PMI

Building professionalism in project management.™

Project Management Institute
Eastern Iowa Chapter

100'S NUGGET

P.O. Box 1811
Cedar Rapids, IA 52406-1811

http://www.pmieasterniowa.org
communications@pmieasterniowa

April brings...

Hatching new Project Plans!

Inside this issue:

Our Next Chapter Meeting - April 14th

This month's chapter meeting will be held on Tuesday, April 14th, 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 April 14th meeting is a presentation entitled *"Black Bag of Tricks"*, presented by Terry Knecht.

About the Program: There are very good and detailed road maps on how to manage a project. There is PMBOK. There is all of the theory. Beyond these canned solutions there are a number of techniques and structures that have been tested by the counter-attacks of adversity that provide the practitioner the advantage in the struggle for a successful project. Terry will cover very specific environmental structures (things that should exist before the project starts), how to position the game board for advantage, and effective execution strategies.

About the Speaker: Terry Knecht (MBA, CISSP, PMP) is currently Assistant Vice President, Chief Information Officer for The University of Iowa Foundation. He previously held the position of CIO with Blue Cross of Wisconsin, United Payors and United Providers (UP&UP) of Maryland, and Lexi International of Los Angeles. He led a total re-implementation of all technology at both Lexi and UP&UP. The project to develop a multisite telemarketing software solution at Lexi International resulted in an award for the Visionary Use of Information Technology in the Field of Business by the Smithsonian Institute ComputerWorld.

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 April 9th to programregistration@pmieasterniowa.org. Once you send a RSVP, cancellations *must* be received by **noon**, Friday, April 10th 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 Management – Communication during Crisis

Managing projects that are considered critical to an organization's success bears many risks and uncertainties, project managers know this all too well. Even the best plan can be thwarted by unexpected economic or political developments, or simply by individual mistakes or bad planning. This happens every day and most often can be fixed internally with simple upfront planning. Sometimes, however, a "problem" can develop into a "crisis" which will trigger a quick response with limited planning time, necessitating a need for quick action.

Project managers are usually the first to notice a potential crisis. And in a crisis, time is of the essence. Project managers need to be aware of this and need to know how to react during a crisis. Unfortunately, there is no specific recipe for managing crisis. Each crisis comes with its own flavor.

Preparation, Response, Recovery

The three phases of crisis management: preparation, response and recovery. First off, it is essential to include crisis management, communication rules in every individual project plan and to pre-select appropriate responsible teams/individuals for managing the crisis when it arises. The most immediate goal here is to regain control of a situation that, by definition, is rapidly becoming difficult to manage. It is imperative to properly assess the severity of the potential crisis and gather all the facts available before taking appropriate action.

Effective communication during crisis management is of paramount importance. Multiple and timely communication to all stakeholders is critical during the crisis. While additional stakeholders may be involved in resolving a crisis, project managers are still responsible for the overall resolution. Loosing control o the project ('Ship') could jeopardize the credibility of the project manager.

Crisis communication checklist for project managers:

Preparation phase:
- Consider crisis communications details for each project plan
- Determine who will be in charge of initial communication
- Media training for designated project spokespeople
- Prepare lists of internal and external audiences (who must know what?)

Response phase:
- Assess situation and risk level (objective and subjective impact?)
- Gather all the available facts before speaking to media
- Inform internal audiences, i.e. management and PR department
- Craft an effective first-responder message
- Avoid "no comment" responses

Recovery phase:
- Gather positive news to offset negative reporting
- Assist PR department and management with information on problem resolution
- Assure project stakeholders that operations are back to normal

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Source : PMI Greece Chapter News letter

Submitted by Paddy Puthige, PMP
President, PMI Eastern Iowa Chapter

Are You Ready?

To Preview our Brand New Website?
(going live on 04/11/09)

By Tammy Sweat, PMP

Yes, that's right. We're upgrading using interactive WordPress to bring you a new PMI Eastern Iowa website!

