



Building professionalism in project management.™

Project Management Institute
Eastern Iowa Chapter

100's NUGGET

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February
brings...



A passion for
project
management!

Inside this issue:

President's Corner	2
Chapter Meetings	7
Membership Update	7
Training Schedules	8
Chapter Contacts	9

Our Next Chapter Meeting - February 9th

The next PMI breakfast meeting will be held on **Tuesday February 9th, 2010** from **7:30 a.m. to 9:00 a.m. at the Clarion Hotels and Convention Center, 525, 33rd Avenue, Cedar Rapids SW**. The Clarion Hotel and Convention Center phone number is [\(319\) 366-8671](tel:3193668671).

PROGRAM: The February 9th presentation will be "**Earned Value Management System (EVMS: How Can It Help You On Your Projects?)**" presented by Sung Soon Stultz.

ABOUT THE PROGRAM: Have you ever had projects that were over budget or behind schedule or both? Does the impact of being over budget or behind schedule impact your future contract awards, future of your business, or the future of your job? This presentation will cover Earned Value at a high level. The objective of the presentation is to get you interested enough such that you will delve more into this subject area and then implement them into your project management disciplines.

ABOUT THE SPEAKER: Sung Soon Stultz joined Rockwell Collins in 1979 and is the Director of Lean Electronics, Proposal Cost and Program Planning and Control (PP&C) for the Government Systems Business Unit of Rockwell Collins, Inc. Ms. Stultz received a Bachelor of Science degree in Systems, Science and Mathematics from Washington University in St. Louis and a Master of Business Administration from University of Iowa.

Cost: Chapter Members, \$10; Guests, \$15

RSVP: Please confirm no later than **Thursday, February 4th**, to programregistration@pmieasterniowa.org; use **FEBRUARY REGISTRATION** in the subject line. Cancellations must be received by COB, **Friday, February 5th** to avoid being charged as a no-show for this chapter event.

Program Schedule:

7:15 - 7:30	Registration, breakfast, and social time
7:30 - 7:40	Ice Breaker - Meeting your Colleagues
7:40 - 7:50	Opening by chapter president / chapter officers
7:50 - 8:40	Presentation / Discussion
8:40 - 9:00	Final announcements and wrap-up
9:00 - 9:45	Chapter Focus Group Meeting

Buffet Breakfast Menu (subject to change):

French toast w/ maple syrup and whipped butter
Golden scrambled eggs w/ cheddar cheese
Fresh fruit
Regular / Decaf Coffee/ Hot Tea
Fruit Juice

President's Corner

It is hard to believe it is already Groundhog's Day. We can brace ourselves for lots of coverage about the groundhog from Punxsutawney, Pennsylvania to predict the winter weather for the next six weeks. The credibility of this prediction carries the same weight as Santa Claus, leaving gifts while everybody is asleep. And because people realize these are fun traditions, when there is a real need of solid deliverables on time, with optimized resources and within budgeted amount, they reach out to professionals like us in Project Management!

We are starting our efforts in 2010 to update our knowledge in Project Management and network with our colleagues with the first chapter meeting in February, 2010. Details of the meeting have been provided on page 1. Please attend the meeting and use this opportunity to get to know your fellow PMI members, exchange tips about best practices, or to just pick up another good friend who can be a mentor or mentee.

The Leadership Team has developed a contest to recognize members who bring the maximum number of guests to the chapter meetings. Details of the contest are published within this newsletter too.

When you see members of the Leadership team in the chapter meetings, please feel free to provide suggestions or concerns you have regarding the PMI Eastern Iowa Chapter. We will do our best to address them.

The Leadership team has also began planning the Professional Development Day slated for October 21, 2010. Our theme will be "Exploring Opportunities". We are working to plan a great program and event. Hopefully, the response from you will be as overwhelming as it has been the last two years. You should see details about the PDD coming up on the website and via this newsletter from time to time.

Finally let me end this on a somber note with an appeal to pray and help people struck by the natural disaster in Haiti.

