



Building professionalism in project management.™

Project Management Institute
Eastern Iowa Chapter

100's NUGGET

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

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

**December
brings...**



**Scheduling Time
with the Family!**

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Happy Holidays!!



Chapter Webinar Offering During the Month of December

A Webinar from University of Wisconsin-Platteville

“Using Knowledge Management for Effective Project Management” by Dr. Ginger Levin, PgMp, PMP, CAPM.

For Chapter Members only.

Our chapter is trying a new venue for training and offering PDUs. During the month of December, all chapter members will be able to log on to a taped webinar that was first presented in October, 2009 by Dr. Ginger Levin.

Dr. Levin has a Ph.D from George Washington University and has over 35 years of real world project management experience. She is also the only person in the world with the distinction to hold every certification that the Project Management Institute offers.

The webinar will discuss why knowledge management is important and provide guidelines and best practices for integrating lessons learned into project management for improved results.

Logon details will be sent to all chapter members via email. The logon information will be valid from January 1—January 31st, so you can choose when to listen to the webinar according to your schedule.

Length = 1 hour. The cost to you is \$0.

The PDU Title is UWPKMPM1. PDU = 1.



Earn this PDU from the comfort of your own home!

Note: A live webinar for our chapter members is scheduled for January 21st, 1:00 pm CST. Mark your calendars!

Meet Milind Shalia Director of Technology



By Tammy Sweat, PMP

Chapter members please welcome Milind Shalia, as our new Director of Technology. Milind has close to 5 years of experience in Software Engineering, developing embedded software for aviation products and managing short and long term software development projects. He is currently employed with Rockwell Collins in the Commercial Systems group.

Milind received a Masters in Electrical Engineering from USC in May 2005 and is currently working on an MBA from the University of Iowa. He plans to graduate in May 2010.

Milind recently became a PMI and Eastern Iowa Chapter member and this will be his first time as a leadership team member of the Eastern Iowa Chapter.

Thank you Milind for volunteering!

Reminder—There are no chapter meetings scheduled in December or January.

BOD Transition Time

By Tammy Sweat, PMP

December is the transition month for the PMI Eastern Iowa Chapter Board of Directors (BOD). This is when we say good-bye to valued members, and the time to welcome new volunteers.

The two BOD members that are leaving are Darin Hart and David Tominsky.

This year, Darin served as Past President, as he was President in 2008. David served as the VP of Outreach. Both deserve a round of applause for the work that they have accomplished for the chapter. It is sad to see them go and we wish them the best!

The two new BOD members coming on board for 2010 are Ray Kratville, PMP, and Linda Wiles.

As Bhaskar Pulikal has been voted in as the new President, this left open his current role of VP of Operations. Ray was voted in for that role. Linda was voted in to fill David's open position as VP of Operations.

Suzanne Prymek, Brian Thorn and Tammy Sweat were all voted in and remain in their current positions.

The BOD members are voted in by our chapter members. There are also a variety of Director roles, which report to the BOD. Directors are voted into their positions by the BOD. To be a Director, one must meet the minimum set criteria and simply volunteer. To volunteer, contact Bhaskar at operations@pmieasterniowa.org.

Spotlight on the Certified Associate in Project Management (CAPM)® Credential

By Carol Meeks, PMP

The CAPM credential recognizes a demonstrated understanding of the fundamental knowledge, processes and terminology as defined in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* that are needed for effective project management performance.

PMI Overview: <http://www.pmi.org/CareerDevelopment/Pages/AboutCredentialsCAPM.aspx>.

Who should apply? Candidates for the CAPM credential contribute to projects as subject matter experts and team members. They may also serve as project sponsors, facilitators, liaisons or coordinators.	What do CAPM candidates do? Candidates are responsible for individual project tasks in their area of expertise (e.g., finance, marketing, legal, customer care, market research, fulfillment, processing). The responsibility does not need to be industry specific, but must be relevant across many functional areas and industries.
What does it cost? \$225 (\$300 non-member)	Did you know... There are about 9,000 CAPMs worldwide.
Eligibility Requirements: High school diploma/global equivalent 1500 hours experience OR 23 hours project management education	

How do I prep for the exam?

