



Building professionalism in project management.™

Project Management Institute
Eastern Iowa Chapter

100's NUGGET

2009 Issue 2

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P.O. Box 1811
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February
brings...



Determining
predictable results.

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Our Next Chapter Meeting - February 10th

This month's chapter meeting will be held on Tuesday, February 10th, 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 February 10th meeting is a presentation entitled "**Better Presentations, 102**", presented by Mark Latta, PMP.

About the Program: In 2008, Mark Latta presented, "Better Presentations 101". This brief session coached PMI members on how to deliver powerful PowerPoint presentations. Due to audience demand, Mark returns this month with "Better Presentations 102." No matter your proficiency at public speaking, you're sure to learn something as Mark shares tips on how to craft your next presentation for maximum impact. All attendees who RSVP will receive a full-text article of Mark's presentation so you can start applying these tips right away.

About the Speaker: By day, Mark Latta works as a Senior Quality Engineer at Pearson. At night, he fights crime as a founding member of Crowded Seats Improv, an local improvisational comedy company. Mark is a 10-year member of Toastmasters International. A prolific public speaker, he has several state-level speaking awards.

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 February 5th to program-registration@pmieasterniowa.org. Once you send a RSVP, cancellations **must** be received by **noon**, Friday, February 6th to avoid your being invoiced as a no-show for this chapter event.

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

President's Corner

Project Manager as a Leader

It is common to associate the term 'Leader' to the heads of organizations. Leaders are expected to make important decisions that impact the business of the Organizations that impact business units, teams and individual employees in more ways that we can think of.

In my opinion, if a human being has the ability influence the thought process or action of another person, he or she is leading a 'change event' and hence leading. Applying this 'Change event' to multiple people, successfully makes a leader effective.

Project managers, being responsible for the project deliverables has the opportunity to practice leadership on a daily basis. It is often heard in project management trainings that project managers are the change agents of the organization since every project represents a 'change' to the organization in terms of product or process. Remember that "Leadership" is an integral part of all project management. When you step up to the challenges of managing a project you are also agreeing to a leadership position. Your work on the day-to-day activities and responsibilities of these areas constantly address the Leader vs. Manager question.

Here are some of the leadership skills (I consider them life skills) a project manager can practice on a daily basis to become a better project manager.

Keep your commitment – Walk the talk. Don't commit unless you intend to keep your commitments. Your request to keep your team's commitment will have more legitimacy if you keep your own commitment.

Focus people, ahead of issues – If team members are cared for, issues will take care of themselves. Look at the big picture! Issues don't get resolved themselves. Your team members resolve issues.

Support project sub-culture – Within the boundaries of organizational norms, encourage team members to be creative. Respect the 'out-of-the-box' idea and see if it can be accommodated. Just listening to people's ideas even if it is not implemented is a great morale booster!

Set the example for the Team. As a Leader vs. Manager, you will set the context for them to achieve; you will establish the work ethic; and your attitude will determine the attitude for the entire team.

Give all the credit to the Team. Recognizing the team's success will build their confidence to continue to achieve their goals. After all, your continued success as a Project Manager is directly linked with your team's success.

LISTEN, LISTEN and LISTEN. Effective leaders listen more than they speak. Listening is a skill by itself.

Have a great day!

Paddy Puthige
President
PMI Eastern Iowa Chapter

Senior Project Manager, Professional Development Day

Our chapter is currently looking for a distinguished leader interested in being the Project Manager in charge of the 2009 Professional Development Day. To apply, complete the Contact Us form on the PMI Eastern Iowa website located at: www.PMIEasternIowa.org.

Senior Project Manager, Job Description

The Senior Project Manager (Sr. PM) will receive:

- A Project Charter from the Board
- An approved budget from the Board

The Sr. PM has the authority to:

- Solicit and form a team of volunteers (PDD Committee) to assist with the project
- Commit expenditures within the limitations of the approved budget

The Sr. PM is responsible for:

- Developing a detailed project plan for the event that will be updated and submitted monthly to the Board for review.
- Creation of a project schedule in addition to the documented project plan to detail timelines involved for activities.
- Documentation of key decisions presented as a project artifact.
- Creation of a program issues/risks/actions (IRA) log.
- Management of the project plan, project schedule, key decisions document, and IRA log to insure timely follow up on all items.
- Posting all documents related to the PDD to the Chapter's SharePoint site (WSS).
- Directing the PDD Committee.
- Communicating specific roles, responsibilities, and expectations for each volunteer.
- Consistent communication to the PDD Committee and Board.
- Hosting a monthly status call for the PDD Committee and Board.
- Effective management of the approved budget for the event.
- The successful execution of the Professional Development Day.

