

# PMI Mid-Mo Chapter News

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March – April 2007

## Mid-Missouri Chapter PMI Communications Team

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## Getting Your Project In Sight

Have you ever had a project that took longer than was expected, cost more, or ended up totally different than the original plan? You're not alone. Most projects sway from the initial idea, but they shouldn't and don't have to. By keeping the proper scope of your project, you will be able to finish on time, on budget, and with less headaches.

The scope of the project is the span of work to be completed when the project is finished. It is the customer's desired goal. The scope is the most important element to understand about any project. All planning and allocation of resources are anchored to this understanding.

When determining the scope of your project, there are some helpful questions you can ask.

- What will be covered in the project?
- What will not be covered in the project?
- Where will the project end up?
- What is the project going to achieve?
- What will the project do after completion?
- What does the project look like after it is finished?
- How will the project perform after it is completed?

Answering these questions will make it easier to establish what direction your project is to go. If the path of the project is not clear, the scope may become skewed.

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## PROjections

*PMI Mid-MO Chapter News*

## Welcome New Members!



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

Lonnie Corley Pam Kroeger  
Rajesh Salian Darin Hackmann  
Sarah Welch Shawna Forck  
Nikhil Deshpande

... and a big Thank You to those members that have recently renewed. Our current membership count is 106!

Are you aware of the benefits of PMI Membership? Many members join for a specific reason such as the valuable discounted cost of a credential or to access to the latest project management resources. Some members are never fully aware of the wealth of opportunities that membership brings.

As a PMI member your opportunities include:

- The **Members Only** area of PMI's website
- Global networking and community involvement through participation in PMI chapters, specific interest groups or colleges
- Access to eReads & Reference through the PMI James R. Snyder Center for Knowledge & Wisdom
- Discounts on PMI Global Congress registration fees, on a subscription to **Soundview Executive Book Summaries®** and at the **PMI Bookstore**.

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Some examples of skewing the scope are: defining the scope with limited detail, documenting with language which is hard to measure, scope is misunderstood or not clear to project team, or the scope is not communicated thoroughly. Once you have ascertained the scope, you must freeze it. Freezing the scope is locking the scope of the project so the planning process can be completed. This must be done as early as possible to reduce the rate of failure. To be successful, a commitment from project sponsors, managers and the entire team is required. Freezing can result in faster projects and higher productivity.

Even after the scope has been frozen, there may be some tolerance allowed. Tolerance can be defined as how much a scope or a section of the project can depart or vary from the defined plan, budget, quality, process or performance. To assist in proper tolerance, it is important to develop a scale for rating tolerance deviation. However, it is possible for scopes or projects to have zero tolerance. There are six prerequisites for scope management.

1. **Prescope concept**--The overview of how the project must function or what objectives should be met. It is loosely setting the parameters of the scope. In most cases it will change and shift in this stage.
2. **Scope definition**--Nails down the scope specifics. It gives quantitative and qualitative details.
3. **Labor authorization**--Project and human capital is approved for project advancement. Human resources is designated and scheduled for this level of work.
4. **Scope communication**--Communicating the project upline to upper management or internally to the project team.
5. **Control management**--Driving the project forward. Control management includes leveling resources of time and human resources for better productivity.
6. **Project closedown**--Bringing the project to an end. All of the components of the project are brought together for final handoff to the customer. Document all details for future references.

Having a draft plan of the project is very beneficial. You are able to put your thoughts in order and allow them to evolve. While making the plan, you can brainstorm ideas with your team and think through the process over time. You can adjust the structure of the plan and make it more concise. Oftentimes, people will neglect making a draft plan because they are rushed to get a plan so drafts are considered a waste of time. People want to have a plan in place in the shortest time possible. People think that draft plans make you sound unsure and hesitant. None of these excuses are valid.

