



Building professionalism in project management.™

**Project Management Institute**  
**Eastern Iowa Chapter**

# 100's NUGGET

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## Marching to the Beat



## Of Project Management!

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## Our Next Chapter Meeting - March 9th

The next PMI breakfast meeting will be held on **Tuesday March 9th, 2010 from 7:15 a.m. to 9:00 a.m. at the Clarion Hotels and Convention Center, 525, 33<sup>rd</sup> Avenue, Cedar Rapids SW.** The Clarion Hotel and Convention Center phone number is [\(319\) 366-8671](tel:3193668671).

**PROGRAM:** The March 9th presentation will be "Inclusive Teams: How many doors are you leaving open?", presented by Ken Bozer, PMP.

**ABOUT THE PROGRAM:** Ken's presentation provides examples of how your current communication approach may be hindering the efforts of your team members. Audience members will also be challenged to discover new facets of workplace diversity. Everyone who attends should leave with new ideas and useful tips for getting the most from their project teams.

**ABOUT THE SPEAKER:** Ken has enjoyed being a project manager for more than 10 years and has worked in a wide variety of industries, such as not-for-profit, telecommunications and avionics. He started his career as a customer support technician and was also a software engineer for several years. Ken has managed or been a part of very diverse teams for most of his career and is a passionate supporter of workplace diversity.

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

**RSVP:** Please confirm no later than **Thursday, March 4th**, to [programregistration@pmieasterniowa.org](mailto:programregistration@pmieasterniowa.org); use MARCH REGISTRATION in the subject line. Cancellations must be received by COB, **Friday, March 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

### 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

### Why should I Volunteer?

Days are getting longer and spring is in the air. After cancelling the Chapter meeting for February due to the snow storm, I am eagerly looking forward to the next chapter meeting on March 9<sup>th</sup>, 2010. We are expecting a large turnout and have set up an exciting event with announcements on equally exciting events planned for the year. We will also present the Annual report followed by the monthly program. Please look for the announcement via email and posting on our Chapter website. In keeping with trends – we have also started using social networking tools like the Twitter. Be a follower of our chapter on Twitter to receive updates on programs, events, cancellations and other developments happening from time to time.

Quite a few times as a member of the Board, I have struggled along with my fellow members in getting our community involved with the volunteering activities of the Board. Having worked on the Board for the last few years, and seeing so many positive things happening around me – coming in touch with a number of highly regarded professionals, sharing the experience and knowledge to name only a few, I am often surprised by this difficulty. And at the end of day there is so much satisfaction of having contributed something for a cause we all believe in.

Volunteering on the Board is also a great networking opportunity. It makes one proactively seek out people or be in a position where other members proactively seek you. And networking has benefits!

Let me conclude with a true story. The Great depression of 21<sup>st</sup> century had just started showing its fangs and we started seeing a spike in the number of members seeking jobs. Our Chapter stepped up to this crisis by cutting down the price of the attendance to chapter meetings by 50% to those impacted by lay-offs. I see a new person from among the chapter meeting audience seeking me out and asking for opportunities in volunteering for the chapter. Only as an after thought the person adds that he has just moved from a city on the west coast and is currently looking for a job. Given the shortage of volunteers, he is gladly accepted into the Board. The person picks up the threads and does his best for the Chapter as volunteer. In the process he also manages to create a network and lands up with a job within a few weeks of moving to our area. While landing up with the job is more due to the strengths of the person, I am pretty sure volunteering for the chapter has helped him to get integrated with our community within a short period.

The reason I am sharing this story is to bring out the tangible and intangible benefits of volunteering for an organization like our Chapter. So what are you waiting for – be proactive, reach out to any of the Board members either via email or in person while attending the chapter meetings. Share your ideas, passion and if you have time please offer to volunteer. I can assure that you will be happy that you made that critical decision which will have a direct impact to your personal life as well as those around you. ☺

**Bhaskar Pulikal, PMP; President**

## PMI EASTERN IOWA CHAPTER SCHOLARSHIP FUND

Friends,

On behalf of PMI Eastern Iowa chapter's board of directors, it is my pleasure to announce the creation of 'PMI Eastern Iowa Chapter scholarship fund' to benefit chapter members and also help promote project management.

This scholarship is entirely funded by PMI Eastern Iowa and managed by PMI Educational Foundation, a charitable non-profit organization.

In order to be considered eligible for a scholarship, applicants must be enrolled in or applying for an accredited academic degree program in project management or a related field benefiting from project management.

Please help spread the word about this new scholarship opportunity. Members' children and step children will be given preference if they meet all application criteria

We believe this is the step in the right direction for our chapter, engaging in activities that are aligned with PMI's vision and also delivering direct value to chapter membership.