Read the CAPM Credential handbook (www.pmi.org/PDF/pdc_capmhandbook.pdf) in its entirety to ensure you meet all the requirements, know the costs and time involved, as well as exactly what the application process is, including:

Application – comprehensive listing of experience, education, and professional activities

Exam -- 3 hours, 150 questions

Required Reading

PMBOK® Guide -- Fourth Edition (available as a free download to all PMI members at www.pmi.org/Resources/Pages/members/Library-of-PMI-Global-Standards-projects.aspx)

<i>PMBOK® Guide— Fourth Edition Chapter</i>	Percentage of Questions
1	4%
2	4%
3	11%
4	11%
5	11%
6	11%
7	9%
8	7%
9	7%
10	7%
11	11%
12	7%
TOTAL	100%

Are you studying for the CAPM? Have you earned the CAPM? We'd love to hear from you! Please post your experiences, suggestions, or questions to our "Are You Studying to Earn a PMI Certification?" blog post.

2009 Chapter Review

by Suzanne Prymek, PMP

Earlier this year we sent you a survey to find out what time of day you like to meet, how the monthly meetings are going, if you were interested in attending a Professional Development Day, how you prefer to receive communication, etc.

Based on the survey results we gathered from our chapter members we will continue to meet at the Clarion Conference Center in Cedar Rapids for breakfast meetings. Of the fifty nine people that responded, an overwhelming majority of chapter members indicated their preference for a meeting location in the southwest side of Cedar Rapids. Based on this feedback, at this time there will be no location change for our monthly chapter meetings.

For facilities, the majority of members (78%) indicated that they preferred meeting at a good facility with lower costs incurred by members. We have researched other facilities, and have determined based on feedback for location and price, we will stay at the Clarion Conference Center at this time. If your business is willing to host a breakfast meeting, we would be happy to work with you and/or your employer if this would be an option for the breakfast meeting.

For the meeting time the preference indicated was breakfast meetings. 70% of members that responded indicated this time slot. 11% indicated dinner as their first choice of meeting time, and 19% indicated lunch as their first choice. Currently we will continue to host the majority of our chapter meetings at the breakfast time slot, however we will be hosting our Annual Fun Night event in September. As we are able to add more volunteers to help plan additional events, we will try to incorporate additional meetings when feasible at the lunch and dinner time.

67% of those who participated in the survey results indicated that they would not be willing to pay an increased fee to attend chapter meetings if we were to implement an online registration and payment process. At this time there will be no change to how we ask our chapter members to RSVP.

One question on the survey asked if the chapter were to occasionally offer additional meeting types such as a round table discussion in addition to a regularly scheduled monthly chapter meeting, the response was that 67% of our members indicated that they would attend. In order to sponsor and plan additional meetings outside of our chapter, it will require more members to volunteer to plan and organize these meetings. If you are willing to help with this effort, please contact education@pmieasterniowa.org to volunteer.

We take the chapter member feedback seriously and are continuously discussing options for improvement and adding value for our chapter members. Although we are not always able to make big changes, we try our best as volunteers that serve our chapter to incorporate changes when and if feasible.

Please feel free to provide feedback either through the website or at our monthly meetings.

Project Management Best Practices

by Suzanne Prymek, PMP

Trying to define best practices when it comes to Project Management can sometimes be overwhelming. There are so many best practices that can be incorporated that you may feel you are being bogged down.

When beginning the planning, use these basics to help you get the foundation of your project planning place.

- 1. Document the Project Scope and Objectives.** Ensure that the stakeholders are identified and what they are expecting to be delivered. Write clear objectives that will help you plan the work within the project. Sometimes there may be more than one objective associated with project. Get team buy in to the scope and objectives.
- 2. Defining the Project Deliverables.** By creating a list of the project deliverables and providing to stakeholders and team members, you can make sure that your team agrees to what the deliverables will be. Take the document one step further and identify the team member who is ultimately responsible for the deliverable.
- 3. Project Planning.** Once scope, objectives and deliverables are defined and agreed to, the next step to plan the people, resources and costs that will be needed to complete the project. It is important to get input from the project team when developing these estimates. Once documented, distribute to your team for review.
- 4. Communication.** In order to head off issues and potential risks, be sure to communicate with your team. Many times lack of communication will create major issues for the project. It is the responsibility of the project manager to ensure timely communication is provided to the team.
- 5. Risk Management.** Be proactive and perform risk management activities in the planning stages. By identifying potential risks early on in the project planning, you will be able to determine the impacts to your project. You can also create mitigation and contingency plans that will be in place ready to implement if you are not able to avoid a risk from occurring to the project.

