



Building professionalism in project management.™

Project Management Institute
Eastern Iowa Chapter

100's NUGGET

2010 Issue 7

July 2010

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

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July



Risk Analysis:

- Experience?
- Transfer?
- Avoid?

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What if the hokey-pokey is *really* what it's all about?

Unknown

Our Next Chapter Meeting - July 13th

The next PMI breakfast meeting will be held on **Tuesday July 13th, 2010** from 7:15 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: "Making the Transition: Navigating the Shift from Individual Contributor to Manager" presented by Tim Sieck.

ABOUT THE PROGRAM:

Making the transition from individual contributor to manager is the hardest shift an employee will make during their career. Project management adds a layer of complexity because the manager has responsibility without formal authority. Up to this point, all of the reward, recognition, and accomplishment can be attributed to what they can do personally. Management roles require a shift in the types of tasks performed, the relationships they have with other people, and the perspectives they bring to tasks. The presentation explores :

- The importance of management and leadership roles in an organization
- Why the transition to management is so difficult, How to ease that transition
- What is the company's role in helping that transition
- Organizationally
- Individually

ABOUT THE SPEAKER:

Tim Sieck is a principal partner with Skywalk Group. Skywalk Group is a professional services firm specializing in helping organizations attract, develop, and retain key talent. Prior to joining Skywalk Group, Tim was a Director of Consulting at the Novations Group where he applied his extensive experience in employee development, career development, and HR processes to Fortune 500 companies. Tim's educational background includes a bachelor's degree from Upper Iowa University, and a master's degree in Organizational Management.

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

RSVP: Please confirm no later than **Thursday, July 8th**, to

programregistration@pmieasterniowa.org; use JULY REGISTRATION in the subject line. Cancellations must be received by COB, Friday, July 9th to avoid being charged as a no-show for this chapter event.

Program Schedule:

7:15 - 7:30	Registration, breakfast, and networking
7:30 - 7:40	Ice Breaker
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):

The Responsible Professional

A few decades back, if somebody talked about a position in the organization, that had no budget or authority, but all the responsibility to deliver great products while working with a different set of people each time, it might have been written off as a figment of someone's fertile imagination. But then, along came a new breed of professionals called "Project Managers". These individuals popped up in organizations all over the globe doing precisely this. Not only did they lead successfully in the areas that they served, but they also made their professions better by introducing processes and practices. They adopted skills that allowed them to make things happen across domains in a constructive manner, as well as adapted to the ever changing technology landscape around them to integrate their practices into and with. The result was a more balanced professional that could apply many of the tools of the trade not just at work, but also when they went home.

For me this occurred when a highly stressed out family member asked me to manage my niece's wedding. During the course of this, I had to deal with

- ◇ issue management (floral and catering arrangements)
- ◇ customer satisfaction (seating arrangements at the dinner table)
- ◇ stakeholder analysis (multiple bride/groom requests)
- ◇ change management (that last batch of RSVPs that you never knew about)

Armed with my PM skills it appeared that this was not such a difficult task after all. Addressing these became as easy as reviewing the triple constraints and coming up with options. Despite a few minor hiccups, the wedding went off smoothly.

I am sure that many of you may be doing the same - invoking PM skills silently to work on various projects in your day-to-day lives, getting your kids admitted to college, organizing a football tournament, inviting guests to a party, etc. Some of you may even be taking it to another level – by sharing this knowledge with organizations that may need more help – by offering your services as a volunteer. Like most chapters, we do have a position on the Board devoted for outreach activities. Some chapters have already done pioneering pro-bono service by extending Project Management knowledge and support to non-profit organizations that may be strapped for funds or resources. We can do the same. So with that in mind, please share with us any such work you have done or currently undertake. With your permission, we can even publish these stories in our monthly newsletter so that others can benefit. If you require the chapter support in any of these volunteer initiatives, please reach out to me.

I guess the recipe for success in handling the projects outside our jobs is to avoid using the jargon that we are accustomed to in our professional lives. We need to translate the jargon to simple terms so that anyone can understand the point we're trying to make. I realize that it can be very trying, like when I started talking about "stakeholder analysis and critical paths" with my in-laws. So I had to replace these terms with more simple definitions such as "responsibilities", "duties", and "timelines". However, once this barrier had been removed, I was recognized as the "magician" who makes things happen without the power, money or position.

The satisfaction that comes out of completing a 'project' successfully without any of the trappings is PRICELESS. Win-Win, wouldn't you agree?

Bhaskar Pulikal, PMP®, President

News you can use

BEHIND THE SCENES

Tammy Sweat, PMP®

During the month of June, the leadership team:

- Hosted a dinner with Lew Gedansky from the PMI Educational Foundation
 - Obtained a back-up speaker for the PDD
 - Created a new PowerPoint presentation to play at each chapter meeting
 - Participated in a leadership conference call and a BOD meeting
 - Registered for the PMI Leadership conference in DC
-

MEMBERSHIP UPDATE

Don't forget you can renew your PMI Membership online at www.pmi.org.