This volunteer position is eligible for 5 PDUs and free registration to the Professional Development Day!

IT'S YOUR TURN TO SHINE!



The Importance of Continuing Education

By Suzanne Prymek, PMP

Have you ever gotten into a slump where you are completing many of your tasks and activities in auto pilot mode? Need to get re-energized and refreshed and bring new ideas and practices to your work group? Is your PMP certification going to be expiring soon, and have you acquired all the necessary continuing education credits needed to renew your certification?

One way to keep a fresh perspective and outlook on your project is to be active in continuing education activities. Trends and techniques are ever changing and by learning new methods and practices, it allows you to build on project management skills. There are many inexpensive choices for those who are cost conscious when deciding what types of activities can fulfill the continuing education requirements.

Some qualifying activities that are low cost or free include credits for self learning activities such as reading books that are project management related, listening to audio books on leadership or perhaps volunteering and participating in a Director role for your PMI Eastern Iowa Chapter. Also, the PMI Eastern Iowa Chapter sponsors many opportunities throughout the year that can be completed in one evening. To view those offerings, be sure to check the newsletter, or our website – www.PMIEasternIowa.org to see if there is a class that will meet your needs. If you have ideas for future topics for training, please feel free to forward those ideas to the VP of Education at education@PMIEasternIowa.org for consideration.

Meet Carol Meeks, PMP A 2009 volunteer..... Director of Certifications

Chapter Members, please welcome Carol Meeks, our new Director of Certifications. Carol has been employed at GreatAmericia Leasing Corporation located in downtown Cedar Rapids since 2000. She was a charter member of the PMO within her organization leading project teams in successful deployment of enterprise-wide implementations.

Her mission in her position is “to capture, structure, store, and analyze significant business information, empowering our customers and fostering proactive decisions to strategically enhance GreatAmerica relationships with Vendors.” This includes everything from web-based reporting for our customers to business intelligence tools to performance management and metrics.

Carol earned a Master Certificate in Applied Project Management and a Master Certificate in IS/IT Project Management from Villanova University in 2008. Shortly after, she successfully passed the PMP exam and became an official Project Management Professional in June 2008. Carol also holds a BA degree in Psychology from the University of Iowa and an AA Degree in Business Administration from Kirkwood.

Thank you, Carol, for volunteering!



Behind the Scenes

By Tammy Sweat, PMP

The new Board of Directors have been busy learning their roles. Meetings have taken place between those leaving the positions and those coming on. New passwords for email and other accounts have been established. The new year's budget has been approved. Monthly meetings for the Board members as well as the meeting dates for the chapter presentations have been scheduled. Volunteers for the Director positions are being sought and trained. Chapter training is being approved. Emails to and from the Board members are sent most days, asking questions and clarifying what is to be done.

A few of the largest goals for this year include:

- Hosting another Professional Development Day
- Researching other possibilities to host our chapter website, SharePoint and email

Meet Mark Bazzell, MBA, PMP A 2009 volunteer..... Director of Website

Chapter Members, please welcome Mark Bazzell, our new Director of Website. Mark has over 15 years of IT experience including 11 years managing projects, programs, and portfolios. He led consulting projects valued up to \$38 million for over 140 companies and created project management practices at two companies.

Mark earned a BS in Computer Science from Central Michigan University and an MBA from Golden Gate University. He joined PMI in 2005 and he earned the PMP® certification in 2008.

As the Eastern Iowa chapter Director of Website, Mark will maintain the chapter's email, SharePoint, and website systems. You can reach him at website@pmieasterniowa.org.



Thank you, Mark, for volunteering!

Meet Nita Inani, PMP A 2009 volunteer..... Director of Volunteers

Chapter Members, please welcome Nita Inani, our new Director of Volunteers. Nita Inani has been an active member of the chapter since 2002 and has previously served in VP and Director positions on the Board. As CEO of Infinite Computing Systems Inc, headquartered in Cedar Rapids, Iowa, Nita has a strong and continuing interest in adhering to and participating in Project Management practices.

She keeps current with Project Management process and policy as a senior project management consultant to Pearson Education in Iowa City. Her current areas of focus include Communication for Onsite-Offshore projects and Delivering effective and successful responses to federal and state generated RFPs. You can reach her at volunteers@pmieasterniowa.org.



Thank you, Nita, for volunteering!

**Project Management Professional (PMP)
Exam Preparation Workshop
February 24 & 25, 2008
The Lodge - Bettendorf
8:00 a.m. - 4:45 p.m.**

SUMMARY

Are you ready to verify your project management expertise by earning the Project Management Institute's Project Management Professional (PMP) certification? Shorten your study time and increase your probability of passing the exam with this world-class, two-day preparation course. Past participants have about a 95% pass rate. Innovators guarantees you will pass the exam on the first try. If you don't, Innovators will reimburse your \$275 retake fee. Some qualifications apply, like attending the entire course and taking the exam within 90 days.

