

PMI Mid-Mo Chapter News

Volume 7, Issue 4

July - August 2006

Mid-Missouri Chapter PMI Communications Team

Vice-President of Communications: Carol Elliott pmivpcomm@pmimidmo.org

Newsletter Content Editor: Diana James news@pmimidmo.org

Production Editor: Teri Elder news@pmimidmo.org

Advertising/ Sponsorship: Bernard Collier ads@pmimidmo.org

Web Site: Laxmish Thirumaleshwar and John Criswell pmiwebmaster@pmimidmo.org

Mastering Projects in the 21st Century

Project management is a process which best guides a project to its completion using the people, budget, and resources to their maximum benefit. Managing projects dates back at least 4,500 years, yet the role of project manager is only recently becoming recognized as a discipline in its own right. Project management is so different of any another type of management because many projects are attempted without any past history. The project may have a clear cut beginning and ending, but everything in the middle is not clearly defined at the start of the project. With multi-tasking being part of our everyday lives, we often have other duties that monopolize our time so we are not able to focus solely on one project. Knowing how to make a project run in the smoothest manner possible will decrease the amount of time the project takes, as well as decreasing the stress and pressure of completion. There are six main phases of project management that we will overview below.

Phase 1: Determine Project Specifics

During the first phase of your project, you want to examine the benefits of gathering all your information up front. Completing this will allow you to clarify the expertise and skills needed. Analyzing the skills of your project team will help you determine who will be best used in which area. With your team, brainstorm ways to complete the project on budget and on schedule. You may even be able to detect problems and concerns in their early stages.

Continued on page 2

PROjections

PMI Mid-MO Chapter News



PMI Mid-Missouri Chapter Welcomes New Members! *(Information provided by Alexis Nixon)*

PMI Mid-Missouri Chapter extends a warm welcome to our new members:

Scott Dover
Pamela Matheny
Susan Rhone
Darrell Shanks

... and a big Thank You to those members that have recently renewed:

Frank Cox
Gershon Collier
Charles Larry Creel
Robin Gibson
Stephen Kleekamp
Donna Richey Winkelman
Debbie Tedeschi

Check out the website for more information about the Chapter and upcoming activities at:

<http://www.pmimidmo.org/>

2006 PMI Mid Missouri Chapter Board Officer Nominations!

By Frank Cox, PMP, Chapter President

Soon after the PMI Mid Missouri Chapter received its original charter from the Project Management Institute (PMI) in June 2000, the founding Board of Directors went to work preparing for an upcoming election cycle. Today, such preparation is ongoing and assures that the chapter will continue to be led and managed by contributing, forward-looking project management practitioners.

Continued on page 2

INSIDE THIS ISSUE

1	Mastering Projects in the 21 st Century
1	2006 PMI Mid Missouri Chapter Board Officer Nominations!
3	Upcoming Chapter Events
4	Chapter Publicity Presentation Unveiled

By design each year, about half of the chapter board positions are opened to be filled by nominated and elected candidates. Electing half the board each year supports continuity but also re-energizes the continuing members and provides fresh perspective.

Elections are in September each year. The nomination window is open now and will remain open until nominations from the floor are taken at the Annual Meeting in September – which is fast approaching.

While the window is open, and in compliance with PMI policy and the chapter's governing bylaws, nominations will be accepted for the following three influential positions this year:

Vice President of Membership.

Vice President of Financial Affairs.

Vice President of Communications.

In order to qualify for election as a board officer, a nominee must be a member in good standing of PMI and of the chapter. Nominees that are elected to open positions on the board are obligated to function in accordance with, and act within the scope of, applicable law and the chapter's governing documents, which include the bylaws, Missouri non-profit articles of incorporation, PMI charter, and internal policies associated with the chapter's products and services (e.g., newsletter, website, advertising, sponsorship, job postings, and so forth).

Elected officers are accountable for the planning and operations of the chapter during two-year terms that begin on January 1 of the first year and end on December 31 of the second year. Regarding the upcoming elections in September, the winning officers-elect will serve through a term beginning January 1, 2007 and ending December 31, 2008. Prior to the term the new officers will be provided with opportunities to interact with current officers as part of the transition process. The transition period, from October to December 2006, is meant to be used by incoming officers to become acquainted with duties and responsibilities.

