Budgets  
Estimating and Risk  
Team Dynamics

Participants login once a day Monday through Thursday at any time of the day that is convenient. Students should plan to spend approximately 6 hours per week reviewing the online course material and an additional 4 hours per week completing the group assignments. The program offers optional instruction in how to use Microsoft Project or Primavera's Suretrak®. *(A GUIDE TO THE PROJECT MANAGEMENT BODY OF KNOWLEDGE AREAS COVERED:*

*Continued on page 2*

## PROjections

*PMI Mid-MO Chapter News*

### Election of officers

Congratulations to the new Chapter officers:

- Robert Roark, First VP
- Lori Kleckner, VP Admin
- Lois Heldenbrand, VP Programs
- Michelle Navarro, VP Professional Development

Their terms will run January 1, 2006 through December 31, 2007.

### Reminder: Chapter Meeting Fees Raised for Non-Members

Beginning with the September 2005 Chapter meeting, meeting fees will rise to \$20 for meeting attendees who are not members of the PMI Mid-Missouri Chapter. Meeting fees will remain \$16 for Chapter members.

### Volunteers

Volunteering to serve your chapter is a real opportunity for your personal and professional enrichment and development. PLUS – what a bonus! You can also earn PDUs for your service! For more information about volunteering and earning your PDUs, please contact a Board Member.

### Last minute PDUs available – online!

PMI is offering an excellent opportunity to gain [Professional Development Units](#) (PDUs) and build project management knowledge and expertise through two [eSeminarsWorld](#) courses starting Thursday, 1 December, and ending 16 December.

### Deadline approaching: PMPs with 31 December cycle ending dates must report PDUs by year-end.

PMPs whose certification cycle ends on 31 December must complete the 60 PDUs required to maintain active status of their PMP certification, and must **report to PMI Records Office by 31 December** that the requirement was met. Guidance is available online at [http://www.pmi.org/prod/groups/public/documents/info/DC\\_PMPCCR.asp](http://www.pmi.org/prod/groups/public/documents/info/DC_PMPCCR.asp)

## INSIDE THIS ISSUE

1	PMP Project Management Fundamentals: An Intensive Program
1	PROjections: PMI Mid-MO Chapter News
2	Project Management's Role in Recovery
4	Chapter Events

## Project Management's Role in Recovery

*By Michelle LaBrosse, CEO, Cheetah Learning  
www.cheetahlearning.com (reprinted with permission)*

In the aftermath of Hurricane Katrina and the recent anniversary of 9/11, we see the power of the human spirit. In the face of devastation and destruction, people still want to get things done. They want to rebuild. They want to reenergize their communities. They want to be the Project Managers of their world.

During recovery efforts, there's always a lot written about risk management. Risk management planning is critical for any organization. The breakdown is often in the execution of a risk management plan, and that's where Project Management comes in. Project Management is the "can-do" of any risk management program put into motion. It's the engine of recovery because it's the place where the strategy jumps off the paper and gets into human hearts and hands.

Many of the key tenets of Project Management are especially relevant during recovery:

### 1) "Living and Breathing" Project Agreements

During a disaster recovery effort, documentation has often been destroyed, but the importance of a project agreement is still critical – even if it's verbal. In a disaster think of your project agreement as "living and breathing." The more people who know it, understand it and act on it, the more life there is in it. If you are the only one who knows the plan, it will suffocate. Change becomes a minute-by-minute reality during a recovery effort, so communicating those changes to people as quickly and effectively as you can is critical. Don't be afraid of change. The only fear is silence and not communicating the immediate goals and tasks to your team.

### 2) Team Dynamics Under Pressure

Even in the best working conditions, team dynamics are a challenge. In crisis mode, you have the intensity of emotion. The good news is you can give people purpose and a place to funnel that emotion. Give people a clear goal that they can be committed to, give them opportunities to interact, and the opportunity to talk openly about how they're feeling and what they are experiencing. Often, just having our emotions validated releases stress. At the beginning of each day, map out a clear path of what can be done in that day. In unusual working conditions, you may need to establish new team guidelines and protocols that make sense on a disaster site, but were not relevant in your normal working environment.

*Continued on page 3*

Project Human Resource Management, Project Scope Management, Project Cost Management Project Integration Management, Project Risk Management, Project Time Management, and Project Communications Management.)

