



April 2011

Our Next Chapter Meeting – April 14, 2011

The next PMI breakfast meeting will be held on [Thursday, April 14th, 2011](#) from 7:15 a.m. to 9:00 a.m. at the **Clarion Hotel and Convention Center, 525 33rd Avenue SW, Cedar Rapids, Iowa**. The Clarion Hotel and Convention Center phone number is [\(319\) 366-8671](#).

Program Title:

"Measuring the Right Stuff" presented by Janalee Kosowski.

About the Program:

Projects often launch without sufficient thought and preparation to the methods by which progress and success can and will be measured. The result is usually development projects for which it is not known if commitments (such as for internal/external deliverables, dependencies, budgets, etc.) can be met and inaccurate reporting is practiced. As a project or program manager is it your primary role to insure that real effort and accomplishments can be accurately measured throughout the program so that current status is known and any corrective actions can be taken. The key to this is planning. A detailed identification of the processes to be utilized and a detailed plan of the work flow prior to the launch of the effort is the Right Stuff.

About the Speaker:

Janalee Kosowski grew up in Cedar Rapids, Iowa, where her Father worked for Collins Radio which was bought by Rockwell International. She holds Bachelor's Degree in Computer Science and Executive MBA from the University of Iowa. She has worked for Rockwell for 26 years in a variety of engineering and management roles. She started career supporting an s/w development group, performed s/w development and testing, did subsystem and systems level design/integration/test, and have held Program/Project Management leadership roles. In the course of her career she experienced the application process to the engineering development cycle, the introduction of process auditing and the application of performance measuring methodologies with varying degrees of success.

Cost: Chapter Members, \$13; Guests, \$20

RSVP: Please confirm your attendance no later than Friday, April 8, 2011, to programregistration@pmieasterniowa.org. Use APRIL REGISTRATION in the subject line. Cancellations must be received by midnight Sunday, April 10, 2011 to avoid being charged as a no-show for this chapter event.

Program Schedule:

7:15 - 7:30	Registration, breakfast, and networking
7:35 - 7:45	Chapter announcements by Chapter President/Officers
7:45 - 8:45	Presentation / Discussion
8:45 - 8:50	Drawing for free Brainstorm Workshop
8:50 - 9:00	Final announcements and wrap-up

Inside This Issue

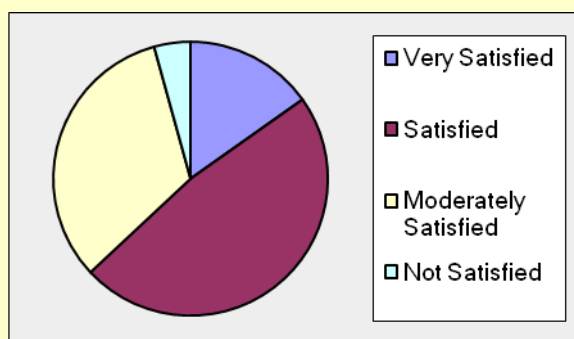
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President's Corner – 2011 Survey Results
By Tammy Sweat, PMP®

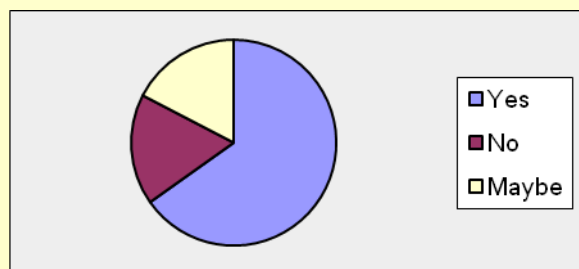
At the end of February/beginning of March, we asked our chapter members to participate in a survey so that the Leadership can obtain a better understanding of your needs. About 15% (46) members participated.