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- Publications that keep you informed of the latest happenings at PMI and in the project management profession —
  - Complimentary subscriptions to *PM Network*<sup>®</sup> and *PMI Today*<sup>®</sup>
  - E-newsletters *PMI Community Post*, *PMI Asia Pacific E-link*, *PMI EMEA E-link*
  - The e-newsletter *PMP*<sup>®</sup> *Passport*, for those who hold the Project Management Professional (PMP<sup>®</sup>) credential
  - *Project Management Journal*<sup>®</sup>, the professional research journal of PMI

For more information about the Mid Missouri Chapter and our upcoming activities, check out the website at: <http://www.pmimidmo.org/>

Contributor: Alexis A. Nixon, PMP

## Volunteer Opportunity

### Position Description:

PMI Mid-Missouri Chapter's Communications team is looking for a volunteer in Advertising/ Sponsorship committee. The committee member will help to obtain sponsorship for chapter meetings and workshop. The member also will actively contact project management related companies or organizations, to generate interest in publishing their advertisements on the chapter's website or in bi-monthly newsletter.

If you are a PMP, this position may provide up to 5 PDUs per year to meet requirements for continuing PMP certification. For Missouri-certified project managers, this position qualifies for up to 5 PMDUs per year.

### How to Volunteer

To volunteer, or for more information, e-mail Laxmish Thirumaleshwar, VP Communications, at [pmivpcomm@pmimidmo.org](mailto:pmivpcomm@pmimidmo.org)

### Call for Articles!

Do you have something concerning Project Management that you would like to share? Have you read an interesting article lately that can be reprinted and shared with others in the newsletter? If so, please forward those items to the newsletter Content Editor and be sure to include your name at [news@pmimidmo.org](mailto:news@pmimidmo.org). Articles should be submitted by the 15<sup>th</sup> of the month preceding the publishing time. For the April-May newsletter, that would be March 15<sup>th</sup>.

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## Chapter Board Members

### Frank Cox, PMP, President

State of Missouri, Department of Corrections  
Term: Jan.1, 2006-Dec. 31, 2007  
Phone: (573) 522-4648  
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e-mail: [pmipres@pmimidmo.org](mailto: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](mailto:pmivp1@pmimidmo.org)

### Alexis Nixon, PMP, Vice-President of Membership

Shelter Insurance Companies  
Term: Jan.1, 2005-Dec. 31, 2006  
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### Rodney Britt, Vice-President of Financial Affairs

State of Missouri, Department of Health and Senior Services  
Term: Oct. 1, 2006-Dec. 31, 2008  
e-mail: [pmivpfinance@pmimidmo.org](mailto:pmivpfinance@pmimidmo.org)

### Lois Heldenbrand, Vice-President of Programs

Term: Jan.1, 2006-Dec. 31, 2007  
Phone: (573) 636-8557  
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### Ragan Sappington, Vice-President of Professional Development

University of Missouri Health Care - Integrated Technology Services  
Term: Aug. 7, 2006 -Dec. 31, 2007  
Phone: (573) 884-8470  
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### 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  
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### Laxmish Thirumaleshwar, PMP, Vice-President of Communications

CSPI, Inc  
Term: Jan.1, 2007-Dec. 31, 2008  
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### Past President and Advisor

Vacant

*Getting Your Project In Sight continued*

While making a draft plan does require a little more time at the beginning of a project, their benefits far outweigh the time spent figuring out the direction of the project without a plan. What about when changes need to be made? Let's face it. No matter how much planning we do and even if we freeze the scope, there will be changes to deal with.

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## Upcoming Chapter Events

**Chapter Meeting** – March 15, 5:00 – 7:15 p.m.

Topic: Everyone Can Implement OPM3

Speaker(s): Jamie Northrup and Kathleen Huneycutt

**Sponsored by:** [Tier Technologies, Inc.](#)

Location: Summit Lake Winery

**Chapter Meeting** – May 17, 5:00 – 7:15 pm

Topic: Alpha Project Managers

Speaker(s): Andy Crowe, Velociteach

Sponsored by: Tier Technologies, Inc

Location: Summit Lake Winery

**PMP Prep Boot Camp** – June 4 through June 7

Speaker(s): Dr. Keith Mathus

Location: Courtyard by Marriott - Columbia  
3301 LeMone Industrial Blvd  
Columbia, MO, 65201

## Events at Other Chapter(s):

Registration is open for the PMI - Northwest Arkansas 2007 Roaring River Conference – Date & Time: April 26 - 28, Thursday (12:00 Noon) through Saturday (3:00 PM)

Location: Roaring River Emory Melton Inn & Conference Center, Roaring River State Park.