To avoid conflict of interest, and per PMI policy, no funds or resources of PMI or the chapter may be used to support the election of any candidate or group of candidates for office. No organized electioneering, communications, fund-raising or other organized activity on behalf of a candidate is permitted. The Chapter Nominating Committee – this year led by member Rodney Britt, PMP – will be the sole distributor of all chapter materials for elected positions.

Continued on page 4

Phase 2: Chart Out a Successive Project Plan

Your first team meeting will probably be spent on developing detailed tasks for each member, creating a budget, breaking the project down into the major and minor milestones, and setting your timeline. Doing all of this is going to take lots of cooperation from everyone involved. This is the phase that will either unite everyone as a team or single out a few individuals who want to be in "control". In order to have a powerful team, unity must be reached. The old saying "There is no I in team" still holds true today. Everyone must have an active role in order for you to be successful. Creating a code of conduct will help to achieve this. A code of conduct is a tool created by the project team to give direction on how people will be treated and expectations on performance while working on the project. Developing this up front will eliminate any confusion as to what is expected.

Phase 3: Implement and Execute the Plan

Communication is the key to every successful project. Knowing how and what to communicate to whom is vital in keeping the project on the right track. Always remember that there inevitably will be changes in your project. Make sure it is stated very clearly up front who has the authority to handle any changes that need to be made. Once a change has taken place, communicate it to everyone involved--including upper management and the customer.

Phase 4: Monitor Milestones and Critical Path

Once you have set the milestones for the project, do not forget to monitor them. Watch for signs of a problem, such as the budget being spent faster than planned or internal conflict. Catching problems as soon as possible will make it easier to get back on track. Getting back on schedule may require some overtime of team members, starting future tasks or phases early, or maybe even hiring an outside contractor to help make up for lost time. If you are unable to get back up to speed, you may have to renegotiate the deadline with your customer. Renegotiation must be done tactfully. Do not go into the meeting demanding a later ending date. You have to be flexible and realize that your customer is on a time schedule also. Do your research and homework beforehand. Know exactly how much extra time you are going to need. Communicate the new deadlines as early as possible. This will help your customer plan for the changes as well. Above all, be prepared to be responsible for the new dates. You do not want to have to change the deadline for a second time!

Continued on page 3

Chapter Board Members

Frank Cox, PMP, President

State of Missouri, Department of Corrections
Term: Jan.1, 2006-Dec. 31, 2007
Phone: (573) 522-4648
Fax: (573) 522-2274
e-mail: pmipres@pmimidmo.org

Robert Roark, PMP, First Vice-President

CIBER Inc.
Term: Jan.1, 2006-Dec. 31, 2007
Phone: (573) 632-6770 x 205
e-mail: pmivp1@pmimidmo.org

Alexis Nixon, PMP, Vice-President of Membership

Shelter Insurance Companies
Term: Jan.1, 2005-Dec. 31, 2006
Phone: (573) 214-4843
Fax: (573) 446-7319
e-mail: pmivpmembers@pmimidmo.org

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

State of Missouri, Department of Health and Senior Services
Term: Jan.1, 2005-Dec. 31, 2006
Phone: (573) 526-6450; (573) 751-6450
e-mail: pmivpfinance@pmimidmo.org

Lois Heldenbrand, Vice-President of Programs

Term: Jan.1, 2006-Dec. 31, 2007
Phone: (573) 636-8557
e-mail: pmivpprograms@pmimidmo.org

Michelle Navarro, Vice-President of Professional Development

Shelter Insurance Companies
Term: Jan.1, 2006-Dec. 31, 2007
Phone: (573) 214-6378
Fax: (573) 446-7319
e-mail: pmivppd@pmimidmo.org

Lori Kleckner, PMP, Vice-President of Administration

State of Missouri, Office of Economic Development
Term: Jan.1, 2006-Dec. 31, 2007
Phone: (573) 751-5469
Fax: (573) 751-9617
e-mail: pmivpadmin@pmimidmo.org

Carol Elliott, PMP, Vice-President of Communications

Shelter Insurance Companies
Term: Jan.1, 2005-Dec. 31, 2006
Phone: (573) 214-4276
Fax: (573) 446-7319
e-mail: pmivpcomm@pmimidmo.org