The PMI Eastern Iowa Chapter membership currently stands at **310**, with **167 PMP®s**, 5 new members, and 21 renewals.

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.

DIRECTOR OF INDIVIDUAL OUTREACH AND UNIVERSITY OUTREACH VOLUNTEER OPPORTUNITIES

Behram Kasad

The Chapter is seeking out a highly motivated members to fill recent openings for the two listed Director positions.

The Director of Individual Outreach serves as a liaison between the Board of Directors and targeted persons who have been identified as having the potential to benefit from learning and applying project management practices.

The Director of University Outreach serves as a liaison between the Board of Directors and targeted universities or colleges identified as having a project management curriculum relating to project management.

Beginning January, 2011 the Director of Certifications position will be vacant.

If interested in any of these positions, please contact the Director of Volunteers at volunteers@pmieasterniowa.org.

Presenter Lew Gedansky sharing information about the PMI Foundation.



The June 2010 Meeting

Request for articles!

Behram Kasad

In the fall of 2009, as I watched the slow recovery of the flood damaged area in Cedar Rapids, I thought to myself, *"why oh why, can't they get it together and just rebuild it faster"* (well those weren't my exact words, but along those lines!). I asked myself, what could be done to build homes faster. Answer - more resources, less bureaucracy. Considering that I was not able to change the latter, last year, I joined a community of volunteers and helped rebuild the homes devastated during the flood of 2008. It's not all done yet, but I am content with my participation in the effort and the progress we have made so far.

More recently, while reading an PMI Newsletter I grumbled to myself about an article that had been presented by an author. I dissected it's contents and tried to find a fault in pretty much everything that had been said. But in a moment of reflection, I asked myself if I could do any better? So I took on the challenge and offered my services as a volunteer to PMI EI and put together the Newsletters for March, April and May before accepting the role of Director of Newsletter.

The point I am trying to make is that all too often we are very quick to jump to conclusions and criticize someone else's work without realizing what it takes to do it yourself. So the next time you are about to make some negative comments about someone else's work, place yourself in their shoes and see what it takes to do the same. Better still why not give it a try and see if you can do better.

If you'd like to submit an article to this Newsletter - go ahead, take a chance. If we chose to print your article, you get to attend a breakfast meeting the next month at no cost. It's not quite a trip to Disney, but pretty darn close!

Submit your articles to **Newsletter@pmieasterniowa.org**. Articles may be about any theme related to personal or professional development, or a subject that you would not be embarrassed to talk about in front of your grandmother at the dinner table! The PMI Leadership Committee's decision is final in all such matters.

You've Got It – Now Don't Lose It!

This article is the third in a series to review each category of Professional Development Units (PDUs) available to maintain your PMP credential. To learn more about maintaining your credential, go to the Career Development section of PMI.org where you'll find FAQs, a video and much more!

Category 2: [Professional Activities and] Self-directed Learning

Self-directed learning (SDL) activities are individualized learning events involving personally conducted research or study. Learning may include informal activities such as discussions or coaching/mentoring sessions with colleagues, coworkers, clients, or consultants. It may include articles, books, instructional manuals, videos, CD-ROMs or other material resources.

Examples/Resources:

- Write an article for our PMI Eastern Iowa Chapter newsletter
- Write a white paper on a project management topic/issue
- Conduct project or program management-specific research
- Read project or program management-specific books
- Watch project or program management-specific videos
- Study for an additional PMI certification, such as PgMP, PMI-SP, or PMI-RMP
- Be sure to take advantage of "eReads & References", an excellent source available to all PMI members with your membership
 - ◊ Online access of 250 complete project management related books.
 - ◊ From Earned Value to Emotional Intelligence, this is a great place to learn and there's no cost!
 - ◊ Customize your bookshelf and easily search all materials
 - ◊ Simply login to www.pmi.org and go to Resources | eReads & Reference.

To learn more about PMI's **Continuing Certification Requirements (CCR) Program**, please refer to the PMP Handbook. And be sure to **login to the CCRS** at www.pmi.org to view your personal transcript, submit activities, find providers, and learn more about PDUs.

Calculating PDUs:

1 PDU = 1 hour of documented self-directed learning

Be particularly cognizant of documenting your efforts in this category. Include as many notes, dates, names of co-workers, etc. so you are fully prepared in case of an audit.

Logistics:

The maximum number of PDUs earned in the 2-SDL category per 3-year CCR Cycle is 15 PDUs.

Qualifying self-directed learning activities must be relevant to project and/or program management, meet a specified purpose, and use knowledgeable resources.

If you are claiming participation in a coaching/mentoring session, you need to have been the person who was coached/mentored and NOT the coach or mentor.

Documentation required upon PMI audit/request: evidence supporting your reported learning project, including notes from and dates of discussion or reading.

What do you think? If you have any recommendations or additional resources, please share your thoughts. Thanks!