Please refer to page 4 for additional details about eligibility, application deadlines and other important information.

Sincerely,  
Paddy Puthige, MBA, PMP  
Past President  
PMI Eastern Iowa Chapter

# Scholarships





## NEW IN 2010

### PMI EASTERN IOWA CHAPTER SCHOLARSHIP FUND

Beginning in 2010, the PMI Eastern Iowa Chapter is providing an academic scholarship to be administered by the PMI Educational Foundation (PMIEF) **Scholarship and Awards Program**. PMIEF, a charitable nonprofit organization, supports development of the best and brightest future project management professionals worldwide by providing over 40 academic scholarships to college and university students studying project management and related fields.

The **PMI Eastern Iowa Scholarship Fund** is not only an excellent way to help a student realize their dreams through education, but it is also an opportunity for the chapter and its members to engage local academic institutions and to help promote the chapter's work as well as the project management profession. Also, the chapter has endowed the scholarship so that it will live on in perpetuity.

## Applications are due by June 1<sup>st</sup>.

In order to be considered eligible for a scholarship, applicants must be enrolled in or applying for an accredited academic degree program in project management or a related field benefiting from project management with the following order of priority:

1. **A child (or a step child) of a member of the PMI Eastern Iowa Chapter**
2. A resident of the Iowa City/Cedar Rapids or Eastern Iowa area attending or planning to attend any accredited college or university
3. A resident of Iowa attending or planning to attend any accredited college or university
4. An individual attending or planning to attend an accredited degree program at a college or university in the tri-state area (Iowa, Missouri, Illinois) or
5. Any individual attending or planning to attend an accredited degree program at any college or university.

Please forward all questions regarding the scholarship and the application process to the PMI Educational Foundation at [pmief@pmi.org](mailto:pmief@pmi.org). For more information on the academic scholarship program or for those who wish to APPLY ONLINE: <http://www.pmi.org/pmief/scholarship/scholarships.asp>



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## Can I take the PMP® Exam even if my title is not “Project Manager”?

By Cornelius Fichtner, PMP®

Are you wondering if you can take the Project Management Professional (PMP) ® exam or not?

You might have various concerns regarding the PMP exam such as your designation, size of the organization and benefits of PMP certification in career development. Well, then here I am to address some of your concerns and help you develop an in-depth understanding about how the PMP certification can be beneficial for you.

YES! You can take the PMP exam even if your title is not project manager. To take the exam you need to have the appropriate authority and responsibility rather than the designation: The PMP certification is a credential for those who lead and direct project teams.

A professional with a PMP certification is recognized worldwide to handle projects with diligence and constructive approach. It certifies your expertise in project understanding, time management, risk management, quality control, leadership, budgeting, communication, documentation and integration. All of these skills add value to the organization.

If your role in the current organization involves project management and you have proficiency in handling projects and team related issues then you should definitely go for the PMP certification. It provides you with a strong foundation to effectively manage projects. The idea is not to concentrate on the title but on your responsibilities.

Even if your title is not anything close to a project manager, as long as your role involves handling different processes of a project you can go ahead with the PMP certification to be a an even more successful project manager.

According to Foote Partners LLC, an IT workforce research company, projects managed by people who are not PMP certified project managers have only 25% success rate in contrast to 75% success rate of projects handled by PMP certified managers.

The PMP certification offers immense benefits for you as well as your employer. As a general rule, holders of the PMP certificate have higher salaries, receive more job promotions and better job prospects. A PMP credential gives you the most sought after appreciation and visibility within your organization. Hence, your prospects of growth in your current job and getting a new job increase manifold after being a certified PMP.

Employers who hire PMPs are much more confident about the core competencies of their employees in project management. As a PMP you will be responsible for all aspects of a project such as demonstrating knowledge, understanding and leadership to deliver the project within time constraints, resources, scope and budget. Your role will not only be to lead and direct the project but also oversee project team members.

Continued on Next Page

## Can I take the PMP® Exam even if my title is not “Project Manager?” - Continued

Here is another area where you can see the importance of role over title: On your application for the PMP certification you need to select one of the following roles:

- Project Contributor
- Supervisor
- Manager
- Project Leader
- Project Manager
- Educator
- Consultant
- Administrator
- Other

So, you are not really asked for the TITLE, you are actually asked for your ROLE. If your role is not included among the options provided, then select ‘Other’.

Here are some more eligibility criteria for the PMP certification:

If you have a bachelor's degree you must show a minimum of 4500 hours of project management experience or a minimum of 7500 years of experience otherwise. The experience should span across all the five process groups of initiating, planning, executing, monitoring and controlling as well as closing. However, you do not need to have experience in every process group in every project that you have worked on.