I'd like to thank those that participated and present the summarized results:

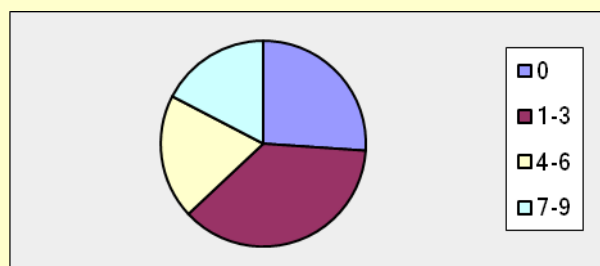
Question 1: What is your satisfaction level with the PMI Eastern Iowa chapter monthly meetings?



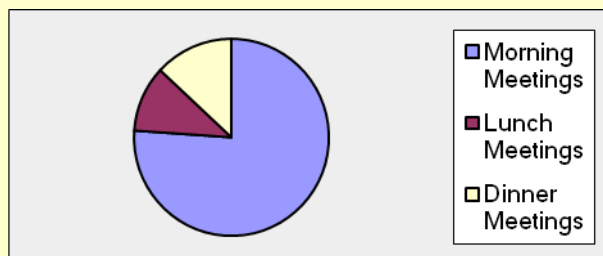
Question 2: Are you getting the return for what you are paying for chapter affiliation?



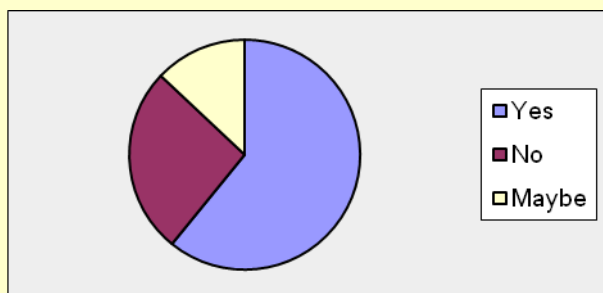
Question 3: How many chapter meetings did you attend in 2010?



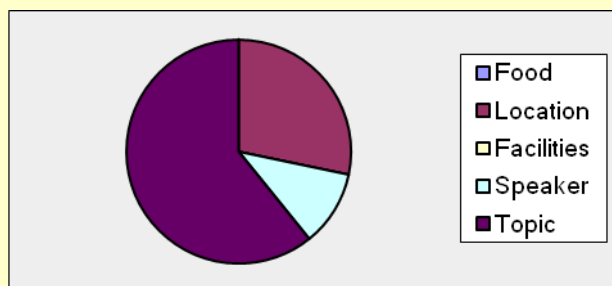
Question 4: What is your preferred time for the monthly chapter meetings?



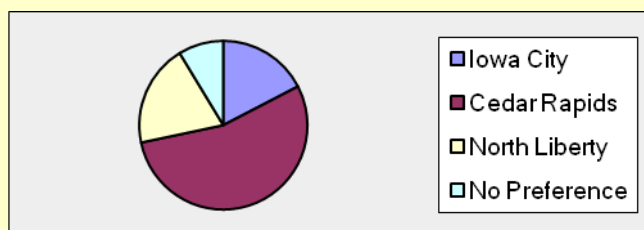
Question 5: Is the meeting location a factor in your decision to attend the monthly chapter meetings?



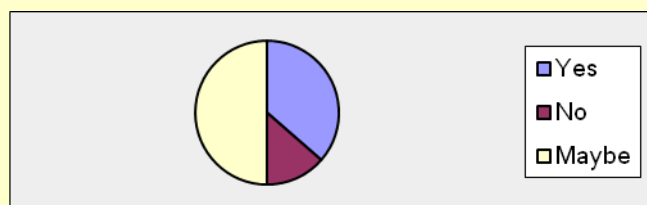
Question 6: What is the most important factor when choosing whether to attend a meeting?



Question 7: Which meeting location works best for you to attend the monthly chapter meetings?



Question 8: Will you attend a 1 day Professional Development Day (PDD) conducted by PMI Eastern Iowa Chapter in October 2011?



