



Building professionalism in project management.™

Project Management Institute
Eastern Iowa Chapter

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

<http://www.pmieasterniowa.org>

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VOLUME 85

February 2012

Our Next Chapter Meeting – February 9, 2012

The next PMI breakfast meeting will be held on **Thursday, February 9, 2012** 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's phone number is (319) 366-8671.

"Team Building in the Workplace"

Presented by Lynn Allendorf

This interactive talk will be a review of best practices in the areas of team building and employee motivation. Topics covered will include company mission, goal setting, delegation, empowerment, management styles, coaching and rewarding employees.

About the Speaker

Lynn Allendorf is the managing director of the John Pappajohn Entrepreneurial Center at the University of Iowa. She runs the Bedell Entrepreneurship Learning Laboratory, a student business incubator. In addition to mentoring students who are starting businesses, Lynn teaches Entrepreneurial Marketing and Technology Management courses at the UI.

Previously, Lynn served as vice president of product development for The Learning Company's Parsons Technology Division, where she managed the development and marketing of the company's \$30 million productivity division including the Quicken Family Lawyer product line, serving the company in various capacities before founding her own company, 215 Technology Inc. in 1999. Her extensive experience in software development also includes the Silicon Valley companies Intuit and Broderbund as well as Rockwell Collins. Her expertise is in consumer product marketing, both direct and retail, software development, team building and entrepreneurship.

Lynn has a BS in Mathematics, Computer Science, and Economics, as well as an MBA, from the University of Iowa.

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

Registration Deadline: Sunday, February 5, 2012 (11:45 p.m.)

To register, go to www.pmieasterniowa.org and click **Events > Monthly Program Meetings > February 2012 Monthly Meeting**

Notes: New in 2012, all meeting registration fees will be collected using our online registration/payment system. It is important to register in advance so we have an accurate attendance count for food, beverage, and seating. Thank you for your assistance in this important matter.

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

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100's NUGGET

President's Corner

What to do with an extra day?

Carol Scherrman, PMP - President

Are you looking forward to our extra day this month? 2012 is a leap year, so technically February 29 should be a day we get to use anyway we want, right? Well, I think so. How would you use that time? Here are a few suggestions:

- Volunteer for one of our open director positions and use that day to learn about your new role!
- Log on to PMI.org and check out the latest additions to the eReads & References. This is an excellent resource and benefit of being a PMI member. New books that have been posted include:
 - Improving Your Project Management Skills, Second Edition
 - Lessons in Project Management, Second Edition
 - Executive's Guide to Project Management: Organizational Processes and Practices for Supporting Complex Projects
- Clean out your Inbox!
- Write an article to contribute to the next issue of our chapter newsletter. Did you know you can earn PDUs for published articles? Have you read a book or article on project management? Write a review and share your thoughts with the membership. Have you recently completed a particularly successful or challenging project? Share your lessons learned with your colleagues.
- Prepare a presentation to share at a future chapter meeting. This is another way to earn PDUs.

I am looking forward to February for a variety of reasons. First and foremost, our monthly chapter meetings resume this month. Our last meeting in November seems like a lifetime ago, doesn't it? We have a great speaker lined up from the University of Iowa. Lynn Allendorf, managing director for the Bedell Entrepreneurship Learning Laboratory at the University of Iowa, will speak on "Team Building in the Workplace." This is a great topic to start the year. Second, we have fun things to celebrate this month – the Super Bowl, Valentine's Day, Presidents' Day, Mardi Gras, and Fat Tuesday! Third, we are on the downhill slide for winter even though we have gotten through January mostly unscathed. Did you realize spring is only seven weeks away? And, have you noticed that we are getting more daylight each day. We have already gained almost a full hour of daylight since January 1.

I challenge you to take some time this month to think about how you can help support our chapter's mission:

The PMI Eastern Iowa Chapter will provide a forum for Professional Project Managers to promote the principles of the Project Management Institute through networking with other project managers, sharing project experiences, providing and receiving training, and supporting Project Managers in their certification efforts.

