Project Management Institute
Eastern Iowa Chapter

P.O. Box 1811, Cedar Rapids, IA 52406-1811
http://www.pmieasterniowa.org

October 2011

Our Next Chapter Meeting – October 13, 2011

The next PMI breakfast meeting will be held on **Thursday, October 13, 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**.
Clarion Hotel and Convention Center - Phone number (319) 366-8671.

Program Title:
"Quality Management and Effect on Project Performance" presented by Randy Aschbrenner

About the Program:
Customers continue to raise the bar on performance expectations. In order for a company to improve, controlled processes need to be in place and a continuous improvement mentality needs to be embedded into the company's culture.
Randy will discuss the basic framework of a quality system, effective quality tools, the cost of quality, and the effects of a quality management system on project performance.

Key Learning points
• Elements of a Quality Management System
• Introduction to basic tools of quality
• Elements of the cost of quality

About the Speaker:
Randy Aschbrenner has over ten years of quality management experience ranging from distribution, manufacturing, software, and supply chain. Randy is currently a Supply Chain Quality Manager at Rockwell Collins in Cedar Rapids, Iowa. He is a senior member of the American Society for Quality as well as a Certified Quality Engineer and Certified Manager of Quality.

Randy has a bachelor's degree in computer science from the University of Northern Iowa and an MBA from Upper Iowa University.

Cost: Chapter Members: $13 (online) or $20 (pay at door); Guests: $20 (online or pay at door)

Registration Deadline: Sunday, October 9, 2011 (11:59 p.m.)
To register, go to www.pmieasterniowa.org and click **Events** > **Monthly Program Meetings** > **October 2011 Monthly Meeting**.
Note: Even if you plan to pay at the door, we ask that you register online so we have an accurate attendance count for food and beverage.

Program Schedule:
7:15 - 7:30   Registration, breakfast and networking
7:30 - 7:45   Opening by Chapter Officers.
7:45 - 8:45   Presentation / Discussion
8:45 - 9:00   Final announcements and wrap-up

Utilizing Project Management Practices
By Tammy Sweat, PMP

I've been PMP certified since 2001. I've held many positions since then, Senior Process Engineer, Lead Engineer, Problem Manager, Senior Business Analyst and the last role I had I actually held the title of Senior Project Manager. All of my jobs encompassed leading and completing projects, yet in the majority of them I did not have the title of Project Manager.

Typically, I, as many of you do, played a dual role on the projects that I led. Perhaps as a Senior Engineer I was assigned a project to streamline and implement Lean best practices within a part of an organization. I have no idea how I would have accomplished this and been successful at such projects without utilizing project management.

As every Project Manager does, I begged and borrowed resources from functional managers. I wrote charters and created milestone dates and agreed upon project deliverables. I met with the project sponsors and received approval to move forward with the project. I formed the teams, set up all the meetings and took minutes. I created schedules utilizing MS Project or Excel. I facilitated all the meetings and held the team together. I made sure the final product was delivered on time with the expected quality. This was for the "role" of Project Manager.

Of course, then I also played another role. As a Senior Engineer I would create value stream maps and document processes. I would then utilize some Lean concepts to find ways to improve the work flows and perhaps rewrite or implement new processes. The work I did here was part of the project but certainly not the entire project as subject matter experts were needed to help define current and future states.

The bottom line is this: You do not have to hold the title of Project or Program Manager to utilize PMI's best practices. They can be used in almost every job.   Most of us will not have the honor of strictly performing project management. Many of us will also have to be experts in other areas in conjunction with performing project management duties.

One comment that I frequently receive when asking chapter members to volunteer on the Leadership team is that, "I'm not a Project Manager". But I bet you are! In theory, if you practice project management you are indeed a Project Manager, even if your job title does not reflect it.   In fact I bet you practice project management at home when planning a vacation or event. You may not use as much rigor as you would at work, but I bet the basic principles are there…risk management, quality management, time management, cost, etc.

We are all Project Managers in one aspect or another. Once learned, I do not think that this is a skill that can just be let go of. Once a Project Manager, always a Project Manager!

Eastern Iowa PMI Scholarship Winner

Dakota Prymek

For the second year in a row, Dakota wins the PMI Scholarship award!
$$$1,000$$

Dakota Prymek is the son of James and Suzanne Prymek of Oxford, IA. (Suzanne currently serves as the VP of Education for our chapter.) Dakota graduated from Clear Creek Amana High School in May 2010. His freshman year was spent at Coe College and this year he is continuing his education at Kirkwood. He is majoring in business.