Bhaskar Pulikal, PMP; President

Behind the Scenes

by Tammy Sweat, PMP

January is a ramp-up month for the new BOD. This is when we prepare to renew the chapter with Global PMI and register all the new Leadership. The chapter's charter and by-laws are reviewed and updated. Planning for the year is taking place. Some of the hot topics are the:

- Chapter's 2010 budget
- 2010 PDD
- Introduction of a chapter sponsored scholarship

Professional Development Focus Group to follow February 9 Chapter Meeting

by Carol Scherrman, PMP®

The Professional Development committee seeks your input on professional development needs for 2010. We will conduct an informal focus group to gather your feedback on the 2009 chapter-sponsored professional development events, communication, and what you would like to see the chapter offer in 2010. The focus group will be held immediately following our February 9, 2010 chapter meeting at the Clarion Hotel.



The Professional Development committee is responsible for recommending, planning, and implementing professional development and training opportunities for Chapter members and guests. We want to ensure that the programming and activities offered meet our members' needs for maintaining or earning Project Management Professional (PMP) certification. Our goal is to identify and coordinate the delivery of a variety of Project Management Institute (PMI)-approved professional development units (PDUs).

We anticipate this discussion to last about 45 minutes. All members are invited to participate. If your schedule allows, please join us. Send your RSVP to professional@pmieasterniowa.org with the text Focus Group: Yes in the subject line.

If you would like to provide feedback but are unable to attend the February chapter meeting and focus group, please forward your comments to professional@pmieasterniowa.org

New Membership Drive Contest!

By Suzanne Prymek, PMP®

PMI members, the leadership of the Eastern Iowa Chapter has agreed to sponsor a contest for inviting guests to attend the monthly chapter meetings! We would like to increase our attendee counts at the monthly breakfast meetings.

The contest is simple. See how many times you can have a guest attend a breakfast meeting with you between the March and August meetings. You can count the same guest multiple times if you are able to get that guest to return for additional meetings.

The only rule is that you must reply to your RSVP you receive for the upcoming meeting and indicate the name of your guest. When the guest is marked off on the attendance sheet at registration, then this will count towards your number of guests attending.

The prize is a \$100 gift card that can be used anywhere you like! The winner will be announced at Fun Night in September. Why not make it a workplace challenge to invite your colleagues to attend a chapter meeting with you?!

Good Luck!



How to facilitate productive teleconference meetings

Written by Wayne Botha (Southern New England Chapter of PMI, CIGNA Healthcare Project Manager Inspired and edited by Beth Anne Tingley-Pigge, Cedar Rapids Chapter of PMI, CIGNA Healthcare Project Director, January 2010)

Don't you hate attending teleconference call meetings that go on forever and you can't determine the objective of the meeting?

As project leaders, you need to facilitate effective virtual meetings for the benefit of everyone attending the meeting. Here are tips to maximize the benefits of meetings held via teleconference calls. Meeting success is largely influenced by meeting preparation and not by the verbal agility of the meeting leader. The conference call is likely to flow smoothly if you have prepared thoroughly.

Preparation, preparation, preparation.

