



Building professionalism in project management.™

**Project Management Institute
Eastern Iowa Chapter**

100's NUGGET

2009 Issue 1

January 2009

P.O. Box 1811
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January
brings...



Re-estimating
driving time.

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Happy New Year!!



Our Next Chapter Meeting - January 13th

This month's chapter meeting will be held on Tuesday, January 13th, 7:30 a.m. to 9:00 a.m. at the Clarion Hotel and Convention Center at 525 33rd Ave SW in Cedar Rapids. The Clarion Hotel and Convention Center phone number is (319) 366-8671.

Program: The program for the January 13th is a presentation entitled ***"Inclusive Teams : How many doors are you leaving open?"***, presented by Ken Bozer, PMP.

About the Program: Ken will provide ideas and tips for getting the most from your diverse project teams.

About the Speaker: Ken has over 9 years of project management experience and has worked in a wide variety of industries, such as not-for-profit, telecommunications and avionics. He started his career as a customer support technician and was also a software engineer for several years. Ken has managed or been a part of very diverse teams for most of his career and is a passionate supporter of workplace diversity. He is currently a Technical Project Manager at Rockwell Collins in Cedar Rapids and is an active member of their Diversity & Inclusion in the Workplace Community of Practice.

Program Schedule:

- 7:30 - 7:45 Registration, breakfast, and social time
- 7:45 - 7:50 Opening by chapter president / chapter officers
- 7:50 - 8:40 Presentation / Discussion
- 8:40 - 9:00 Final announcements and wrap-up

Our Menu (subject to change):

- English Muffin Sandwich w Eggs and Bacon
- Fresh Fruit
- Regular / Decaf Coffee / Hot Tea
- Milk

Cost: \$10.00 to chapter members and \$15.00 for guests.

Please note that the Chapter's attendance policy has changed to include a registration fee for all attendees. This is different from the previous policy of allowing attendees who were not eating to attend free of charge.

If you have not done so already, please RSVP no later than January 8th to program-registration@pmieasterniowa.org. Once you send a RSVP, cancellations **must** be received by **noon**, Friday, January 9th to avoid your being invoiced as a no-show for this chapter event.

Muthuraman M, PMP, Director of Logistics, PMI Eastern Iowa Chapter

CALL FOR VOLUNTEERS

Friends,

The Project Management Institute Eastern Iowa Chapter had a great 2008. Our first ever Professional Development Day was held in November 2008 and it was a huge success. We had over 100 attendees who represented various organizations in the corridor providing an excellent opportunity to learn and network.

Our chapter also hosted the PMI Region 2 fall conference during the month of November 2008. PMI Region 2 represents the PMI chapters in the central time zone. More than 20 PMI chapters from USA and Canada are represented in the PMI region 2.

We thank all our chapter members, speakers and last but not least, our wonderful volunteers who make every one of our events possible. Without our volunteers, we would not be able to provide any services to our members.

Every year, we have new volunteers come in and some of the existing volunteers take a break. As we look into 2009, there is a great need for engaging new volunteers to fill some of the positions listed below.

Director of Certifications	certification@pmieasterniowa.org
Director of Marketing	marketing@pmieasterniowa.org
Director of Member Relations	membership@pmieasterniowa.org
Director of Newsletter	newsletter@pmieasterniowa.org
Director of Programs	programs@pmieasterniowa.org
Director of Technology	technology@pmieasterniowa.org
Director of Volunteers	volunteers@pmieasterniowa.org
Director of Website	website@pmieasterniowa.org

We appeal to the membership to come forward and become a volunteer so that we can continue to provide services to the members.

By becoming a volunteer for one of the above listed positions:

- You will be able to claim 5 PDUs at the end of your volunteer year
- Build and develop a network which could be rewarding for your personal and professional advancement
- Be able to bring fresh perspectives into chapter activities and help extend chapter services to membership.
- Learn more about PMI organization
- Have great FUN being part of a great group!

Please contact me or any of our volunteer leaders to learn more about the positions that you are interested in.

Wishing you a great holiday season and prosperous 2009.