Have a great month, and I hope to see you all at our chapter meeting on February 9, 2012.

News and Views

PMI Eastern Iowa Chapter website update

PMI Central Indiana Chapter will discontinue support for their PMPlatform product as of March 1, 2012. Geri Stivers, Irene Dymerski, Carol Scherrman, and Mark Bazzell have volunteered for the committee to explore the replacement of our current website. The committee will identify alternatives and make a recommendation to the chapter. Please contact communications@pmieasterniowa.org if you are interested in participating in this committee.



Project 123...Cleared for takeoff?

Behram Kasad MBA, PMI EI - VP Education

It starts with a walk around - check tire and brake, check fuel for water, check fuel and cap, check Pitot opening, check overflow opening, check stall opening, remove tie down, check leading edge, check weights and hinges, check flaps; and then you repeat it on the other side before looking in the front to check the oil and drain strainer, check strut and tire, check prop for nicks & security, check carburetor filter, check static port. Then you step inside and remove the control lock, check ignition off, set master switch to on, lower flaps, check fuel gauges, verify fuel position is on, set master switch to off.

The astute among you will have immediately recognized these steps being those of an airplane Preflight checklist (in this case a Cessna 150). Every pilot does this, every flight - no exceptions. As with the preflight of any airplane, it is most important to have the proper "*attitude*." The attitude of trying to look for something wrong before it goes wrong is imperative. Don't you think the same attitude needs to be afforded to managing projects?

How often do you do this for your projects? Do you do it at all or do you simply get on board and just go with the flow. How many gates or checkpoints do you cross on your projects before you feel comfortable in that pilot seat or that PM role? What gives you the level of comfort before you feel ready to roll down that runway or in this case the project life cycle and execute? What is your PM "attitude?"

Statistics and damn statistics!

A Standish Group study in the US IT industry found that 31% of projects were cancelled outright and that the performance of 53% of the all projects was so worrying that they were challenged. At the point of challenge, they were on average: 189% over budget, 222% behind schedule, contained only 61% of agreed functionality, and only 16% of all projects were delivered on time, to budget.

The top reasons* cited for project failure included, among other things:

- Poor sponsorship
- Original project selection inappropriate
- Upper management not supportive
- Assignment of wrong project manager
- Inadequately defined tasks and work breakdown structure (WBS)
- Misused management techniques

Based on the first three reasons cited above, it is clear that things can go wrong well before you inherit a project. As PMs, we need to question the rationale and assumptions made by our sponsors. Could it be that their short term gains result in long term pains for the project team? Spend the extra time upfront to ensure that you have taken the steps to clarify the true objectives of the project. Make that project charter a useful document rather just another project chore. Ask the pertinent questions about the roles and responsibilities of everyone on the team and make sure they all understand and, more importantly, accept them before you move to the execution phase. Be sure to commence runway taxiing only when tower control has given you clearance, that is to say, the gates are closed and all approvals are in place.

Think of managing a project as a flight plan - conduct pre-flight checks, get yourself to safe cruising altitude as quickly as you can, make sure that you are aware of the landscape around you, and as you come in to land ensure that you are at the destination you wanted to be at. Failure to heed these guidelines can have consequences for you, your sponsors and your stakeholders, and make for a very a bumpy ride along the way. A few simple checks up front could make the ride a lot smoother. Happy Cruising!



*Source: H Kerzner. A systems approach to planning, scheduling and controlling, Wiley 2003

Organization – A Method to the Madness

By Mary Phelan, PMP – VP Outreach

My husband forgot to go to yet another doctor's appointment the other day – one that had already been rescheduled twice, no less. Now, as a self-proclaimed organized person, that amazes me. How can people just "forget" appointments? He "claims" he wrote it down, and I emailed him in the morning to go, yet he still forgot. Short of walking around with a Post-it Note on his head, what other strategies could he employ? Now I truly don't think it is so much forgetfulness, but rather, disorganization. Which got me thinking...disorganization is a pet peeve of mine.