Ron Parker, PMP, Past President and Advisor

Hewlett-Packard Company
Term: Jan.1, 2006-Dec. 31, 2006
Phone: (404) 774-3423; (573) 489-1009
e-mail: pmipastpres@pmimidmo.org

Mastering Projects in the 21st Century continued

Phase 5: Close Out

Finishing a project is always an exciting, and sometimes stressful, time. Before you start celebrating, however, make sure that all of the project objectives and criteria have been met. To ensure customer satisfaction, create a series of signoffs. Close out all your books, bills, and charges. Also, gain a consensus for how the project will be handed off to the customer. If customer training is needed, schedule that now.

Phase 6: Post Mortem and Celebration

A post mortem is a meeting that focuses on examining the project and analyzing the good, the bad, and what lessons have been learned. Post mortems are important because they build data and information that will help other projects and teams have a better chance of success. They also create strategies for speeding up future projects. After the post mortem has been completed, it's time to celebrate! Brainstorm with your team what a good celebration will be. Some examples are: team pictures, supper or dinner, comp time, or cake and recognition. You do not have to wait until the project is completed to celebrate. You can have mini celebrations for any milestone or task completion. Having something to look forward to is a great motivation to keep on working, even when you want to quit.

Good project management skills will be developed over time with the more projects in which you are involved. Getting a good start on those skills will help you become an even better project manager (or team member) from the very beginning.

Reprinted with permission of The Mathis Group

Education Updates



Upcoming Chapter Events

Chapter Meeting

September 14, 2006, 5:00 – 7:15 p.m.

Tips, Tricks, Traps – Practical Application of Your PMI Toolkit

Speaker: Mike Saxton and Patrick Shore

Sponsored by: [Tier Technologies, Inc.](http://TierTechnologies.com)

Chapter Meeting

November 16, 2006, 5:00 – 7:15 p.m.

Help! I'm a Project Manager in a World without Project Management

Speaker: Carol Elliott

Sponsored by: [Tier Technologies, Inc.](http://TierTechnologies.com)

PROjections continued

In a PMI Leadership Audio-conference presentation titled, "Conducting Component Elections," Colleen M. Laurent, MBA, the PMI Worldwide Component Affairs Administrator, said: "[The] board grants initial authority but the [Chapter Nominating Committee] should act independently from the board." This is to assure that there is no conflict of interest.

Mr. Britt and his ad hoc committee support the election by preparing a slate containing nominees for each expiring board position, and they determine the eligibility and willingness of each nominee to stand for election. The nominating committee also establishes a process used to nominate candidates by petition. Additionally, the committee uses the most accurate membership list to distribute the call for nominations, and enables voting by paper ballot during the Annual Meeting and by mail or email ballot prior to the meeting. Committee members also perform the official ballot count, as securely as possible, at the Annual Meeting.

Members of the current nominating committee may not nominate themselves for an office – but they may be nominated by others.

As is common in elections in our great nation, the candidate who receives a majority of votes cast for an open office in the chapter gets elected. Each year since 2000, the level of scrutiny has increased in the election cycle. This year promises to be one in which each candidate can expect to be carefully considered to ensure a good "fit" for service in an organization that is implementing its strategic plan, which was produced in June 2005.

The chapter itself remains responsible to the duly elected PMI Board of Directors and is subject to all lawful PMI policies, rules and directives, which support the PMI strategic plan. In essence, even though the chapter is separately incorporated as a non-profit, tax exempt corporation under the laws of the State of Missouri, the chapter board remains accountable to PMI as well as to the chapter membership.

In years past, the election cycle and process were handled less formally than they are today. In part, this is because the chapter's internal business processes have matured significantly and the membership today needs leaders that will proactively handle requirements in the following areas:

- PMP certification exam preparation.

Chapter Publicity Presentation Unveiled

Submitted by: Carol Elliott, Vice-President of Communication

A new presentation "All About the Mid-Missouri Chapter PMI" is available for in-person delivery to organizations and companies. Does your company or organization want to learn more about PMI, the Mid-Missouri Chapter, project management certification programs available through PMI, and benefits of PMI affiliation to individuals and organizations? It's all here, from SIGs to membership statistics to project management learning opportunities!