President's remarks:

Overall I am pleased with the results. Based upon what I see here, several things will not change. One, we will continue with morning meetings. Two, we will move forward with plans to offer a PDD this fall.

The meeting location results always confuse me, as when meetings are offered in Coralville they have not been well attended in the past. Perhaps we can try it again at the end of the year.

Comments at the end of the survey indicate that soft skill training, such as "Managing Conflict" is always in demand. We'll continue to search for speakers that can deliver this for us. We can always use a volunteer or two to speak for us, an abundance of speakers never seems to be an issue and if it did become an issue it would be a good one to have!

This year we are committed to continue our meetings at the Clarion. They have been very accommodating to our needs and work with us quite nicely on Chapter meeting days in which we have a large number of "no shows".

Some of our chapter members have commented that they would prefer not to have a breakfast served at the meetings. If we did not offer a breakfast we may have a larger selection to consider on the meeting venue. However, at a minimum, I think we should serve drinks. So by the time the chapter pays for a rented room and drinks, it would add up closely to the same cost as the breakfast, so let's eat!

Just because the survey is over does not mean that you cannot continue to provide feedback. Please contact any member of the Leadership team for any concern that you may have.

Brainstorm Chicago - Chicago

Brainstorm Chicago, May 10-13, Hyatt Regency Chicago Hotel

Special Offer for PMI Eastern Iowa Chapter Members

Your first Workshop is Complimentary (a \$250 value) on May 11 or May 12, with Priority Code **PMIEIWEB**

About Brainstorm Chicago

In today's constantly-changing business environment, only the most agile enterprises stand a chance. At Brainstorm Chicago, you'll receive intensive training and workshops covering the real-world skills needed to successfully implement continuous process improvement in any organization.

If you are looking for more than just incremental improvements in your business, join us for an unbiased source of education and insight from the leading experts in the field - and begin building your agile enterprise today.

Brainstorm Chicago offers:

Half-Day Innovation Workshops - Tools and Techniques:

Learn to evaluate and incorporate the latest state-of-the-art tools and techniques into your specific environment.

Full-Day Immersion Training - Disciplines and Methodologies:

Immerse yourself in the foundations and underlying concepts of real-world process improvement from the leading experts in the field.

To request your Complimentary Workshop*, enter Priority Code PMIEIWEB when registering. If you have any questions, please call Client Services at 508-475-0475, x15.

We are an *R.E.P.* (Registered Education Provider) – PMI Members may earn PDU credits.

*Complimentary Workshops are limited in supply and may end at any time.

Director of Programs

VOLUNTEER OPPORTUNITIES

Srikanth Kamineni PMP
VP of Education

The PMI Eastern Iowa Chapter has an open volunteer opportunity for the Director of Programs. Some of the duties include lining up the monthly chapter meeting topics and speakers, assisting with Fun Night and PDD activities, participating in occasional conference calls and attending the chapter meetings. Many of the duties can be handled via email.

If you would like to become involved with our chapter and earn free PDUs for volunteering, please contact education@pmieasterniowa.org or any of the members in the Leadership team.

Show Some Appreciation

By Margaret Meloni, MBA, PMP

Everything was fine, or so you thought. Out of the blue one of your team members just snapped. This was really surprising since this person is generally easy going, friendly, people oriented and very accommodating. **You watched in horror as this person sat in your team meeting and went from active participation to silence to contributing sarcastic barbs.**

Wow, what happened? This team member just completed a significant deliverable. Shouldn't she feel relaxed and happy? The very first item on today's meeting agenda was to discuss her status. Oh, wait just a minute. Did you simply note her deliverable as completed or did you take a minute to thank her? **Some people are not just motivated by salary, advancement and challenging opportunities.** Some people receive more value from positive reinforcement and recognition than they do from a monetary reward. Money comes and goes and has no meaning in itself but is valued only for what it can buy. Praise, on the other hand, stays in a person's memory and continues to bring pride and pleasure for years.