Another thing that amazes me is those people who have mounds and mounds of paper all over every corner of their desk, yet they manage to always find the one random piece they are looking for. Ok, I will give those people props...but, it makes me wonder, would they be even more effective if they had some type of filing system or were truly organized? Could they be perhaps on the verge of brilliance? Alas, we may never know. Nevertheless, I decided to pull together some quick organization tips that have worked for me in the past. Here are the top 5:

- 1) Have a system that works for you – seems basic, but if you invest in a detailed day planning system, fancy templates, or the like, and never implement them - it really doesn't work.
- 2) Write it down – in a consolidated place and refer to it often. The world may be going digital, but if jotting things down with pen and paper in one notebook works for you, then by all means use that tried and true method. Also, I find that the older I get the more I need to write things down - I can't commit all that stuff to memory anymore! It's OK to capture it and review it frequently.
- 3) Prepare for the next day's meetings and events before you leave the office at night – while it's still fresh in your mind and just in case there's prep work needed beforehand.
- 4) Only touch a piece of paper once – file (alphabetically by a topic/subject you will remember), delegate, or delete. Also ask yourself if you even need to print something in the first place – repeat steps but just do it electronically.
- 5) Turn the sound off on your computer – what does this have to do with organization? OK, it is somewhat indirectly related! – but you would be amazed how much more focused you can be when there is not a constant dinging going on from incoming emails and instant messages. I turned the sound off on my computer about 2 years ago and it has been amazing in terms of productivity and focus.

So these are just a few tips that have worked for me in the past. But just in case I do have to revert to the Post-it Notes on the forehead, I did buy some heart-shaped ones for my husband. Hey, I'm not completely insensitive!

Kirkwood's Global Education Network Program

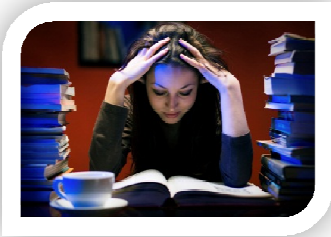
By Bob Sanders, PMP, Director – University Outreach

The PMI Eastern Iowa Chapter has agreed to work with Kirkwood Community College on their Global Education Network program. Kirkwood will be hosting a group of approximately 40 international students during the first three weeks of July. The students are from a variety of majors at community college type institutions in Singapore, Australia, Alberta Canada, and Cedar Rapids. They will study project management fundamentals. This is an annual program that rotates to a different school each year.

Kirkwood has shown a keen interest to collaborate with the PMI Eastern Iowa Chapter to expose the students to the real world challenges of project management. This partnership would greatly enhance the value and prestige of the Global Education Network program.

Kirkwood is now finalizing the plans for this summer. The preliminary plan is for 1/2 day visits to two different companies where they can show their facilities and have someone discuss how project management is done at their company. We also plan to get two guest speakers who could make a one hour presentation at the Kirkwood campus.

If you are interested or your company is interested in participating in this collaboration effort, please contact me. We plan to publish the guest speakers and the participating companies by the end of March.



Studying for your PMP?

By Carol Scherrman, Chapter President

Did you include a Project Management Professional (PMP®) certification as one of your 2012 resolutions? If yes, you might want to check out <http://www.pm-prepare.com/>. The pm-prepare database is composed of over 900 practice questions that cover all of the areas covered in the real PMP® examination. As a subscriber, you can choose to work practice questions one at a time or up to 200 questions in a single session. You can choose to work questions

focused on a single major process group, on a single knowledge area, or selected at random in the same proportion they appear on the real examination.

Subscriptions prices vary. For detailed information on costs and the money back guarantee, visit the website.