Paddy Puthige
President Elect 2009
PMI Eastern Iowa Chapter

New Year's Pledge:

In 2009 I will.....

- Lose 10 pounds
- Learn a new skill
- Volunteer for PMI

Quick Tips for Dealing with Difficult People

By Margaret Meloni, MBA, PMP

Your hands are sweating; your stomach is in knots. Once again you need to sit down and discuss your project requirements document with that obnoxious team member. The one who just drives you crazy. If you say left, they say right. But that's OK because you put it off until the very end of the day. You immersed yourself in other work and did not bother to think about this conversation. After all why waste time on a no win situation? You are going to stop by their desk, tell them how it will be and then go home.

But what if there were another way? It is not likely that the difficult person will change for you, but you can change the way the two of you interact. You can take more control of the situation and work towards a positive outcome on your project.

Consider this approach:

- Prepare for the conversation in advance. Identify what you hope to gain from the interaction and begin with this end in mind.
- Be flexible; do not be so focused on your end goal that you cannot take a detour in the conversation. This detour may help you understand the perspective of your difficult person.
- Select a time that is convenient to both of you. A time when you can both listen and exchange information without additional pressures or distractions.
- Listen; really listen to what they are saying. If they say something like, 'I cannot do that' or 'That will not work'; ask them why. Whatever issue they have may not be about you. Try to get the real problem out in the open.
- Maintain emotional objectivity. Remember, whatever drives them to be difficult is about them, not about you.

An individual who is upset may become defensive and verbally attack you. Stay calm, take a deep breath and pause before responding.

If the discussion gets too heated, recommend that you both take some time to cool off. Then agree upon a time when you will reconvene. No matter how difficult, deal with the situation. Agree to stick with the situation until you have both been able to understand one another. You do not have to agree, but you want to work toward a relationship where you can respect each other as individuals and professionals.

It is quite possible that your difficult person is reacting to a quality in you that they can't deal with. Are they this way with other project team members or are you the only one? If no one else has problems with them, that's a tip-off that you may unwittingly be contributing to the situation. It's a rare person who doesn't share some blame for a rocky relationship and you are no exception. A little introspection may be the key to turning a difficult person into one who is cooperative and pleasant to work with.

If your difficult person is viewed this way by others, it would be doing him or her a favor to sit down and frankly discuss the situation. This can be tricky, of course, but you really don't have much to lose. They probably don't know that they are being difficult or that people dread having to stop by their desk and talk with them. Having a private discussion with them in a calm and rational manner might be all that's needed to turn your difficult person into a valuable project team member. The secret to a successful discussion, however, is to keep it objective and avoid making accusations. Telling someone they are hard to work with is insulting and counterproductive; telling them that you'd like to get rid of the friction between the two of you and then offering your help will get better results.

If all else fails, you may just have to resign yourself to the fact that you must work with a difficult person. Doing so with grace and good humor will set an example for others as well as making the situation a bit less stressful for you.

About the Author: Margaret Meloni, MBA, PMP, is an executive coaching consultant for IT professionals. She helps project managers and teams work together better by improving their soft skills. Learn how to successfully combine your technical and soft skills in her lectures at PM Lectures (www.pmllectures.com) and Meloni Coaching (www.melonicoaching.com).

How To Budget Your PMP® Exam Study Time

By Cornelius Fichtner, PMP

Studying for the PMP exam is going to take a big chunk out of your day and you might be wondering how you're ever going to find the time to do it. Between work and personal obligations, you might think you don't have the time to study. Don't be discouraged.

One of the first things you should do is sit down and write out everything you do during the day. This should include meals, work, playing with children or family obligations, personal care, housework, recreation, your job and anything else that you spend your time on. And remember, you're the only one that sees this list so don't pad the time you spend on cleaning the house; nobody cares if you spend five minutes or five hours on it. Be realistic and honest as you assess your time and how you spend it.

Now that you know how much time you spend on various aspects of your daily life, you might be surprised at how much time you have left over. Your job now is to bring structure so that you have a block of study time every day without compromising your job or personal life. But before you can decide how much of your time that you'll spend on studies, you must be realistic. If you plan to spend three hours per day on exam preparation but have to give up all your leisure time for it you're probably going to fail. Realistic time budgeting must allow for down time or you'll eventually burn out so allow one full day per week to walk away from your work and studies and enjoy yourself.