Between now and April 10th, you can preview the site at: http://pmieasterniowa.org/prototype/blog/ . On April 11th the prototype site will replace our standard http://www.pmieasterniowa.org/.

What to expect?
You will still be able to retrieve the Newsletter and locate training that is sponsored by the chapter from the site.
New features include:
- The ability to see what has been newly posted
- A user logon with the ability to post comments
- The use of a "clickable" calendar to see information about events each day

We hope you find the new website to have a more "current" look and feel to it as well as having an enjoyable experience while using it.

This is Change!
Some of us are better at adopting to change than others. This also includes the members of the BOD. Please be patient with us as we also learn how to utilize the tool to the best of our abilities to provide you current chapter information.

If you experience any problems with the site, or have general content questions, please contact our webmaster at website@pmieasterniowa.org. (and tell him thanks for a great job on the new site!!!)

Behind the Scenes

By Tammy Sweat, PMP

The Board of Directors had their second meeting on March 3rd. Amongst other discussions, the following decisions were made:
- Our chapter will advertise for PM Training/Workshops for any member in our chapter free of charge in the Newsletter.
- After reviewing the prototype for the new PMI Eastern Iowa Website, the BOD gave Mark Bazzell a "thumbs up" to move forward with it. Great job, Mark!
- The Board thanks Thom Lasardi who has volunteered to be the Senior Project Manager for the PDD.
- 67 PMI Eastern Iowa members have joined David Tominsky's LinkedIn PM group.

Congratulations to WINNERS!!!

The (5) lucky winners from the raffle for attending a **Business Process Management Conference in Chicago are:**

Megan Heater, Dale E. Moore, Jeffrey G. Simoneau, Kathy Zemanek and Carol Meeks

Each of the participants has been directly notified by the brainstorm-group. These complimentary passes are transferrable to employees from your own organization. Please make sure that you contact brainstorm-group ahead of time and make necessary arrangements.

Which *PMBOK® Guide* Are You Studying? Have you downloaded The Fourth Edition Yet?

By Carol Meeks, PMP

The Project Management Body of Knowledge (*PMBOK® Guide*)—Fourth Edition became available on December 31, 2008. As a PMI member, this digital edition can be downloaded as a PDF, is easily searchable, and available at no cost! Just login to www.pmi.org and go to the "Resources" page, "Global Standards" section and click the "Access the updated *PMBOK® Guide*" link.

If you're working on a Certification, PMI has provided the following chart to help you gauge which *PMBOK® Guide* version to study, based on your targeted test date. To learn more, go to: http://www.pmi.org/Resources/Pages/2008StandardsUpdate.aspx
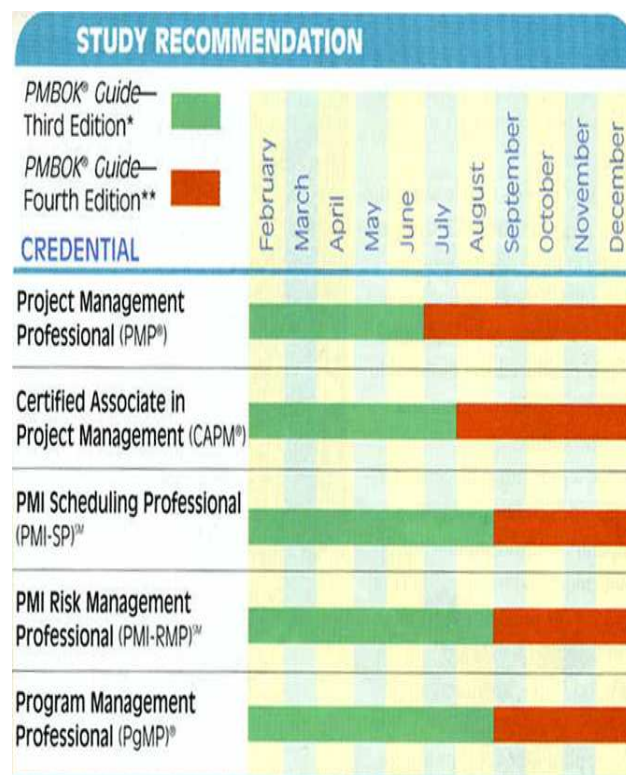