Note: pm-prepare is a product of Time-to-Profit, Inc., which was founded by Edward J. (Ed) Fern as, "The Fern Group" in 1994. Time-to-Profit will donate \$35 to the Eastern Iowa Chapter for any chapter member who subscribes to their services. If you purchase a subscription, enter **Eastern Iowa** in the Component Name field.

This information is provided as a service to members. The Eastern Iowa Chapter does not endorse or guarantee the pm-prepare service.

Subscriber Info

Title:

First Name:

Middle Initial:

Last Name:

Address 1:

:

Address 3:

City:

State or Province:

Zip or Postal Code:

Country:

Email:

PMI Member: ☒ Yes ☐ No

Component Name:

PDU Opportunities

Send your newsletter articles to communications@pmieasterniowa.org. Book reviews, PM Tips & Tricks, tasteful humor, your projects, or creative use of social media are just a few of the possibilities.

The open positions with the chapter are listed below. Please consider volunteering. If you are interested, you can apply online at www.pmieasterniowa.org (click on **Get Involved > Volunteer Openings**), or you can let any current member of the Leadership Team know you are interested.

Leadership Role	Brief Description
Director of Marketing	Works with the VP of Communications and Publicity to create marketing materials for chapter events, issue press releases to local media outlets as necessary, create chapter advertising materials as needed, and ensure compliance with PMI Global brand standards.
Director of Newsletter	Serves as the primary point of contact for the chapter in the creation of the monthly chapter newsletter. Solicits articles from the chapter Leadership Team. Drafts articles into the newsletter template. Works with the VP of Communications & Publicity to edit final version of newsletter. Posts newsletter to chapter Web site and distributes e-mail notification to chapter members that newsletter has been posted.
Director of Website & Technology	Maintains the chapter's Web site and e-mail platform and serves as the main point of contact for the chapter with the platform host. Monitors e-mail from chapter members on the chapter Web site and responds to technical issues encountered by user. Advises the chapter leadership on issues with the Web site and e-mail platform.

Leadership Role	Brief Description
Director of Programs (<i>Current director is relocating in May. Volunteer now and take advantage of this job shadowing opportunity before he leaves the chapter</i>)	Identifies and secures speakers for monthly chapter meetings. Works with the Director of Logistics to ensure that all meeting requirements are met.
Director of Logistics	Works on all logistical issues associated with running any program on behalf of our chapter, including monthly chapter meetings. Works with the VP of Operations and interacts with other leadership team members requiring logistical support. Collaborates with the Director of Programs to obtain logistical details and requirements (date and time of next meeting, expected number of attendees, desired location, food, technological requirements, details of presenter, agenda, etc). Manages registration for monthly chapter meetings and coordinates collection of feedback for meetings.

ProCon 2012 – Sponsored by IEEE

April 24, 2012 Marriott Hotel, Cedar Rapids

Plan to attend the Fifteenth Annual Cedar Rapids professional development conference, ProCon 2012 on Tuesday, April 23, 2012 at the Marriott Hotel in Cedar Rapids. This one day, low cost, two track regional event is great for all professionals and will provide 7 PDUs for PMPs in attendance. This year's tentative topics:

Something About My Generation, Strike a Balance, and Communication Skills

Presented by Debra Salz from Prevention Services & Strategies

Debra A. Salz is the President and Owner of Prevention Services & Strategies, a personalized consulting and training company located in Cedar Rapids, Iowa. She is a licensed Social Worker and Internationally Certified Prevention Specialist through the State of Iowa. She earned her BA Degree from Buena Vista University and her AA Degree from North Iowa Area Community College.

Saving a Troubled Project, Key Lessons Learned in Supplier Management, and The concept of 'customer value' – what it is, why it's important, and how it affects projects

Presented by Mark Waldof of Mark Waldof Consulting and University of Minnesota CCE Instructor

Mark Waldof has 44 years of industry experience in systems and project management, systems engineering, system design, electrical design, software development, systems integration and test, marketing and proposals, legal support, subcontracts management and organizational process developments. Mark's experience includes a past adjunct professor position at the graduate level at the University of St. Thomas, CSIS dept and a current position with the University of Minnesota, CCE.