At their best, a person who is motivated by appreciation can be creative, warm and charismatic. They can be very clear communicators. Other people will be drawn to them and they frequently play the role of team peace keeper. They like to help people, not only for the thanks they get but because it fulfills them to make someone happy or help someone meet a deadline.

If a person who needs to feel appreciated believes that appreciation is not forthcoming, they will become disgruntled. The first time they feel unappreciated they may shrug it off, thinking they'll be complimented or thanked in the future or when they finish the next deliverable. When that appreciation still isn't expressed, they begin to feel hurt and that hurt turns into resentment. They may internalize hard feelings until they burst forth in big dramatic ways, usually much to their horror. The embarrassment of an outburst just feeds their resentment. They may allocate their time and attention to areas where their need for appreciation is fulfilled. They will not be motivated to do their best on your project because you apparently don't value their work.

Some people will let you know that they need appreciation. These are the people who complete something, tell you about it and then when you do not say 'Thank you' they say 'And by the way you are welcome!' Not everyone will be so obvious. Most people feel that if they have to solicit appreciation, it's not sincere and therefore invalid. If you are in the habit of expressing thanks to your team, you may never have an issue; if you are not in the habit of expressing thanks to your team you may have a problem. People don't get fulfillment merely from doing a job well, but from the recognition of their efforts and praise for their skills.

Maybe you're not good at expressing your appreciation to your employees. Do you get flustered or feel shy when you start to thank someone for a job well done? Verbal appreciation is always appreciated, especially when it's given in public where everyone can hear it, but if you're not comfortable with that you can be inventive. A written memo of thanks is a powerful motivator; something the recipient can proudly show their co-workers or family. A letter of commendation in their personnel file is another excellent way of showing appreciation and again, they will receive a copy. Appreciation of this type is also something that they can use to complement their resume.

Another way to show appreciation for a job well done is a small gift if your budget allows. A gift certificate for a car wash or a free dinner is always welcome. Some managers show their appreciation with motivational pins shaped like stars or other items of significance, awarding them for jobs well done. At some firms you can see employees proudly wearing such awards and the more of them they have the more valued they feel.

Even if you personally do not crave appreciation, remember that others do, it never hurts to say 'Thank you'.

About the Author: Margaret Meloni, MBA, PMP, is an executive coaching consultant for IT professionals. She helps project managers and teams work together better by improving their soft skills. Learn how to successfully combine your technical and soft skills in her webinars from The PDU Podcast (www.pducast.com) and from her website at www.margaretmeloni.com.

Summary:

The best way to keep a team member motivated is to show him appreciation for a job well done. This validates his worth in the organization. Some people receive more value from positive reinforcement and recognition than they do from a monetary reward. Even if you personally do not crave appreciation, remember that others do, it never hurts to show appreciation for a job well done with a simple thank you, a letter of commendation and/or if budget permits, a small gift. Remember, praise stays in a person's memory and continues to bring pride and pleasure for years therefore keeping your team member's loyalty to the organization.

Keywords:

PMP, PDUs, Earning PDUs, Project Management Questions, PMP Questions

Professional Development Opportunity
Invest in your high impact communication skills!



The PMI Eastern Iowa Chapter thanks St. Ambrose University for their silver sponsorship of our 2010 Professional Development Day. St. Ambrose announces the following professional development opportunity.

St. Ambrose University and Dardis Communications will offer a two-day workshop on **Leadership Presentation & Image Skills**.