Chart originally published in PMI Today, February 2009 edition

Exclusive Complimentary 1-Day Conference Pass* for **PMI Eastern Iowa Chapter Members** to attend BrainStorm Chicago

This event features their highly acclaimed **Business Process Management Conference and BPM & SOA Certificate of Training Programs**

Where: Sheraton Chicago Hotel & Towers
When: April 6-9, 2009
Details: BrainStorm Chicago Brochure ~ Agenda-at-a-Glance

PMI Eastern Iowa Chapter is pleased to announce our partnership with BrainStorm Chicago.

As part of the partnership, we have secured a limited number of **1-Day Guest Passes* (a $795 value) for PMI Eastern Iowa Chapter members.**

- Your 1-Day Conference Pass* includes:
  - Access to all Conference Sessions covering: Business Process Management, Service-Oriented Architecture, Business Architecture, Business Rules/Business Decision Management and Organizational Performance
  - Earn PDUs - BrainStorm Chicago is a Registered Education Provider (REP)
  - Best practices and lessons learned from world-class organizations
  - One-on-One meetings with selected Presenters, Practitioners, Analysts, etc
  - Dedicated daily networking opportunities
  - Complimentary 30-Day Professional Membership on BPMInstitute.org
  - Complimentary 30-Day access to archived conference sessions online and much more...

To take advantage of this Exclusive Conference offer, please enter *Priority Code PMIEIE* when registering.

Please note: a $99 Administration Fee will apply (which covers materials, breaks, lunch, evening reception, etc).

Alternatively, call BPMInstitute.org directly at 508-475-0475, x15 with questions.

ADDITIONAL OFFERS FOR PMI EASTERN IOWA MEMBERS

Enroll in any BPMInstitute.org and/or SOAInstitute.org Training Course** (over April 6-9)
and receive another 50% off!
View all Training Courses

Please call BPMInstitute.org directly at 508-475-0475, x15 to register for Training or a combination of Conference and Training.

LinkedIn and You

By David Tominsky, PMP

Never underestimate the importance of a strong network. If you were a company that wanted to be known for the quality of service you provide, it would be tough to cut corners on your network. Many of the same principles apply when looking at establishing a strong professional social network.

There are many ways to accomplish this. You can join organizations like PMI, IEEE, or Toastmasters or become a member of an internal group within your company. The March chapter meeting discussed the Project Management Community of Practice at Rockwell Collins. All of these are examples of organizations where people with common interests can network. Over the past few years, social networking has exploded in the virtual community. Many of these sites are worth exploring.

I have been a member of LinkedIn for a little over a year. Recently, as an extension of Outreach for the chapter, I began a LinkedIn Group called PMI Eastern Iowa. We were exploring options for Outreach activities. LinkedIn is free and I had noticed a lot of people I knew seemed to have a LinkedIn profile. My awareness of LinkedIn's popularity still left me amazed when I searched for the term "project manager" within a 75 mile radius of 52401. I would not have guessed the result would be over 1200 LinkedIn members that fit that profile.

What we are trying to do with the PMI Eastern Iowa LinkedIn Group is create one additional avenue for people interested in the practice of project management to share thoughts, best practices, and questions with people that have this common interest. We are using the group to inform members of upcoming meetings and training events as well as similar activities in our surrounding area.

Our LinkedIn Group does not intend to take the place of the personal interaction that we all gain from attending chapter meetings and training events. It is also not intended to be the primary source of information about the PMI Eastern Iowa chapter. What it is intended to do is help you network with other project managers in case you ever find yourself with a question that you need answered or a curiosity about what other project managers are facing in their company.