Quad City Area Chapter PDD

Managing Difficult Projects: Techniques to Sail Through (Or Around) the Perfect "Project" Storm

Keynote presented by Anthony Reed, MBA, MS, CPA, PMP

When was the last time that you worked on a project under perfect conditions? All of the unlimited resources were available at your beck and call. You had more monetary resources (budget) than you could spend. You had so many people (human resources) clambering to get on the project that you had to turn people away. And all of your materials, such as software and hardware, arrived on time, were installed without any problems, and were ready to run out of the box. There were no delivery dates or deadlines. And the project scope/requirements never changed because scope creep never occurred. Or you were able to change the deadline to correspond with scope changes. During this seminar, you'll learn the tips on how to regain control of wayward projects and how to prevent problems from occurring.

Tuesday, April 3, 2012 8:00 AM to 5:00 PM
The Lodge Hotel & Conference Center
900 Spruce Hills Drive
Bettendorf, Iowa 52722
563-359-7141

DATES TO REMEMBER

FEBRUARY 2012						
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			

9 - Chapter Meeting
16 – Board Meeting
26 – Newsletter Articles Due

MARCH 2012						
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

8 – Chapter Meeting
15 – Board Meeting
27 – Newsletter Articles Due

APRIL 2012						
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				

12 – Chapter Meeting
19 – Board Meeting
29 – Newsletter Articles Due

Membership Summary for Dec, 2011

Starting membership	297
Renewals	10
New members	2
Rejoins	0
Non-renewals	4
Current membership	296
PMP Certifications	200

Welcome new members

Patricia Johnson, AEGON
Denise Murphy, PMP, Pearson

Congratulations to all of our new PMPs in 2011!

Member Name		Certification Date
Matthew	Carlson	21-Jan-11
Cory	Coobs	10-Feb-11
Bridget	Clark	6-May-11
Tricia	Coobs	6-May-11
Travis	Zweibohmer	6-May-11
Hollie	Trenary	24-May-11
David	Mossbarger	25-May-11
Shane	Marler	29-Jun-11
Michele	Saulnier	6-Jul-11
Sarah	Chamberlin	2-Aug-11
Alison	Kaster	5-Aug-11
Cheryl	Leeper	5-Aug-11
Sarah	Vieth	6-Aug-11
Laura	Jessen	16-Aug-11
James	Egdorf	18-Aug-11
Mitchell	Golden	24-Aug-11
Chandrasekhar	Mahadevan	25-Aug-11
Shannon	Scott	26-Aug-11
Mark	Ackman	29-Aug-11
John	Anderson	29-Aug-11
Catherine	Radzewich	29-Aug-11
Jason	Clothier	30-Aug-11
Denise	Murphy	28-Oct-11
Ann	Kealy-Angel	1-Nov-11
Wendi	Winkie	14-Nov-11
Jeff	Heathman	6-Dec-11

PMI Eastern Iowa Chapter Leadership

Role	Name
President	Carol Scherrman, PMP®
VP of Communications and Publicity	Mark Bazzell, MBA, PMP®
VP of Education	Behram Kasad, MBA
VP of Finance	Brian Thorn, PMP®
VP of Operations	Jacquie Haltmeyer, PMP®
VP of Outreach	Mary Phelan, PMP®
Past President	Tammy Sweat, MSPM, PMP®
Director of Certifications	Denise Boeding, PMP®
Director of Individual Outreach	Vacant
Director of University Outreach	Bob Sanders, PMP®
Director of Logistics	Vacant
Director of Marketing	Vacant
Director of Member Relations	Geri Stivers, PMP®
Director of Newsletter	Vacant
Director of Professional Development	Kayla Eko-Acquah
Director of Programs	Travis Zweibohmer, MBA, PMP®
Director of Website and Technology	Vacant