Be sure to look at work projects that might take up extra time and eat into other areas of your life. Are you going to have to sacrifice some study time in order to fulfill your work obligations? Do you have a big project coming up next month? If so, you might have to think about rescheduling your exam and extending your study time. It does no good to have a working time structure if it will be disrupted in a few weeks. When is your vacation scheduled? Don't even think of using that vacation time for study! Is there a family event such as a wedding or reunion approaching?

Now that you've looked at possible future scheduling issues, work obligations and family plans, you know how much time you can spend studying and preparing for your PMP exam. Go back to your daily schedule and look closely at it. Determine what time of day would be best to hit the books. If you can pinpoint the time of day that's best for study, you've solved half the problem. If you cannot pinpoint a specific time you may want to look into alternative learning methods that enable you to learn throughout the day. For instance with an audio based course on your MP3 player.

Are you exhausted and brain-weary when evening comes? In that case, you might want to consider a quiet time in the morning before work to do your studies. It's been proven that the brain is at its most receptive in the morning so if you're too tired at the end of the day, morning might be a better time for you to study. You might want to do it right after work or after dinner. Choose a time that's the least stressful for you, when you'll have a minimum of interruptions and stick to the amount of time you've blocked out for this task. Remember, you're working for your project management certification so consider this your most important project and manage it efficiently!


About the author: Cornelius Fichtner, PMP is an international project manager and noted PMP expert. His PM PrepCast at www.pm-prepcast.com has helped over 3,000 project managers to prepare for the PMP exam. He is also the host of The PM Podcast at www.thepmpodcast.com where you can hear his free interviews with project management experts from around the world. Please send your comments to pm@pm-prepcast.com.

December Meeting—Recap

The December meeting was cancelled due to inclement weather. The presentation will be rescheduled in 2009.



Chapter Meetings Schedule (subject to change)

	Date and Time	Location	Topic and Presenter
	January 13th, 2009	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	"Inclusive Teams : How many doors are you leaving open?" by Ken Bozer, PMP
	February 10th, 2009	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	"Better Presentations, 102" by Mark Latta, PMP
	March 10th, 2009	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	"Project Management Communities of Practice" by Ray Jorgensen.

Membership Update - Remember to send in your membership renewals, either through mail or online.

The PMI Eastern Iowa Chapter membership stands at **289**, with **150 PMP®s** and **1 CAPM®**.

New PMP®s

Congratulations new PMPs: Kimberly Bauer Reid, Paul Egli, Reed Fisher and Beth Hawkins, all from Pearson. These members passed the certification in November.

New Members

Welcome New Member Patricia (Pat) Woods, Rockwell Collins.

PMI Chapter Transfers

If you have a need to transfer chapters because you have moved or relocated due to employment location changes, be sure to update your membership data at the PMI global website, www.pmi.org.

Listed below are the top 5 companies according to membership counts.

Rank	Company	Member Count	PMP Count
1	Pearson	88	52
2	Rockwell Collins	28	14
3	Vangent, Inc.	17	10
4	Aegon	14	5
5	ACT	13	7

Chapter Sponsored Professional Development (subject to change)

The following chapter sponsored professional development opportunities are available. Note that these chapter sponsored courses are being offered from a non-REP (Registered Educational Provider). Send Chapter Sponsored Professional Development questions and ideas to professional@pmieasterniowa.org.

Date	Time	Course ID	Cost	PDU(s)	Location	Title
Jan 19th	5:00— 9:00 pm		\$125.00 (members) \$150.00 (nonmembers)	4	Kirkwood	Critical Path Project Management using MS Project

Priority Management Training Schedule (subject to change)

The following Priority Management sponsored professional development opportunities are available. Please find more details at http://www.prioritymanagement.com/rsmith/workshop_schedule/ or send questions to rsmith@prioritymanagement.com.