Come find us on LinkedIn: PMI Eastern Iowa LinkedIn Group. It's free.

A Cost Effective Way to Earn PDUs

By Suzanne Prymek, PMP

One way to earn PDUs towards renewing your PMP certification is to write an article for the PMI Eastern Iowa Monthly Newsletter. This is a very cost effective PDU, and only costs the time that it takes for you to prepare and submit the article.

The topic can be anything related to Project Management, or things that relate to the PMI charter. Some suggested topics would be lessons learned from a post project review, or perhaps how you store and manage your project artifacts. Article length can be up to one page long. Please contact education@pmieasterniowa.org if you are interested in pursing this opportunity. We are always on the lookout for fresh ideas to pass along to our chapter members!

March Meeting—Recap

The March 10th meeting was a presentation entitled *"Project Management Communities of Practice"*, that was presented by Ray Jorgensen. Mr. Jorgensen explored the challenges of sharing and collaboration across a large and diversified enterprise.

Chapter Meetings Schedule (subject to change)

Date and Time	Location	Topic and Presenter
April 14th, 2009	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	"Black Bag of Tricks" by Terry Knecht
May 12th, 2009	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	TBD
June	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	"Successful Management of Remote Project Teams" by Steve Carney

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

The PMI Eastern Iowa Chapter membership stands at **298**, with **156 PMP®s** and **1 CAPM®**.

New PMP®s

Congratulations new PMPs: Denise Boeding, Rockwell Collins, and Brian Keating, University of Iowa, for passing the certification exam in February.

New Members

Welcome New Members Christine Atty, Leann Hermanson, Michelle Klingeman, Holly Ratliff and Janine Wasson, Pearson; Lori Miller, GreatAmerica Leasing; Darin Ohde; Catherine Radzewich, Ph.D., Skyworks Solutions; Vanitha Sugumaran, John Deere; Susan Eberly, ACT Inc.

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	54
2	Rockwell Collins	30	15
3	Vangent, Inc.	17	10
4	Aegon	15	7
5	ACT	13	5

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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	Cost	PDU(s)	Location	Title
4/20/09	5-9 pm	125 PMI Member 150 Non-Member	4	Kirkwood	Project Cost and Earned Value Management
5/11/09	5-9 pm	125 PMI Member 150 Non-Member	4	Kirkwood	Project Integration Management, and Execution
6/15/09	5-9 pm	125 PMI Member 150 Non-Member	4	Kirkwood	Project Quality Management and Six Sigma Delivery
7/20/09	5-9 pm	125 PMI Member 150 Non-Member	4	Kirkwood	Project Risk Management and Proactive Planning
8/17/09	5-9 pm	125 PMI Member 150 Non-Member	4	Kirkwood	Project Communications Management and Performance Reporting

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	PDUs	Location	Title
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	PDUs	Location	Title
5/11/09	21	New Horizons	Project Management for Professionals Exam Preparation
5/14/09	7	New Horizons	Microsoft Project 2007 – L1
5/18/09	N/A	New Horizons	ITIL V3 Awareness
6/09/09	7	New Horizons	Microsoft Project 2007 – 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 • Project Management 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.

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.

8 PDU/PDH credits are available for professional certifications

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Please return completed registration form (separate form for each registrant) with payment to:
IEEE Cedar Rapids Section/ProCon 2009 • PO Box 451 • Marion IA 52302

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

	Track 1	Track 2
7:30–11:30	**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**

TITLE   **BADGE FIRST NAME**

COMPANY

STREET ADDRESS   **MAIL STOP**

CITY   **ST**   **ZIP**   **COUNTRY**

TELEPHONE   **FAX**
(   )   -   (   )   -

E-MAIL ADDRESS (required for access to the ProjectConnections website)

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: _____