- 1. Schedule time to prepare for the call.** Block time on your calendar to prepare for the meeting a few days before the meeting so that you can take action on the open items.
- 2. Define the "Blue Sky" outcome.** What would be the best outcome of the meeting that you could possibly hope for? Write it down. This will guide your further actions regarding the meeting.
- 3. Invite the right people.** Ensure you vet your list with a trusted advisor and that you have any needed decision makers. Ensure all stakeholders are part of the process.
- 4. Speak with the key players before the meeting and ensure participants are prepared.** Get time on their calendars and talk through the situation. Capture their concerns and proposed solutions. Use this time to become acquainted and build rapport. Don't be afraid to ask a participant to play a role to help with the meeting. For instance, if you believe that dialog will be hard to get started, ask them to start the dialog when you call for discussion. **Step 4 is such an important step, do not overlook it.**
- 5. Create documents, including an agenda to capture information and level set in the meeting.** A format I often use includes these categories: Attendee names and titles or roles, Issue Statement, Background Statement, Facts, Agenda, Meeting Objectives, Space for minutes and Action Items. This will put everyone at ease and feel that you are starting from a solid base of facts.
- 6. Focus on "be here now".** Ask a team mate to take notes for you so that you can focus on facilitating the call and stay present without distraction. Remind others to do the same: ignoring email and instant messaging and focus on listening. If possible, record the call so that people can listen to it again and also for the benefit of interested parties who were not able to attend.
- 7. Have opening statements prepared, and scripted out so that you can read them to the audience.** Use this time to set the tone for the meeting and confirm the objectives for the meeting.
- 8. Prepare an outline for the meeting and play the meeting thru in your mind.** Aside from the agenda, you also need a personal outline to follow when facilitating the meeting. This boils down to your personal notes and plan for the meeting. What points do you need to make, the amount of time to spend on each item, do you want a parking lot, etc.
- 9. Distribute the documents before the meeting.** Ideally you should distribute the links to the documents a few days before the meeting so that participants have opportunity to prepare for the meeting. The best practice is to embed the links to the documents in the meeting invitation.
- 10. Ask a trusted advisor to listen in on the call and give you feedback.** Request specific and candid feedback - not the soft "You did great" type of feedback.
- 11. Go into the meeting with the attitude of "I am prepared and am leading this meeting to a successful conclusion".**

PMI Eastern Iowa's 3rd Annual Professional Development Day

By Suzanne Prymek, PMP®

The PMI Eastern Iowa officers are hard at work planning our third annual Professional Development Day. Please mark your calendars for October 21, 2010. Our event theme this year will be "Exploring Opportunities". Work is underway to confirm speakers. This year we will also be instituting a cancellation policy for those of you register, but then have a conflict for attending the event.

For the October 21, 2010 PDD event, the policy for cancellations and refunds will be as follows:

- 30 days or more calendar days in advance, a refund of 90 percent of the cost of the PDD registration will be issued by check to the registered participant. An alternative to cancelling and losing funds will be to notify the chapter that a substitute person will be attending the event in your absence.
 - 16 to 30 calendar days before the event 75 percent of the cost of the PDD registration will be issued by check to the registered participant. An alternative to cancelling and losing funds will be to notify the chapter that a substitute person will be attending the event in your absence.
 - 8 to 15 calendar days prior to the event 50 percent of the PDD registration will be issued by check to the registered participant. An alternative to cancelling and losing funds will be to notify the chapter that a substitute person will be attending the event in your absence.
 - 7 calendar days or less before the event forfeits 100% of the PDD Registration fee. An alternative to cancelling and losing funds will be to notify the chapter that a substitute person will be attending the event in your absence.
- For registrants that do not attend the event, and have not followed the outlined cancellation policy listed, no refunds will be provided.

The PMI Eastern Iowa Chapter is a non profit organization, and we are working with limited funds. In order to provide an outstanding facility, speakers and refreshments, we count on registration fees to assist in providing you and others a high energy, quality event. Thank you and we hope to see you at PDD 2010 on October 21, 2010. For questions or changes to your registration, please contact the Vice President of Education at education@pmieasterniowa.org.

We look forward to providing another high energy quality event! Thank you for your support!

PMI Certification Study Groups

By Suzanne Prymek, PMP®

We have a chapter member who has expressed interest in organizing a PMI Certification Study Group in the Iowa City area.

Beth Anne Pigge, is a new member to our chapter. She is looking for other members who are interested in getting together and studying to prepare for taking the PMP certification test.

If you are interested in studying for the exam (target taking it by April or May) please contact Beth Anne at eliza-beth.tingley-pigge@cigna.com and she will form an email list and contact all that are interested to find a mutually agreeable meeting time and location.

If you join the group, plan on using the Rita Mulcahy, PMP Exam Prep Sixth Edition Kit.

Good Luck!

Spotlight on the PMI Risk Management Professional (PMI-RMP)[®] Credential

The PMI-RMP credential recognizes demonstrated knowledge and expertise in the specialized area of assessing and identifying project risks while mitigating threats and capitalizing on opportunities.