Participants will learn skills on:

- Captivating audiences with a professional delivery style
- Organizing thoughts quickly and presenting them persuasively
- Overcoming inhibitions and doing things with a purpose
- Controlling nervousness and thinking under pressure
- Delivering visuals to enhance messages
- Organizing presentations using proven roadmaps
- Creating a joint agenda to benefit prospects and clients
- Delivering seated presentations to a small group
- Delivering formal presentations to an audience
- Managing Q & A professionally and effectively
- Learning the impact of first impressions, introductions, and business handshakes
- Learning the differences between business casual versus professional attire

Dates: Wednesday-Thursday, April 13-14, 2011

Time: 8:00 am - 4:30 pm each day

Location: St. Ambrose College for Professional Studies campus at 1950 E. 54th Street, Davenport.

For questions or more information, please contact Jennifer Prinz at St. Ambrose at 563.441.9950 or at PrinzJenniferL@sau.edu. Additional information and online registration is available at www.sau.edu/pdc.

ProCon 2011

Developing Professional Qualities & Skills!



WHAT ATTENDEES GAIN

- Timely Training with Relevant Topics for Today's Challenging Workplace – which attendees can apply immediately!
- Expert Presenters: Ginny Wilson-Peters from Integrity Integrated and Tarek Lahdhiri Ph.D., P.E., P.M.P
- Networking Opportunities with Like-Minded Professionals in the Corridor
- Continuing Education Credit, as applicable for your PDU & PDH needs
- Your Choice of a PROJECT MANAGEMENT or LEADERSHIP Track, or a combination of both!
- The Benefits of Personal and Professional Growth that can directly translate to your company's bottom line!
- All at a LOW COST!

YOU ARE INVITED TO THE 2011 PROFESSIONAL CONFERENCE

Tuesday, May 3, 2011

**Marriott Hotel and Conference Center
1200 Collins Rd. NE, Cedar Rapids**

Presented by the IEEE Cedar Rapids Section.

Sponsored by Local Businesses. Applicable to all Professionals.

Keep yourself current, relevant, and effective in today's business world. That's the major benefit of attending the 2011 Professional Conference (ProCon) at the Marriott Hotel in Cedar Rapids on April 27, 2010. This 13th annual ProCon offers valuable educational opportunities with a two-track mix-and-match conference format,

featuring engaging and interactive presentations on Project Management and Leadership topics:

- *Emotional Intelligence – It isn't Just About Book Smarts Anymore*
- *Leadership is a Choice, Not a Position*
- *Project Management Workshop*

For more information or to register, visit the ProCon website: www.procon2011org.

IEEE ProCon 2011

14th Annual IEEE Cedar Rapids Section Professional Conference
 Creating Exceptional Value!
 Tuesday May 3, 2011
 Marriott Hotel
 1200 Collins Road NE, Cedar Rapids

	Track 1	Track 2
7:30 – 8:00	Registration - Continental Breakfast	
8:00–11:30	<i>Emotional Intelligence – It Isn't Just About Book Smarts Anymore with Ginny Wilson-Peters</i>	Project Management Workshop with Tarek Lahdhiri
11:45 – 1:00	Luncheon Included with Registration	
1:15 – 4:30	Leadership is a Choice, Not a Position with Ginny Wilson-Peters	Project Management Workshop continued with Tarek Lahdhiri

Please circle the session you plan to attend: *

Morning: Track 1 Track 2 Afternoon: Track 1 Track 2

*Note: You are free to switch between tracks in the morning and afternoon; this information is for planning purposes only.

Register Online starting March 1, at www.ProCon2011.org/ or use this form!

REGISTRATION FORM

Please print information in capital letters as you wish it to appear in the conference list of attendees and on your badge. Use a separate form for each registrant.