By utilizing these basic steps, you will increase the likelihood of success for your project. Your stakeholders will have their needs met, and your team members will be scrambling to work with you again!



November Meeting—Recap

The November 10th meeting was a presentation entitled ***“Applying Sales Principles in Project Management”***, presented by Darwin Hochstedler, PMP. Darwin presented a unique perspective of utilizing sales principles to gain additional business for projects. The chapter thanks Mr. Hochstedler for presenting, especially after an eventful commute that involved a deer and a car!

Chapter Meetings Schedule (subject to change)



Date and Time	Location	Topic and Presenter
December 1— December 31, 2009		No monthly Meeting, Webinar offering—See page 1
January 21st, 1:00 pm CST, 2010		No monthly Meeting, Webinar offering.
February 9, 2010		“EVMS: How Can It Help You On Your Projects?”, by Sung Soon Stultz.

Membership Update - Remember to send in your membership renewals, either

The PMI Eastern Iowa Chapter membership stands at **296**, with **162 PMP®s** -

New PMP®s: Congratulations new PMPs: Peter Rainbow, Laura Tabayoyong

New Members: Welcome New Members: Brooks Bartenhagen, Vangent; Cory Coobs, Vangent; Tricia Coobs, Vangent; William Harris, General Electric; Elizabeth Tingley-Pigge, CIGNA Healthcare.

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	99	62
2	Rockwell Collins	30	18
3	Vangent, Inc.	18	9
4	ACT	16	5
5	Aegon	13	7

Number of companies represented by 1 member: 36

Total members in top 5 companies: 176, representing 59% of membership

Total members outside top 5 companies: 120, representing 41% of membership

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
12/10/09	5-9 pm	100 PMI Member 125 Non-Member	4	Kirkwood	Project Change Management
1/6-8/2009	8:30— 4:30	450	35	Kirkwood	Project Management Professional (PMP) Work Shop

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
Dec 8 & 15	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
Jan 19 & 26	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
Mar 31 & April 7	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
May 6 & 13	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. Visit www.newhorizonscr.com, email events.cedarrapids@newhorizons.com, or call 319-294-9035.

Date	PDU's	Location	Title
12/11	7	New Horizons	Microsoft Project 2007 – L2
12/14	21	New Horizons	PMP Exam Preparation
12/17	14	New Horizons	Executive Strategy and Performance Management
01/22	7	New Horizons	Microsoft Project 2007 – L1
02/01	21	New Horizons	Into to Project



Project Change Management Workshop

Course Description:

Project Change Management Workshop: Project Managers are responsible for the successful planning, execution, and delivery of projects. Change management is an integral part of successful projects. Knowledge of the tools and procedures for project change management are essential for project managers to be successful. The goal of the course is to facilitate a strong understanding of Project Change Management. The course provides a working model for integrating change management deliverables into the project lifecycle. Participants are invited to engage in the learning experience through discussions, group exercises, and case studies.

Learning Objectives:

- Define project change management
- Identify key project change management deliverables
- Understand the role of a change manager on a project
- Understand how change management should be integrated
- Understand how to scope, plan and resource project change management
- Understand the roles and responsibilities of a project manager with regards to change management
- Identify the critical success factors for effective project implementation

Course Date & Location:

Thursday, December 10 (5:00 pm – 9:00 pm)
Kirkwood Community College
Room 221 Nielsen Hall
6301 Kirkwood Blvd. SW
Cedar Rapids, Iowa 52406

Instructor:

Jamie Northrup, PMP is the principal consultant with Triple Constraint®, Inc. and author of the book, "Every Organization Can Implement OPM3!" He is a former US Army Officer and has served as a Sr. Manager, Program Manager, and Project Manager in the Aerospace Engineering, Telecommunications, and Academic industries. A graduate of the University of Iowa, Jamie holds a degree in Management Information Systems. He is certified as a PMP through the Project Management Institute and 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 **December 10, 2009** Project Change Management course is **\$100.00** for chapter members and **\$125.00** for non-chapter members. There are no prerequisites to this course and all of the materials will be provided. Please sign up online through the following link: <https://www.123signup.com/register?id=jpffv>
If you elect to make payment by check, please make it payable to **PMI, Eastern Iowa Chapter**. Bring the check to the class and present to the instructor prior to the start of the class. **Note:** If you will use a rain check for this event, please select the "pay by check" option during the registration process and send an e-mail noting this to profes-sional@pmieasterniowa.org.



Project Management Professional (PMP) Workshop

Course Description:

PMP Exam Prep Workshop: The class provides participants with a detailed understanding of the project management framework and concepts including the project management process areas and knowledge areas. It details project management organizational structures and leadership while providing the project management principles necessary to form a project team. Participants will “understand through use” all 43 project management processes through a series of class exercises and case studies. Participants will initiate, plan, execute, control, and close a project plan. They will perform scenario based integration management with scope, time, cost, and quality management. They will understand how resource management best practices must be in place for a project team to function successfully. Participants will review the professional responsibility domain, code of conduct, and cultural sensitivity in International Project Management. Repeated use of case studies and hands on exercises will ensure that participants have much more than a “classroom” understanding of project management costing methods. Participants will also have a “working” understanding of critical path. Each student will understand the concepts necessary to formally manage projects and pursue the Project Management Professional certification.

Learning Objectives: Understand the breadth of Project Management and PASS THE PMP!

- Understand the project management knowledge areas
- Understand the project management process areas
- Understand the project management triple constraint
- Learn to management project requirements, project scope, and project change control
- Learn to manage project management costing and financials
- Understand critical path project management
- Understand how to manage project risk, quality, and project procurement
- Understand the importance of project resources, team building, and communications

Attendees who are Project Management Professionals (PMPs) will receive 35 Professional Development Unit credits with the PMI under category 4. For those not PMP certified the class carries 35 Contact Credit Hours with the PMI.

Course Date & Location:

January 6-8, 2010 (8:30 am – 4:30 pm)
Kirkwood Community College
Room 221 Nielsen Hall
6301 Kirkwood Blvd. SW
Cedar Rapids, Iowa 52406

Cost:

The cost of the 3 day PMP Exam Prep Workshop is **\$450**. There are no prerequisites to this course and all of the materials will be provided.

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Project Management Professional (PMP) Workshop—Continued

Instructor:

Jamie Northrup, PMP is the principal consultant with Triple Constraint®, Inc. and author of the book, “Every Organization Can Implement OPM3!” He is a former US Army Officer and has served as a Sr. Manager, Program Manager, and Project Manager in the Aerospace Engineering, Telecommunications, and Academic Industries. A graduate of the University of Iowa, Jamie holds a degree in Management Information Systems. He is certified as a PMP through the Project Management Institute and 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.

Registration:

Online registration is not available for this workshop. Instead, complete the form below and mail, with payment, to Triple Constraint, Inc., 3801 Meadowknolls Rd., Marion, Iowa 52302. In addition to sending in the form, please send an e-mail to jamie@tripleconstraint.com so that we can reserve your seat.

Registration for this class must be submitted by **COB December 29, 2009**.

Please make checks payable to Triple Constraint, Inc.

Required Sign-up Information		Project Management Professional Workshop	
Name, First, MI, Last:		PMI ID #:	
E-mail:		Phone #:	
Company:			

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	Brian Wayling	logistics@pmieasterniowa.org
Director of Marketing	Jennifer James, PMP	marketing@pmieasterniowa.org
Director of Member Relations	Geri Stivers, PMP	membership@pmieasterniowa.org
Director of Newsletter	Open	newsletter@pmieasterniowa.org
Director of Professional Development	Carol Scherrman, PMP	professional@pmieasterniowa.org
Director of Programs	Srikanth Kamineni	programs@pmieasterniowa.org
Director of Technology	Milind Shalia	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.