PMI Overview: <http://www.pmi.org/CareerDevelopment/Pages/AboutCredentialsPMI-RMP.aspx>.

Who should apply?

Project team members with expertise in project risk management.

What do PMI-RMP candidates do?

Candidates are responsible for identifying project risks and preparing mitigation plans.

Eligibility Requirements:

- High school diploma/global equivalent: 4,500 hours project risk management experience and 40 hours project risk management education
- Bachelor's degree/global equivalent: 3,000 hours project risk management experience and 30 hours project risk management education

What does it cost?

\$520 PMI member
\$670 non-member

How do I prep for the exam?

Read the PMI-RMP Credential handbook (www.pmi.org/PDF/PMI-RMP_Handbook.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 – 3.5 hours, 170 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)
- **Practice Standard for Risk Management** (available as a free download to all PMI members at www.pmi.org/PDF/Members/Standards/PS_Proj_Risk_6_09_member.pdf)
- **PMI-Risk Management Professional (PMI-RMP)SM Examination Specification** (available for purchase at PMI.org Marketplace)
- Ancillary project risk management books as needed

June of 2008 brought us the PMI-RMP, our newest certification. Do you analyze and manage risk in your work today? Are you thinking two steps ahead and planning mitigation tactics if an event were to derail your project? If so, what better way to reduce risk than to be PMI-RMP certified!

Examination Blueprint

Domain	Percentage of Questions
Risk Communication	27%
Risk Analysis	30%
Risk Response Planning	26%
Risk Governance	17%
Total	100%

What is the Practice Standard for Risk Management?

This 128 page book outlines the principles of effective risk management, including:

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan risk Responses
- Monitor and Control Risks

Are you studying for the PMI-RMP? Have you earned the PMI-RMP? 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.

January Webinar—Recap

The January webinar, entitled **“Ten Lessons Learned from the Largest Project in Company History”**, was facilitated by Shawn Belling, M.S.,PMP. Mr. Belling discussed the trials and tribulations that he endured on a large project that was grossly underestimated. The chapter thanks the University of Wisconsin—Platteville, for partnering with us to bring us this webinar. The chapter also thanks Mr. Belling for a fantastic learning session!

Chapter Meetings Schedule (subject to change)



Date and Time	Location	Topic and Presenter
February 9, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	“EVMS: How Can It Help You On Your Projects?” , by Sung Soon Stultz.
March 9, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	“Inclusive Teams: How many doors are you leaving open?” , by Ken Bozer, PMP.
April 13, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	“Decision Making and Critical Thinking Skills” by Jamie Ward.

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

The PMI Eastern Iowa Chapter membership stands at **305**, with **167 PMP®s**, 4 new members, 6 renewals

New PMP®s: Congratulations new PMPs: (none this month)

New Members: Welcome New Members: Steven Barton, Carleton Life Support Systems; Jane Bender, Pearson; Scott Butterfield, CedarCrestone, Inc.; Joshua Mattila, Pearson

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 (as of Jan 1st).

Rank	Company	Member Count	PMP Count
1	Pearson	95	61
2	Rockwell Collins	30	18
3	Vangent, Inc.	17	9
4	ACT	17	6
5	Aegon	13	6

64 Companies are represented by our Chapter.

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
March 31	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
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
June 15 & 22	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
02/01	21	New Horizons	Into to Project
02/04	7	New Horizons	Microsoft Project 2007 – L1
03/01	14	New Horizons	Scope and Requirements Management
03/03	7	New Horizons	Microsoft Project 2007 – L2
03/23	7	New Horizons	Microsoft Project 2007 – L2
03/29	14	New Horizons	Schedule and Cost Control

PMI - Eastern Iowa Chapter Contacts

2010 Board of Directors

President	Bhaskar Pulikal, 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	Linda Wiles	operations@pmieasterniowa.org
VP of Outreach	Ray Kratville, PMP	outreach@pmieasterniowa.org
Past President	Paddy Puthige, PMP	pastpresident@pmieasterniowa.org

2010 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	Open	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.