For details please visit <http://www.nwapmi.org/>

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### CHAPTER MAILING ADDRESS:

**PMI Mid-Missouri Chapter**

**P.O. Box 105137**

**Jefferson City, MO 65110-5137**

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# PMI Mid-Missouri Chapter Board Meeting Minutes

January 02, 2007 5:30p – 7:30p  
Missouri River Regional Library

## Attendees

Frank Cox, Lori Kleckner, Lois Heldenbrand, Rodney Britt, Alexis Nixon and Laxmish Thirumaleshwar

## Call to Order

The meeting was called to order at 5:30p by Frank Cox, President.

## 2007 Board Meeting Schedule

The 2007 board meeting schedule is as follows: February 6, March 6, April 3, May 1, June 5, July – off, August 7, September 11, October 2, November 13 with the annual appreciation dinner to be held in December. Future Board meetings will be held at the Secretary of State Office Building.

## Financial Statement

- A financial statement and budget information were submitted.
- Ideas are needed for sponsorship, especially for Rose.
- Rodney will send an updated budget and information. Ragan is expected to complete her budget input and send to Rodney by the end of this week.
- On-line discussion is expected to finalize the 2007 budget with approval at the February Board meeting. When the 2007 budget is approved, we will move on to the 2008 budget.
- QuickBooks use to begin when the December balance is received from the bank.

## Programs Update

- For the Chapter web site, when an event is past, move it immediately from the top of the list of events. March Chapter meeting to be scheduled.
- Keith Mathis will be presenting at the January 17<sup>th</sup> Chapter meeting.
- Honorarium – the Board should decide on guidelines for an honorarium when requested in lieu of a gift. (Tabled for future meetings)
- The February seminar is being finalized. It has been suggested that dates and details for events that are available should be posted on the web site. Information can be updated as additions are available.

## Membership

Membership is currently 99.

## Communications

The Region 6 Chairman has requested that a copy of our Chapter newsletter be sent. Arrangements will be made using the mailing lists.

## Administration

Members were reminded to complete the information request for the charter renewal.

## President

- The activity planner will be sent to each to update and return to Frank. Updates should include how tasks support the Strategic Plan.
- The volunteer dinner was expensive but worth the extra expense. For future reference, we should watch how the bill is broken down. The Chapter may have inadvertently covered individual expenses. The room charge was unexpected.
- The OPM3 product suite was reviewed.
- Partnering with other organizations; we should be promoting each other on our web sites. Sponsors should be highlighted as well.
- Sponsor and partner contacts should be added to the notification list for Chapter meetings and the newsletter.
- It was noted that the minutes from the November Board meeting were accepted on-line.
- PayPal; Rodney is continuing to coordinate with Laxmish.
- Look at bio and Board member info on the web site. Send updates to Laxmish and Frank.
- Assessment management; Rodney is continuing to determine if assessment management provides a benefit.
- Greg Brown, Project Officer with the University of Missouri Health Care system will be having lunch with Frank to discuss common issues.
- Frank encourages Board members to extend their positions to include networking with others.

## Adjournment

- Lori made a motion to adjourn. Alexis seconded the motion. Meeting adjourned at 7:50p.
- The next Board meeting will be held on February 6<sup>th</sup>, 5:30p at the Secretary of State Office building.

*Minutes assembled by Lori J. Kleckner, Vice President  
Administration*

**February 06, 2007 5:30p – 7:30p**  
**Secretary of State Building**

**Attendees**

Frank Cox, Lori Kleckner, Lois Heldenbrand, Rodney Britt, Laxmish Thirumaleshwar, Ragan Sappington and Bob Roark.

**Call to Order**

The meeting was called to order at 5:45p by Frank Cox, President.

**Membership**

In Alexis' absents, Frank reported that the current Chapter membership is at 105.