Your facilitator, Lee Towe, PMP, served on the leadership team of nine people who created the PMBOK® Guide, 3rd Edition and is the primary author of the human resources chapter. So you get a unique and complete explanation for the reasons that inputs, outputs and techniques are important to the 44 project management processes outlined in the PMBOK Guide.

Please Note: Due to the release of the Fourth Edition of the PMBOK, the exam will be changing July 1, 2009. This will be the last PREP Exam for the Third Edition of the PMBOK and the last chance to prepare prior to the change.

OBJECTIVES

By the end of the workshop, you will have a solid grasp of the 44 processes and how they fit together. You will have a suggested layout for "brain dump" pages you will want to create as soon as you enter the testing area. You will have highlights from many PMI reference books at your fingertips in one comprehensive source. (Much of the exam includes information not specifically contained in PMBOK Guide.) Primarily, you will have the focus and confidence that, after a little more studying, you will be able to pass the PMP exam.

COURSE OUTLINE: 2-DAY WORKSHOP: Crash course on the primary principles:

- PMI® philosophies and exam priorities to help you identify the best answer
- Workbook illustrations and class demonstrations of major concepts that go beyond PMBOK® Guide, including...
- Work breakdown structures
- Monte Carlo simulations and statistical distributions
- Control charts and other quality tools
- Motivation theories and a responsibility assignment matrix
- Conflict management approaches and types of power
- Contract types and negotiation strategies

Exercises that reinforce learning and memorization

- Course workbook with color process chart and over 200 practice questions.
- Games and activities that assist comprehension. You receive your own four-page color puzzle to help you learn the proper order of the processes.
- Exercises for the most important tools, including.
 - * Earned value analysis
 - * Network diagrams, including late start and late finish dates
 - * Three-point estimation (PERT) calculations
- * Crash tables
 - * Decision trees

WHO SHOULD ATTEND

People who want PMP Certification for themselves or people who oversee certification programs for their organizations. Participants have used this workshop successfully in all stages of their exam preparation -- at the very beginning as an introduction, in the middle in order to focus efforts and at the end as a last-minute review.

PRE-CLASS STUDY

Once registration has been completed, you will receive pre-class study recommendations. The materials required for this study include an internet browser and a copy of the Guide to the Project Management Body of Knowledge® (PMBOK®) from PMI. Time requirements for this study can vary from two to nine or more hours, depending on the level of study selected by the registrant.

COST AND REGISTRATION

Cost for PMI members is \$450 if funds are received by February 16th or \$500 if funds are received later. The cost for non-PMI members will be \$650. Registrations will not be accepted after February 20.

Payments must be made via check, money order or cash. Please make checks payable to PMI Quad City Area Chapter along with the completed registration form (attached) to:


PMI Quad City Area Chapter
PO Box 4527
Davenport, IA 52804

Please visit our website at www.pmiqcareachapter.org or contact Melinda Bryant, e-mail: mbryant@mvrbc.com

January Meeting—Recap

The January 13th meeting was not held due to inclement weather. We hope to have Ken present later in the year.

Chapter Meetings Schedule (subject to change)



Date and Time	Location	Topic and Presenter
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.
April 14th, 2009	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	"Black Bag of Tricks" by Terry Knecht

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®**. (as of Dec. 31st)

New PMP®s

New Members

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

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
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
2/2/2009	21	New Horizons	PMP Exam Prep
3/3/2009	N/A	New Horizons	ITIL V3 Awareness
3/16/2009	21	New Horizons	Introduction to Project Management
3/17/2009	7	New Horizons	Microsoft Project 2003 – L1
3/18/2009	7	New Horizons	Microsoft Project 2003 – L2

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
Director of Certifications	Carol Meeks, PMP	certification@pmieasterniowa.org
Director of Corporate Outreach	Steve Sawyer, PMP	corpoutreach@pmieasterniowa.org
Director of Individual Outreach	Ray Kratville, PMP	indoutreach@pmieasterniowa.org
Director of University Outreach	Open	unioutreach@pmieasterniowa.org
Director of Logistics	Muthuraman M, PMP	logistics@pmieasterniowa.org
Director of Marketing	Open	marketing@pmieasterniowa.org
Director of Member Relations	Open	membership@pmieasterniowa.org
Director of Newsletter	Open	newsletter@pmieasterniowa.org
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	Nita Inani, PMP	volunteers@pmieasterniowa.org
Director of Website	Mark Bazzell, PMP	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.