You might have joined some projects midway or left some in the middle. All of those projects can be taken into account. However, some experience in all the process groups on any of your projects is required.

You also need to complete at least 35 hours of project management education. This is officially called “35 contact hours”. You will be required to put in the start date, end date, name of the course provider as well as name of the training course when filling in the application form. Pretty much any training that relates to the 9 knowledge areas of the PMBOK® Guide qualifies.

So does your role meet these criteria? Then go ahead and become a certified PMP! It is a step ahead towards enhancing your career and increasing your professional growth. Put yourself in the limelight, and maximize your earning potential without any further delay!

*About the author:* Cornelius Fichtner, PMP is a noted PMP expert. He has helped over 8,000 students prepare for the [PMP Exam](#) with his PM PrepCast at <http://www.pm-prepcast.com>.

## Claiming PDUs in 2010

By Carol Scherrman, PMP®, Director of Professional Development

As reported in the November 2009 chapter newsletter, the Project Management Institute (PMI) launched the Continuing Certification Requirements (CCR) System in August 2009 to streamline the process for recording and managing professional development units (PDUs). To claim PDUs, complete the following steps.

### To report PDUs for chapter meetings:

1. Go to [www.pmi.org](http://www.pmi.org)
2. Log in using your PMI username and password (If you are a new user, click the link to establish an account)
3. Look for the links to **View/Claim PDUs**
4. Click **Report professional development units (PDUs)** from the CCR system main page
5. Under PDU Category, select **Category 3** (Registered Education Provider program/PMI Component Event) to report PDUs for chapter meetings or chapter-sponsored events
6. Under Activity type, select **Report a Component 1-2 PDU Event**, then click **Next**
7. In the Component ID field, enter **C100**, then click **Search**
8. Click the link under **Component ID**
9. Complete the following information for the chapter meeting, then click **Next**:
  - Activity date completed: Enter the date the chapter meeting was held
  - Activity title: Enter "Month Year Chapter Meeting" (example, March 2010 Chapter Meeting)
  - Activity meeting number, contact person, phone number, and email address can be left blank
10. Enter PDUs claimed, then click **Next**
  - Chapter meetings are worth 1 PDU
11. Click certification statement and **Submit**

### To report PDUs for the December and January webinars offered through the University of Wisconsin – Platteville (UWP):

1. Follow steps 1-5 above
2. Under Activity type, select **Find an Activity (Course or Event)**, then click **Next**
3. In the Provider number field, enter **1368** (UWP's provider number)
4. In the Activity number field, enter
  - **UWPPKMPM1** for the December webinar, "Using Knowledge Management for Effective Project Management"
  - **UWPLLPM2** for the January webinar, "10 Lessons Learned: .NEXT Case Study"
5. Click **Search**
6. Click the link under Activity #
7. Enter the activity start and end date
  - The December webinar was on-demand, enter the date you completed the webinar
  - The January webinar was held on January 21, 2010
8. Answer the evaluation questions, then click **Next**
9. Enter PDUs claimed, then click **Next**
  - Each webinar was worth 1 PDU
10. Click certification statement and **Submit**

You will receive a confirmation e-mail when your PDU is accepted. You might want to keep a copy of the e-mail as a record of your PDU.

Continued on the next page

## Claiming PDUs in 2010—Continued

By Carol Scherrman, PMP®, Director of Professional Development

### Tips:

- If you leave the Activity number field blank, the system will display all activities for the provider.
- There are no longer individual activity numbers for chapter meetings.
- The search results can be sorted in ascending or descending order by clicking on the Activity # or Activity Name column heading.
- If you earn PDUs through another provider, ask for the correct provider number and activity number.
- Registered education providers are responsible for submitting activities to PMI so they can be entered in the CCR System.

If you have questions, e-mail [professional@pmiasterniowa.org](mailto:professional@pmiasterniowa.org).

**Did you know that job positions are periodically posted on the web-site?!**

## 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!



## Spotlight on the PMI Scheduling Professional (PMI-SP)<sup>®</sup> Credential

The PMI-SP credential recognizes demonstrated knowledge and advanced expertise in the specialized area of developing and maintaining the project schedule.

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

### Who should apply?

Project team members with advanced expertise in project scheduling management.

### What do PMI-SP candidates do?

Candidates are responsible for creating and maintaining the project schedule.