Dakota was selected by the PMI Education Foundation.

~~~Congratulations Dakota~~~

Criteria for application that was due by June 1, 2011:

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

1. A child or stepchild of a member of PMI Eastern Iowa chapter
2. A resident of 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 any accredited college or university in the tri-state area (Iowa, Missouri, Illinois)
5. Any individual attending or planning to attend any accredited college or university.

Chapter Website – Tips and Tricks
Carol Scherrman, VP of Operations

Our new PMI Eastern Iowa Chapter website (www.pmieasterniowa.org) has been in production for a little over three months. Although there has been a bit of a learning curve for all of us, the chapter leadership is very pleased with the functionality, ease of use, and look of the new site. We hope that you, as chapter members, have actively used the site to find information about chapter events, register for events, track attendance, and locate links to PMI® information. Later this month, we will be distributing a membership-wide survey to collect targeted feedback on the new site and how we might improve it in the future.

As with any new tool, there have been a few bumps for some users in locating key information or in performing certain functions. Below are some tips and tricks that I have compiled based on some of the most frequently asked questions or issues that have come up for users.

- **Log in!** To take full advantage of all website features and functionality, you should log in to the site. As a reminder, User IDs are automatically created and e-mailed to chapter members when we receive our membership reports from PMI® Global. For the majority of our members, this happened when the website was launched in June. As new members join our chapter, the user IDs will be generated when the membership reports are imported to our system. This process is done at least once per month. The updated reports generally come out mid-month. For example, the membership report through August 31, 2011 was available on September 12, 2011. New and renewing members, please understand that there will be a slight lag time before your membership records are updated in our database.

- **PMI-created User ID** – As noted above, PMI members will automatically receive a system-generated User ID that is linked to your PMI and chapter account. This User ID gives you access to member privileges, such as member rates for chapter meetings and events. Our website does allow anyone to manually create a self-selected User ID and password. Note of caution: If you manually create a User ID on the website, it will not be linked to your PMI membership, which might prevent you from having access to member rates and other member-only benefits.

- **Registering for an event** – Upcoming events will be featured on the home page, but you can also view all scheduled chapter events by clicking the **Events** tab and selecting Monthly Program Meetings, Classes, or Seminars & Events. Remember, it is recommended that you log in to the site before you register for an event.

- **Registering for another person** – The website allows you to add another person to your registration or to switch your registration to another person. In either case, select the event for which you wish to register and add it to your shopping cart.

- To add another person to your registration, click the first icon (Add Attendee) to the right of the event price in your shopping cart. If the person is a chapter member, search for his or her member record by entering the last name in the search field. If the person is not a member, enter his or her information in the non-member fields. Click **Add to Cart**. This action preserves your registration and adds the second person.
- To switch your registration to another person, click the second icon (Register for another User) to the right of the event price. If the person is a chapter member, search for his or her member record by entering the last name in the search field. If the person is not a member, enter his or her information in the non-member fields. Click **Replace in Cart**. This action replaces your original registration for another person.

- **Confirming registration for an event** – You can confirm your orders (that is, chapter meetings and events for which you have registered) by clicking **Orders** under the History section of the sidebar on the home page. If another person registered for you, the order history will be under that person's login. Click the link next to a particular event to see the order details. This screen can serve as a receipt of your payment.

- **Printing attendance certificates** - You can track your attendance at chapter events (beginning with events after the website launch on June 18, 2011) by clicking **Attendance** under the History section of the sidebar on our website home page. Click the printer icon to view and print a certificate.

- **Scheduled chapter events** – Another option for reviewing all scheduled chapter events is to select **Calendar View** under the **Events** tab.

- **Newsletters** – You can view current and archived newsletters (back to 2005) under the **Publications** tab.

- **Deadline dates** – With the new online registration system, please pay particular attention to the registration and cancellation deadlines for each event. Registration closes on the posted date and the system will not allow any registrations after that time. Similarly, if you are unable to attend an event for which you have registered, you must cancel and request a refund by the cancellation date. As a reminder, when registering for multiple events at the same time, you must choose the same payment option for all events (that is, you must select to pay all events online or to pay all events at the door). It is also important to register in advance using the online registration system even if you choose to pay the registration fee at the door. This helps our chapter give our venues accurate counts for seating and for food and beverages.

For more information about the new website, check out the resource materials linked on the home page under **Check out the PMI EIC's New Website!** If you have any questions or concerns about the website, please direct them to operations@pmieasterniowa.org.

DATES TO REMEMBER

OCTOBER 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					

13 – PMI Eastern Iowa Chapter Meeting
16 – National Boss Day
31 – Halloween

NOVEMBER 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			

6 – Day Light Saving Time Ends
24 – Thanksgiving Day

DECEMBER 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

21 – Hanukkah Begins
25 – Christmas

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	Vacant
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	Travis Zweibohmer, MBA,PMP®
Director of Website and Technology	Mark Bazzell, MBA, PMP®

PMI Headquarters, Four Campus Boulevard, Newton Square, PA 19073-3299 USA, TEL: +1-610-356-4600, FAX: +1-610-356-4647, pmihq@pmi.org

Building professionalism in project management™