**Communications**

- Spam continues to be an issue. Options are to increase or purchase additional content filtering. After discussion of options, it was decided to leave the email accounts as they are currently.
- It was suggested to offer PDUs for newsletter article to generate participation. After discussion of options, it was decided to ask Diana James to forward feature articles to PMI for consideration.
- PayPal clarifications were discussed to cover difficulties with receiving emails from the system.
- It was suggested that a feasibility study be conducted for a new Chapter website. Frank requested that this effort be tied to the Strategic Plan. Any ideas for changes, additions or improvements to the site should be sent to Laxmish.
- Bernard Collier who currently serves in Advertisement and Sponsorship has requested that a replacement be sought. Bernard will continue until a replacement can be trained.

**Programs Update**

Lois reported that all information on the web site regarding programs is current.

**Administration**

Members were polled for interest in archiving their previous year's documents to CD. The copies would then become part of the Chapter Archive. This will not replace each member keeping records for their needs or preclude the pass down to the next officer. Members felt this would be a good idea and will bring their files on CD to the April Board meeting.

**Professional Development**

- The registration process is proving to be very cumbersome and assistance is needed.

- For future events (that have not been started), consideration for registration will consist of either having paid, or having had direct confirmation from the customer to Ragan or Lois. A pay-by date will also be used.
- A confirmation list for workshop events will be added to the Chapter web site.
- Arrangements for the Andy Crowe workshop are proceeding. An instructor may be sent to present the workshop.
- The Velociteach study group will begin soon. Greg Brown has volunteered to lead the first meeting.

**Financial Statement**

- The 2007 Budget was submitted, reviewed and approved.
- It has been suggested to increase the amount budgeted for conferences. However, any changes to the budget are on hold until after the June workshop event (this being the most significant risk for the year). The motion to approve the budget was made by Bob, seconded by Ragan and passed unanimously.
- A Balance Sheet and Profit and Loss statement were presented and reviewed. These documents will be provided at each Board meeting.

**President**

- The activity planner was extensively reviewed.
- Discussion for By-Laws updates included the need for reviewing tasks associated with positions.
- A formal process for forming and maintaining standing committees was discussed. Members desiring a committee should draft an outline of the positions and skills needed.

**Adjournment**

- Lori made a motion to adjourn. Alexis seconded the motion. Meeting adjourned at 8:35p.
- The next Board meeting will be held on March 6<sup>th</sup>, 5:30p at the Secretary of State Office Building.

*Minutes assembled by Lori J. Kleckner, Vice President Administration*

## Education Updates

The date has been set for the Project Management Professional (PMP) Certification Workshop. Reserve June 4 through June 7 to attend this preparation class. The cost is \$550 for PMI members and \$575 for non members. Enrollment is limited, so reserve your spot early.

*The following is a repeat from the last newsletter, but it bears repeating:* The Mid Missouri PMI Chapter has been working hard on the 2007 Special Programs and Professional Development Workshops calendar. The Chapter will be sponsoring 1-day workshops on topics of Negotiation, Quality, Human Resource, and Ethics.

Plans to sponsor PMP Study Groups in 2007 are in the early development stages. The format of the sessions will be open discussion and walkthrough of sample exam questions. The sessions are very interactive but, this *is not* a PMP Prep Class. Details will be posted on the web site <http://pmimidmo.org>, so check back often.

If you are interested in attending a PMP Certification Workshop, participating in a study group, would like to volunteer to be an active member of the Programs and Professional Development Committee, or have suggestions, please contact Ragan Sappington, VP Professional Development at [pmivppd@pmimidmo.org](mailto:pmivppd@pmimidmo.org). I look forward to hearing from you.

*Contributor: Ragan Sappington*

## Did you know?

Project Management job opportunities can be posted on the PMI Mid-Missouri Web site. Only positions in the project management profession are permitted to be posted on the PMI Mid-Missouri Chapter Web site.

The following information is required to post a project management job opportunity on the PMI Mid-Missouri Web site.

Job Title

Contact person's full name, organization, e-mail address, and telephone number

Job location

Summarized (50-words or less) description of the job opportunity

For complete job listing policy please visit <http://www.pmimidmo.org/jobs.shtml>

*Contributor: Laxmish Thirumaleshwar*