### Eligibility Requirements:

- High school diploma/global equivalent: 5,000 hours project scheduling experience and 40 hours project scheduling education
- Bachelor's degree/global equivalent: 3,500 hours project scheduling experience and 30 hours project scheduling education

### What does it cost?

\$520 PMI member  
\$670 non-member

### How do I prep for the exam?

Read the PMI-SP Credential handbook ([www.pmi.org/PDF/PMI-SP\\_Handbook.pdf](http://www.pmi.org/PDF/PMI-SP_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<sup>®</sup> 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](http://www.pmi.org/Resources/Pages/members/Library-of-PMI-Global-Standards-projects.aspx))
- **Practice Standard for Scheduling** (available as a free download to all PMI members at [www.pmi.org/PDF/Members/Standards/PS\\_Scheduling.pdf](http://www.pmi.org/PDF/Members/Standards/PS_Scheduling.pdf))
- **PMI-Scheduling Professional (PMI-SP)<sup>SM</sup> Examination Specification** (available for purchase at PMI.org Marketplace)
- Ancillary project scheduling books as needed

The PMI-SP is one of the newer certifications introduced in May 2008. Scheduling is critical to project success and directly impacts a company's competitive edge. If you are responsible for creating and maintaining the project schedule, this is could be the right choice for you!

### Examination Blueprint

Domain	Percentage of Questions
Schedule Mission Management	9%
Schedule Creation	23%
Schedule Maintenance	23%
Schedule Analysis	22%
Schedule Communication/Reporting	23 %
Total	100%

### Practice Standard for Scheduling and the PMBOK<sup>®</sup> Guide -- Fourth Edition

The *Practice Standard for Scheduling* has been developed as a complement to the *PMBOK<sup>®</sup> Guide* in the Knowledge Area of Project Time Management. Both books are essential to the successful completion of the PMI-SP exam.

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

## February Meeting—Cancelled due to the weather

### Chapter Meetings Schedule (subject to change)



Date and Time	Location	Topic and Presenter
March 9, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	<b>"Inclusive Teams: How many doors are you leaving open?"</b> , by <b>Ken Bozer, PMP</b> .
April 13, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	<b>"Decision Making and Critical Thinking Skills"</b> by <b>Jamie Ward</b> .
May 11, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	<b>"Deliberate Communications Management"</b> , by <b>Doug Williams, PMP</b> .

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

The PMI Eastern Iowa Chapter membership stands at **308**, with **168 PMP®s**, 4 new members, 21 renewals

**New PMP®s:** Congratulations new PMPs: Scott Butterfield and Jeremy Derderian

**New Members:** Welcome New Members: Stacie Caryl, Iowa Health System; Selita Jansen, Transamerica; Samir Mehic, M. A. Mortenson; Jodi Morrow, IBM

#### 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](http://www.pmi.org).

### Behind the Scenes

by Tammy Sweat, PMP

February continues to be busy for the BOD. Planning continues for the PDD. A project schedule and budget has been created and approved; best-case, worst-case scenario estimates have been created to identify risks. Speakers are being contacted and contracted. Leadership members are working with Kirkwood to finalize the rooms. Other events for the BOD include wrapping up the final details behind the new scholarship and identifying education opportunities with St. Ambrose.

## 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/](http://www.prioritymanagement.com/rsmith/workshop_schedule/) or send questions to [rsmith@prioritymanagement.com](mailto: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](http://www.newhorizonscr.com), email [events.cedarrapids@newhorizons.com](mailto:events.cedarrapids@newhorizons.com), or call 319-294-9035.

Date	PDU's	Location	Title
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
05/10	21	New Horizons	Leadership for Project Managers
05/13	7	New Horizons	Microsoft Project 2007 – L2

## St. Ambrose University Professional Development (subject to change)

St. Ambrose University's Professional Development Center has partnered with The Lewis Institute to provide several Project Management training programs and a Professional Certificate in Project Management track in 2010. Each program is three-days in length and costs \$1,395, which includes seminar materials, networking luncheons, and professional development units (PDUs). Online registration is available at [http://web.sau.edu/cps/pd/registration\\_pm.php](http://web.sau.edu/cps/pd/registration_pm.php). For more information, contact Jennifer Prinz at 563-441-9950 or by e-mail at [PrinzJenniferL@sau.edu](mailto:PrinzJenniferL@sau.edu).

Dates	Title
March 16—18	Team-Based Management
April 13—15	How to Communicate, Influence, and Negotiate in Project Management
April 27—29	Project Management Tools, Principles and Practices
May 4—6	eXtreme Project Management

## PMI - Eastern Iowa Chapter Contacts

### 2010 Board of Directors

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Past President	Paddy Puthige, PMP	<a href="mailto:pastpresident@pmieasterniowa.org">pastpresident@pmieasterniowa.org</a>

### 2010 Directors

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### Other Contacts

Chapter Monthly Program Registration	Program Registration	<a href="mailto:programregistration@pmieasterniowa.org">programregistration@pmieasterniowa.org</a>
Chapter Training Registration	Training Registration	Online registration.
Chapter Website Administrator	Webmaster	Contact Director of Website.