June Meeting—Lewis M. Gedansky, PhD, Executive Director, PMI Educational Foundation

Lew Gendansky presented "Leading The Way... Bringing the power of project management to people and communities throughout the world! for the June Chapter meeting. Lew shared an overview of the many ways that the Foundation helps those around them, by offering scholarships, grants and training materials on a global basis. The Chapter thanks Mr. Gedansky for traveling to Iowa for the presentation.

Chapter Meetings Schedule (subject to change)



Date and Time	Location	Topic and Presenter
July 13, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	Making the Transition: Navigating the Shift from Individual Contributor to Manager presented by Tim Sieck, Principal partner Skywalk Group.
August 9, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	"Multi-Dimensional Behavior", Mark Athas, ACT Inc., Information Technology, AVP Architec- ture
September 14, 2010	Clarion Hotel & Convention Center, 525 33rd Ave SW, Cedar Rapids	Fun Night!!

Tips for Improving Communications

Suzanne Prymek, PMP®

Communications is key to project success. Sometimes dealing with difficult situations is challenging, yet it can be rewarding. Many times the difficulties arise from communication issues within the team. In order to protect the project and preserve team cohesiveness, you will want some strategies for dealing with communication issues so that it will minimize the impact to your project and team.

1. Set initial ground rules up for how the team will communicate during your project kickoff. These ground rules can be brain stormed by the team and agreed upon. Doing this up front helps set the expectation from the start of the program.
2. Document communication responsibilities within your team roles and responsibilities and within your project plan. This will ensure that everyone is receiving the same message about project communications.
3. Suggest solutions that the team can agree on with a consensus. Understand that not all solutions will be what every team member would like, but agree to go with what is best for the group. This takes practice, but when you see the positive results, you will use it over and over to resolve issues, especially with the difficult people within the group.
4. Ensure that you are sending out all essential information to team members in a timely manner. If project information needs to be shared with the team, send out a group communication providing the same explanation and clarifications needed.

By implementing one or more of these tips, you should see improvement in your team communication!

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

Date	Course ID	PDUs	Location	Title
Aug 5 & 12	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
Sep 21 & 28	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
Nov 2 & 9	1161-TN060100	7	Web workshop at your desk	Working Smart with Microsoft Outlook
Dec 8 & 15	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	PDUs	Location	Title
07/19	21	New Horizons	PMP Exam Preparation
07/27	7	New Horizons	Microsoft Project 2007 – L2
08/24	7	New Horizons	Microsoft Project 2007 – L1
10/06	21	New Horizons	Introduction to Project Management
12/06	21	New Horizons	PMP Exam Preparation

See Page 10 for information regarding the
Project Management Professional (PMP) Workshop
in July 2010.

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
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2010 Directors

Director At-Large	Thom Lusardi, PMP	atlarge@pmieasterniowa.org
Director of Certifications	Carol Meeks, PMP	certification@pmieasterniowa.org
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Director of University Outreach	Open	unioutreach@pmieasterniowa.org
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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.



Coming soon.....



PMI Eastern Iowa **October 21, 2010**

3rd Annual Professional Development Day

EXPLORING OPPORTUNITIES



Kirkwood Center For Continuing Education
 7725 Kirkwood Blvd. SW
 Cedar Rapids, IA 52404
<http://www.kirkwood.edu/maincampus>

Registration begins July 1, 2010.
Early Bird Special until September 30, 2010
 \$199 per PMI Member/ \$229 per non PMI Member
After September 30, 2010
 \$229 per PMI Member/ \$259 per non PMI Member
 Register online:
<https://www.123signup.com/register?id=mckor>



Keynote:
Dr. Ginger Levin, PMP, PgMP
"Successful Virtual Teams for Project Management Excellence"

Track 1		Track 2	
	<p>Doug Williams, PMP</p> <p style="text-align: center;">"Using Deliberate Project Communications Management"</p>	<p style="text-align: center;">Dr. Ginger Levin, PMP, PgMP</p> <p style="text-align: center;">"Embracing Change in Project Management and in Your Career"</p>	
	<p>Gayle Mote</p> <p style="text-align: center;">"Building the Emotional Intelligence of Your Project Team"</p>	<p style="text-align: center;">David Wanetick</p> <p style="text-align: center;">"Initiating a Devil's Advocate Program"</p>	



Closing:
Tim Kasse
"Utilize Multiple Models and Standards to Enhance Your Project Management Knowledge and Skills"

For more details visit
<http://www.pmieasterniowa.org>

Project Management Professional (PMP) Workshop

Course Description:

Project Management Professional (PMP) Exam Prep Workshop: The PMP is the hottest certification in the business world today. 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 24 Professional Development Unit credits with the PMI under category 4. For those not PMP certified the class carries 24 Contact Credit Hours with the PMI.

Course Date & Location:

July 21-23, 2010 (8:30am – 4:30pm)
Kirkwood Community College
Room 221 Nielsen Hall
6301 Kirkwood Blvd. SW
Cedar Rapids, Iowa 52406

Cost:

\$599

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.

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