The presentation has been developed in response to a need for a one-stop source for Chapter information for organizations striving to introduce or improve project management practices, those who want to join or learn more about PMI and the Mid-Missouri Chapter, and those who seek project management certification.

Contact any Mid-Missouri Chapter PMI board member to schedule an onsite presentation at your organization. It's a great topic for a lunch and learn seminar!

PMI Mid-Missouri Chapter Board Meeting Minutes

Not available at this time.

Advertising and Sponsorship

Interested in promoting your organization's project management related services?

Consider sponsoring PMI Mid-Missouri Chapter meetings and seminars, or placing web button advertising on the Chapter's Web site, www.pmimidmo.org.

To learn about sponsorship opportunities, visit our sponsorship page at [PMI Mid-Missouri Chapter Sponsorship](#), or contact a member of our Communications team at ads@pmimidmo.org.

CHAPTER MAILING ADDRESS:

PMI Mid-Missouri Chapter

P.O. Box 105137

Jefferson City, MO 65110-5137



PROjections continued

- Committee volunteerism.
- Professional education meetings, seminars, and workshops.
- Non profit financial operations.
- Program sponsor relations.
- Communications product (i.e., website, newsletter) maintenance.
- Speaker and presenter contacts and support.
- Programs and professional development activities.
- Chapter and board meetings.
- Maintaining the chapter's vital documents.
- Strategic planning.
- Partnering with business and industry.
- Membership recruiting and sustainment.

Striving for growth and helping others to grow is a hallmark of professional project managers. Serving, if elected, as a chapter officer can provide tremendous growth opportunities, as the following recent examples show:

One officer went to Scotland to attend a large PMI convention. A group of officers represented the chapter at the PMI Region Six Leadership Conference in Oklahoma City. Another group of officers staffed the PMI and chapter exhibit at the 2006 Missouri Digital Government Summit.

Board officers and other volunteers planned and implemented new or improved website, advertising, job posting, newsletter, and other meaningful products and services that are of value to chapter and broader community members.

An officer participated in the preparation of a Project Management Executive Briefing for Missouri State Government cabinet members and agency heads.

Two officers contributed to increasing the bond between the chapter and the Missouri Project Management Standing Committee. One of the two partnered with a chapter member to produce a new project management process tailoring tool that simplifies and speeds the identification and selection of processes required in projects.

Continued on next column

PROjections continued

Chapter members in good standing that are certified as a Project Management Professional (PMP), and that are elected to a chapter office receive 10 Professional Development Units (PDU) per year toward continuing certification. Within a standard two-year term in office, this amounts to earning a full third of the PDU needed in a continuing certification cycle. And, from the bulleted lists above, it should be clear that serving as a chapter officer or in another volunteer capacity also can result in receipt of PDU through many other types of qualifying activities.

Service as a board officer is not about earning PDU, however, even though automatic receipt of the units provides incentive. Most of the volunteer officers on the board over time have genuinely stepped up to contribute to the chapter, to its members, to broader communities within Mid Missouri, and to the profession.

The current board is composed of a group of truly dedicated professionals – members that have helped the chapter and profession advance in Mid Missouri. The upcoming elections should yield three officers-elect that want to continue the tradition of providing service, and in ways that help organizations adopt, use, and expand the practice of project management.

Mental Martial Arts – A great presentation!

On May 11, **Brian Adams** presented an all-day workshop and spoke at the regular PMI Mid-Missouri Chapter meeting. The all-day workshop was entitled

Mental Martial Arts: Defend yourself against your toughest opponent... YOU!

Brian's evening presentation was called *Mental Martial Arts - Learn to stay FIRED UP and ready to take on the world: AKA, Life!*

Both of these presentations were aimed at tips for staying at the top of your game. Since project management involves people affected by things happening to them on and off of the job, this topic was very relevant. Brian also stressed the importance of balance and personal goals. He used visual examples to illustrate that:

- Too much of anything good or bad, puts you out of balance.
- There is always going to be something going on at home and at work. Handle work at work and home at home.
- What we originally sacrificed for... usually ends up being sacrificed.