LAST NAME										FIRST NAME										MI	
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TITLE										BADGE FIRST NAME											
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All registrations include lunch as well as morning & afternoon breaks

Please note your choice for lunch: Beef _____ Chicken _____ or a Vegetarian meal: _____

How did you hear about the conference? _____

Early registration will run through April 12, 2011

Through April 12, 2011:	IEEE Members \$75.00	All other \$90.00
After April 12, 2011:	IEEE Members \$90.00	All others \$105.00
Undergraduate/Full-time Student/Unemployed/Retired: \$35.00		

REGISTRATION FEE: \$ _____

METHOD OF PAYMENT: Cash Check MasterCard Visa Discover

Make checks (drawn on a U.S. Bank in U.S. Dollars) payable to IEEE/ProCon 2010

Credit Card Number: _____ Exp. Date: _____

Credit Card Billing Address (if different from above): _____

Cardholder Name (please print) _____

Signature: _____

Please return completed registration form (separate form for each registrant) with payment to:

IEEE Cedar Rapids Section/ProCon 2011 • PO Box 451 • Marion IA 52302

Top 10 Features of a Great PMP Exam Simulator

By Cornelius Fichtner, PMP

You've read the *PMBOK® Guide*, you've studied hard and you feel that you are ready to take the PMP® exam. But understanding the topics isn't the only thing you'll need to make a success of the exam. Wouldn't it be great to have the chance to take some sample questions, so you really know what the exam is going to be like?

You can use a [PMP exam simulator](#) to give you an insight into what sort of questions you'll face during the exam. Here are 10 things to look for when choosing which PMP exam simulator to use:

1. Does it have full exam mode?

Choose a simulator that offers full exam mode. This will show you what the PMP exam is really like. With full exam mode, you can take a complete practice exam in your own home or office. It's very realistic, and taking practice exams like this will help you understand what to expect on the day.

2. Does it have lots of questions?

You don't want to be sitting at the computer after a day of studying and find that the same questions appear on the screen time and time again. Choose a PMP exam simulator that has lots of questions, preferably over 1,500. This will give you plenty of variety. Varied questions are more challenging, more interesting for you, and make your experience of the simulator more realistic.

3. Are the questions presented in the same proportion as in the exam?

Having lots of questions is only half the story: you also need to make sure that the questions presented on screen are shown in the same proportion as in the PMP exam itself. For example, in the real exam, 13% of the questions will come from Initiating a Project. If your PMP exam simulator shows too few or too many questions from this section, you won't get a realistic view of what you'll be presented with on your exam day.

4. Is the vendor a PMI Registered Education Provider?

A Registered Education Provider (R.E.P) is an organization approved by PMI to issue PDUs for its training materials. You might not have your [PMP certification](#) yet, but get into good habits now and make sure that you use a PMP exam simulator from a reputable, PMI approved company.

5. Who wrote the questions?

You want to know who is behind all these questions, don't you? Try to find a PMP exam simulator that has questions written by a group of PMPs. That way, you know that behind the scenes the question writers have adapted a variety of styles, debated over the answers and the phrasing, and peer reviewed each others' work.

6. Is there a 'mark for review' feature?

In the real exam, you'll see the 'mark for review' feature. This enables you to put a question to one side for the moment and return to it at the end. Don't let a difficult question take up all of your time. In the real exam, you'll want to skip it and complete as many of the questions as possible, then go back to the ones you have marked for review. A good PMP exam simulator will let you do the same.

7. Does it have a learning mode?

There's more to PMP exam preparation than just taking practice exams. You can also use a PMP simulator to help you learn. In learning mode, you can get hints for the questions, or you can see the answer to the question. This is useful if you want to consolidate what you have learned so far.

8. Does it explain why you got questions wrong?

You also need to know why you got questions wrong! It's very frustrating to just see 'Wrong' on the screen without an explanation or a reference back to other materials so that you can revise your understanding of that concept. A good PMP exam simulator will explain the rationale and help you understand why you made a mistake.

9. Is it based on the most recent PMBOK® Guide?

This is an obvious one: you need to choose a simulator to help with your PMP exam prep that is based on the most recent *PMBOK® Guide*! If it isn't, you can't guarantee the relevance of the questions or the accuracy of the answers.

10. Will it let you take the tests multiple times?

A great simulator won't limit the amount of times you can take the tests. Repeating the tests (especially if you got some of the answers wrong) is a good way to gain confidence and improve your exam results. Look for a PMP exam simulator that allows you to retake the tests as many times as you like.