12th Annual Cedar Rapids Professional Development Conference "ProCon 2009"

Growing Global Leaders

Tuesday, May 12, 2009

Marriott Hotel and Conference Center
1200 Collins Rd. NE, Cedar Rapids

**SPONSORED BY
The IEEE Cedar Rapids Section**

**SUPPORTED BY
Rockwell Collins, Alliant Energy,
Pearson and Premier Advisors**

PROCON 2009

Leadership Track

**Presented by Debra Salz from Prevention
Services & Strategies**

Super Stars, Shooting Stars, and Falling Stars – *Coaching and Mentoring for Today's Workplace*

- Facilitate a discussion about the critical role coaching and mentoring have in your workplace; helping bring an employee from where they are to where they want and need to be.
- Identify the connections between a coaching and mentoring environment; resulting in increased performance and employee satisfaction.
- Identify characteristics and skill sets of an effective coach and mentor.
- Develop an Action Plan in which each participant can take away specific strategies to incorporate into their workplace, including their distributive team members.

High Performance Teams

- Define and determine what comprises an effective team.
- Explore and share characteristics of productive and effective teams.
- Determine advantages of working within a team environment – a strengths-based approach.
- Share essential questions to ask during team development, increasing its performance and productivity.
- Learn new strategies to build team motivation - applying them to your workplace environment.

Project Management Track

**Presented by Jamie Northrup from Triple
Constraints**

Proactive Project Risk Management

This course examines project risks from both a top-down and bottom-up perspective using a proven five-step risk management process. Participants will learn how to evaluate and respond to risk at the project and task levels using effective tools and a highly regarded assessment model. Included in the class are a number of real world exercises that take you from risk identification at the beginning of a project through the challenges of ongoing assessment of risks throughout the project. You will practice a proactive approach to risk management - based on a clear understanding of the powerful nature of both qualitative and quantitative approaches to risk management.

Lean Project Management

The goal of project management is the successful planning, execution, and delivery of projects. Organizations need to develop an effective project management system in order to facilitate this goal. A project management system is comprised of people, process, and technology. Lean project management helps understand conventional project delivery systems and augments them in the areas of people, process, and technology to deliver results, "in half the time, all the time."

IEEE ProCon 2009

12th Annual IEEE Cedar Rapids Section Professional Conference
Growing Global Leaders!
Tuesday May 12, 2009
Marriott Hotel
1200 Collins Road NE, Cedar Rapids

7:30-11:30	Track 1	Track 2
	Super Stars, Shooting Stars, and Falling Stars – Coaching and Mentoring for Today's Workplace	Proactive Project Risk Management
11:45	Lunch (included in registration fee)	
12:00 - 12:45	Luncheon Speaker: Premier Advisors Protecting Investments and Investing During Financially Unstable Times	
1:00 - 5:00	High Performance Teams	Lean Project Management

Please circle the session you intend to participate in: *

Morning: Track 1 Track 2 Afternoon: Track 1 Track 2

*Note: You are free to switch between tracks in the morning and afternoon – this information is for planning purposes only

Register Online starting in February at www.ProCon2009.org/ or use this form!

REGISTRATION FORM

Please print information in capital letters as you wish it to appear in the conference list of attendees and on your badge.
 Use a separate form for each registrant.

LAST NAME										FIRST NAME										MI	
<input type="text"/>										<input type="text"/>										<input type="text"/>	
TITLE										BADGE FIRST NAME											
<input type="text"/>										<input type="text"/>										<input type="text"/>	
COMPANY																					
<input type="text"/>																					
STREET ADDRESS																MAIL STOP					
<input type="text"/>																<input type="text"/>					
CITY								ST		ZIP				COUNTRY							
<input type="text"/>								<input type="text"/>		<input type="text"/>				<input type="text"/>							
TELEPHONE										FAX											
<input type="text"/>										<input type="text"/>											
E-MAIL ADDRESS (required for access to the ProjectConnections website)																					
<input type="text"/>																					

All registrations include lunch as well as morning & afternoon breaks

Please note your choice for lunch: Beef____ Chicken____ or a Vegetarian meal: ____

Early registration will begin March 1, 2009

Through April 17, 2009: IEEE Members \$75.00 All other \$90.00
 After April 17, 2009: IEEE Members \$90.00 All others \$105.00
 Undergraduate/Full-time Student/Unemployed/Retired: \$30.00

REGISTRATION FEE: \$ _____

METHOD OF PAYMENT: Cash Check MasterCard Visa Discover

Make checks (drawn on a U.S. Bank in U.S. Dollars) payable to IEEE/ProCon 2009

Credit Card Number: _____ Exp. Date: _____

Credit Card Billing Address (if different from above): _____

Cardholder Name (please print) _____

Signature: _____