### Upcoming Seminar Dates

[19 Jan-25 Feb 2006](#)

[16 Mar-22 Apr 2006](#)

### Who should attend?

Individuals new to project management or project managers seeking a more formal approach to project management. Functional managers and team members in a technical leadership role also benefit from an understanding of Project Management Fundamentals.

### Your seminar experience will cover

- An overview of project management and the role of the project manager
- The documents in a project plan
- How to create a Work Breakdown Structure
- Using different types of task dependencies (finish to start, start to start, finish to finish, and start to finish)
- Techniques for accurate estimating including PERT estimating and the method of moments
- How to plan and document effective meetings
- The effect of personality and style issues in team dynamics

### Instructional Methods

Audio and graphic presentation, discussion questions, group projects, partner exercises, online role-playing exercises, case studies, and online self tests.

Instructors provide feedback daily via discussion board and written comments on assignments and project plans. Instructors are available for telephone consultation by appointment. This is a highly collaborative course. Although this course is much more flexible than a classroom environment, it is not self-paced. Your classmates will expect you to work with them on assignments and projects and you will need to logon every day. For more information, check out [www.pmi.org](http://www.pmi.org) [http://www.pmi.org/prod/groups/public/documents/info/pdc\\_esw\\_td\\_fundmntls](http://www.pmi.org/prod/groups/public/documents/info/pdc_esw_td_fundmntls)

---

### Leadership Meeting presentations are online

For your convenience, the 24 presentations from the September PMI Leadership Meeting in Toronto are now posted on the [Leadership Meeting Web site](#).

## Chapter Board Members

### Ron Parker, PMP, President

Hewlett-Packard Company  
Phone: (404) 774-3423 or (573) 474-5822  
e-mail: [pmipres@pmimidmo.org](mailto:pmipres@pmimidmo.org)

### Frank Cox, First Vice-President

State of Missouri, Department of Corrections  
Phone: (573) 522-4648  
Fax: (573) 522-2274  
e-mail: [pmivp1@pmimidmo.org](mailto:pmivp1@pmimidmo.org)

### Alexis Nixon, Vice-President of Membership

Shelter Insurance Companies  
Phone: (573) 214-4843  
Fax: (573) 446-7319  
e-mail: [pmivpmembers@pmimidmo.org](mailto:pmivpmembers@pmimidmo.org)

### John Bax, CISSP, CBCP, Vice-President of Financial Affairs

State of Missouri, Department of Health and Senior Services  
Phone: (573) 526-6450  
e-mail: [pmivpfinance@pmimidmo.org](mailto:pmivpfinance@pmimidmo.org)

### Karen Alexander, Vice-President of Programs and Professional Development

Tier Technologies, Inc.  
Phone: (573) 522-2266  
Fax: (573) 522-2274  
e-mail: [pmivpprograms@pmimidmo.org](mailto:pmivpprograms@pmimidmo.org)

### Tom Stokes, Vice-President of Administration

State of Missouri, Information Technology Services Division  
Phone: (573) 526-0578  
e-mail: [pmivpadmin@pmimidmo.org](mailto:pmivpadmin@pmimidmo.org)

### Carol Elliott, PMP, Vice-President of Communications

Shelter Insurance Companies  
Phone: (573) 214-4276  
Fax: (573) 446-7319  
e-mail: [pmivpcomm@pmimidmo.org](mailto:pmivpcomm@pmimidmo.org)

#### CHAPTER MAILING ADDRESS:

*PMI Mid-Missouri Chapter  
P.O. Box 105137  
Jefferson City, MO 65110-5137*



#### *Project Management's Role in Recovery continued*

**3) Document the Recovery Effort.** Every organization is as smart as the people it has and their collective experiences. Even if power and technology are not available initially, grab some paper and pencil and document your efforts the old-fashioned way. Keep a journal of everything that is happening, so you can share it with your team, your industry and others who may benefit from what you have learned first-hand. Experience is a powerful teacher and every thing that you learn during a recovery effort can hold important answers about prevention, as well as response.

**4) Active Leadership.** People need to see, hear, smell and taste success, even small victories matter. If you're in a bleak recovery effort, active leadership shows movement toward goals, positive attitude and outlook and belief that everyone's contribution matter. Communicate every success – no matter the size. Recognize people's efforts and celebrate loudly – even if it's simply a loud, rowdy cheer that says “we're all in this together and we're making progress.”