Last but not least, your PMP exam simulator will not only help you prepare properly for the exam, but it will also help you approach the exam environment confidently. You'll know what to expect, and prior knowledge is a great stress reliever! A great PMP simulator will give you an important edge in passing that all-important exam.

About the author: Cornelius Fichtner, PMP is a noted PMP expert. He has helped over 13,000 students prepare for the PMP Exam with *The Project Management Prep Cast* at <http://www.pm-prepcast.com> and *The PM Exam Simulator* at <http://www.pm-exam-simulator.com>

March Meeting



New Chapter Meeting Prices went into effect at our March Chapter Meeting ...1

Carol Scherrman, VP of Operations



Reminder: New chapter meeting prices had gone into effect from our March chapter meeting. The PMI Eastern Iowa Chapter has worked hard during this time to maintain prices for chapter meetings and professional development events. Our meeting prices have not changed for over five years. The new prices are a result of price increases for meeting locations, food and beverage, insurance, and other chapter expenses.

Effective March 1, 2011	Breakfast Meetings	Dinner Meetings
Members	\$13 (advance registration/payment)	\$20 (advance registration/payment)
Guests/Non-members	\$20 (advance registration/payment)	\$25 (advance registration/payment)
At the door/Walk up (Member or Non-member)	\$20 (without advance registration)	\$25 (without advance registration)

One area where our chapter members can really help the chapter manage our expenses is by:

- Registering in advance for chapter meetings and other events
- Paying for chapter meetings for which you have registered
- Attending the meeting/event for which you have registered or transferring your registration to someone else
- Abiding by our chapter refund policy and notifying us by the stated deadline for each meeting if you will be unable to attend

Working together, we can keep our expenses low and continue to offer quality chapter events at the lowest rate possible. If you have any questions about the new prices, send them to president@pmieasterniowa.org.

Do NOT forget your Business Cards

Tammy Sweat
President

Bring your Business Cards to the April 14th Meeting!

For those of you, who are interested in winning a free Brainstorm workshop, please bring a business card to the April 14th meeting. We will collect them and then draw five lucky winners at the end of our meeting. Each winner will have a choice to attend one of four different workshops that are held in May at Brainstorm Chicago's annual event.

DATES TO REMEMBER

APRIL 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14 - PMI Eastern Iowa Chapter Meeting
 18 – Federal income tax filing deadline
 28, 29, 30 - Region 2 Meeting (Manitoba)

MAY 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 - State income tax filing deadline
 12 - PMI Eastern Iowa Chapter Meeting
 30 – Memorial Day

JUNE 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5 – World Environment Day
 9 – PMI Eastern Iowa Chapter Meeting
 19 – Father's Day
 21 – First Day of summer

Mark your Calendars

The Eastern Iowa PDD is slated for September, 29 2011

Chapter WHO's Who?

Role	Name
President	Tammy Sweat, MSPM, PMP®
VP of Communications and Publicity	Behram Kasad, MBA
VP of Education	Srikanth C Kamineni PMP®
VP of Finance	Brian Thorn, PMP®
VP of Operations	Carol Scherrman, PMP®
VP of Outreach	Suzanne Prymek, PMP®
Past President	Bhaskar Pulikal, MBA, CISA, PMP®
Director of Certifications	Denise Boeding, PMP®
Director of Individual Outreach	Mary Phelan, PMP®
Director of University Outreach	Bob Sanders, PMP®
Director of Logistics	Brian Wayling
Director of Marketing	Jennifer James, PMP®
Director of Member Relations	Geri Stivers, PMP®
Director of Newsletter	Sathian Devarajan, MBA, PMP®
Director of Professional Development	Jacquie Haltmeyer, PMP®
Director of Programs	Vacant
Director of Website and Technology	Mark Bazzell, MBA, PMP®