Date	Course ID	PDU(s)	Location	Title
Jan 20 & 27	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
Feb 17 & 24	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
March 26 & April 2	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook

New Horizons Training Schedule (subject to change)

The following courses are available at New Horizons of Cedar Rapids in the coming months.

Date	PDU(s)	Location	Title
1/07		New Horizons	Leadership for Project Management
1/15		New Horizons	Microsoft Project 2003 – L1
1/16		New Horizons	Microsoft Project 2003 – L2
1/19		New Horizons	ITIL V3 Awareness
1/29		New Horizons	Leadership for Project Management

PMI - Eastern Iowa Chapter Contacts

2009 Board of Directors

President	Paddy Puthige, PMP	president@pmieasterniowa.org
VP of Communications and Publicity	Tammy Sweat, PMP	communications@pmieasterniowa.org
VP of Education	Suzanne Prymek, PMP	education@pmieasterniowa.org
VP of Finance	Brian Thorn, PMP	financial@pmieasterniowa.org
VP of Operations	Bhaskar Pulikal, PMP	operations@pmieasterniowa.org
VP of Outreach	David S Tominsky	outreach@pmieasterniowa.org
Past President	Darin Hart, PMP	pastpresident@pmieasterniowa.org

2009 Directors

Director At-Large	Thom Lusardi, PMP	atlarge@pmieasterniowa.org
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Director of Individual Outreach	Ray Kratville, PMP	indoutreach@pmieasterniowa.org
Director of University Outreach	Open	unioutreach@pmieasterniowa.org
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Director of Professional Development	Barry Ehrig, PMP	professional@pmieasterniowa.org
Director of Programs	Open	programs@pmieasterniowa.org
Director of Technology	Open	technology@pmieasterniowa.org
Director of Volunteers	Open	volunteers@pmieasterniowa.org
Director of Website	Open	website@pmieasterniowa.org

Other Contacts

Chapter Monthly Program Registration	Program Registration	programregistration@pmieasterniowa.org
Chapter Training Registration	Training Registration	Online registration.
Chapter Website Administrator	Webmaster	Contact Director of Website.



Course Description:

Critical Path Project Management using MS Project: This course integrates project management theory and practice by introducing project managers to PMI endorsed project planning and critical path execution while teaching students some of Microsoft® Project's more powerful capabilities. The class demonstrates how those capabilities can be used to transform project concepts into a manageable project schedule. It also demonstrates powerful and practical ways to track a schedule. The class is instructor led and includes many hands-on labs. The topics covered in "Critical Path Project Management using MS Project" are as follows:

- Describe and conduct Project Planning and Tracking exercises
- Create a Work Breakdown Structure in MS Project
- Create a Project Network Diagram in MS Project
- Build an MS Project schedule with typical columns based on the Project Network Diagram.
- Identify Critical Path and Critical Dependencies in the schedule
- Execute and Manage a Project Schedule to Critical Path
- Perform corrective action on schedules that get behind on Critical Path execution

Course Date & Location:

January 19 (5:00pm – 9:00pm)
Kirkwood Community College
Nielson Hall Room 212
6301 Kirkwood Blvd. SW
Cedar Rapids, Iowa 52406

Instructor:

Jamie Northrup, PMP has served as a Sr. Manager, Program Manager, and Project Manager in the Aerospace Engineering, Telecommunications, and Academic Industries. He is an original OPM3 team member and OPM3 Second Edition Core team member. He is trained in CMMI through the Software Engineering Institute at Carnegie Mellon University and has taught technology classes as an adjunct professor with Kirkwood Community College.

Cost:

The cost of the January 19 "**Critical Path Project Management using MS Project**" class is **\$125.00** for chapter members and **\$150.00** for non-chapter members. There are no prerequisites to this course and all of the materials will be provided.

Registration:

To register follow this link <https://www.123signup.com/register?id=zmrkk>. Upon completion of the registration you will be sent a confirmation email. Registration for this class must be submitted by **COB January 13, 2009**.

If you elect to make payment by check, please make checks payable to: PMI, Eastern Iowa Chapter. Bring the check to the class and present to the instructor prior to the start of the class.

Please forward any questions or concerns to professional@pmieasterniowa.org.