**5) Give People Hope.** Hope comes from active leadership. In a recovery effort, it's important to give people a safe environment where they can communicate and share their fears and concerns. Be a leader who can resolve conflict, come up with solutions and give people a way to participate in the solution. Hope ultimately comes from the actions of others that move each of us to continue on a path of recovery.

#### **The Power of Project Management**

As I've watched the news in the last few weeks, I've been struck by the power of Project Management. The art of getting things done is not only about being effective and efficient; it is also about saving lives.

Hats off to all the people working along the Gulf Coast who are rebuilding lives, homes, communities and our belief in the future. You have our thanks and admiration.

#### **About the Author:**

*Michelle LaBrosse, PMP, Founder, Author of Cheetah Negotiations and Cheetah Project Management.*

Michelle has been designing and teaching accelerated learning programs for business since the early '90's and traditional courses since the '80's. LaBrosse holds a B.S. Aerospace Engineering, and an M.S. Mechanical Engineering. She has done extensive postgraduate work with the Massachusetts Institute of Technology Center for Advanced Educational Studies and the University of

*Continued on page 4*

Washington Industrial Engineering Program in accelerating adult learning in corporate environments. Her research focused on using the Internet to accelerate adult learning and in determining effective adult learning strategies using accelerated learning with improvisational comedy.

LaBrosse has 15 years practical experience in Project Management on small to medium size projects starting with her career as an Air Force Officer and continuing through her formulation of many small business development project teams, Internet application project teams, and as a Research Scientist. She created a very fast way for launching projects called Cheetah Project Management and now leads the course development team at Cheetah.

---

---

**PROjections** - PMI Mid-MO Chapter News continued

[eSeminarsWorld](#) courses are conducted online with no hard copy materials necessary. Participants log on for one hour a day, four days a week at a time of their choosing, and from the convenience of home, office or a remote location. Courses feature ongoing exchanges with an expert instructor and students from around the world. Each course contains discussion questions and individual and group assignments.

The December course offerings are "[Human Factors and Team Dynamics](#)" and "[Building Teams, Commitment and Culture for Virtual Teams](#)." Each course earns 14 PDUs for 14 contact hours. For course description, pricing and registration information, please visit [eSeminarsWorld](#). **The 2005 registration deadline is Wednesday, 30 November so please act now to ensure enrollment.**

---

---

## Chapter Events

### Chapter meeting - November 17, 2005

Topic: Procurement Strategies  
with *Richard Christman and Steve Adams*  
Sponsored by: Tier Technologies, Inc.  
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 For more information, please visit the  
Chapter's web site: <http://www.pmimidmo.org/>

## Chapter Advertising Policy

The PMI Mid-Missouri Chapter PMI accepts print advertising for publication in our bimonthly newsletter published in January, March, May, July, September, and November.

Submissions may be made in color or black and white. Any graphics must be in a file format that may be inserted into a PC-compatible Microsoft Word document. In submitting, specify the issue(s) in which the ad is to be placed. Include full contact information along with your submission. Please submit by e-mail to Gwen Billinger, Advertising Manager, at [ads@pmimidmo.org](mailto:ads@pmimidmo.org). The Advertising Manager will send an invoice to your return address upon receipt of your ad. Important: Payment must be received no later than two weeks before the lead month of the first issue in which you would like your ad placed.

Rates are based on fitting your ad to a standard 8.5" X 11" newsletter page, and are as follows:

Ad Size	One Issue	Three Issues <i>15% Discount</i>	Six Issues <i>20% Discount</i>
Full Page	<b>\$150.00</b>	<b>\$382.50</b>	<b>\$720.00</b>
Half Page	\$75.00	\$191.25	\$360.00
Quarter Page	\$37.50	\$95.62	\$180.00
Business Card	\$25.00	\$63.75	\$120.00
Classifieds (size and length vary). Flat price per word is .25¢, 20-word minimum.			

Make your company check payable in the proper amount to **PMI Mid-Missouri Chapter, Inc.** Mail your check to:

PMI Mid-Missouri Chapter, Inc.  
P.O. Box 105137  
Jefferson City, MO 65110-5137.

Ads must be for a service or product related to project management. The Chapter Board reserves the right to refuse publication of any ad that would appear offensive to the Chapter Membership. Any ad that discriminates based on federally protected classes of persons will be refused. Limited space is available for advertising so ads will be published on a first-come-first-served basis. The newsletter editor will determine placement of advertising.