PMI ORANGE COUNTY CHAPTER

Milestones

February 2010 | Monthly Publication of The Project Management Institute, Orange County Chapter, Inc.

TIME MANAGEMENT SYSTEMS

FOR THE PROJECT MANAGER

Darrell Gardner has over 27 years of experience deploying and maintaining practical and enduring IT solutions with a high degree of customer satisfaction, success, and profit.

Prior to joining PlanNet Consulting, Darrell held the positions of CTO, IT director, program manager, and senior project manager.

Darrell has made a career of searching for ways to make life and its processes more efficient. Darrell has spoken at multiple technical conferences about "Time Management for the Techie."

February 9, 2010 Dinner Meeting Presentation

Is your "time system" moving you "closer to" or "further from" your goals and project completions? Now that you have set your goals, what systems do you have in place to achieve them?

Darrell Gardner will look at the driving factor of time management: setting goals and using time management as a tool to make the most or our time and efforts. Darrell will show several techniques used to take control of your schedule, as well as how to properly brainstorm both project and personal goals.

After all, time is a limited commodity that needs to be used for both personal and professional functionality! ■

Click here to register.

The February dinner meeting sponsor is **BigVisible Solutions**. See the ad on page 14. Free resume reviews will be available from 5:15 to 6:00 p.m., courtesy of **Technisource**. Arrive early for a good spot in line.

For a more awesome viewing experience, switch to full screen mode using these keystrokes: Windows: CTRL+L, Mac: Command+L. To exit full screen, use the same keystrokes or ESC.

2009 Board of Directors

Sylvan Finestone, PMP
Chair/President

Stephen June, PMP
Chair-Elect

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Director at Large

Francisco Avalos
Finance Director/Treasurer

Tariq Shaikh, PMP
IT Director

Lori Shapiro, PMP
Marketing Director

Thomas Cutting, PMP
Membership Director

Nora Goto, PMP
Operations Director

Derek Barraza, PMP
Programs Director

2010 Board of Governors

Stephen June, PMP
President

Derek Barraza, PMP
Vice President of Operations

Nora Goto, PMP
Vice President of Communications

Alvin Joseph, PMP
Vice President of Administration

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Vice President of Finance

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Sylvan Finestone, PMP
2009 Chair/President

Stephen June, PMP
2010 President

THE PRESIDENTS' COLUMN

It is with some regret that I acknowledge that this is the next to last column I will be writing as chair/president of PMI-OC. This is only a half column; Stephen June has written the other half.

At this point in my tenure, as I look back at the year, I realize that we would not be where we are today without the selfless contributions of a number of volunteers who should be recognized. Much as in an award acceptance speech, I will forget to mention people. I ask in advance that they forgive me for my oversights.

First and foremost, I have to acknowledge the superb support I received from the board of directors. Stephen June has done a terrific job as the chair-elect, especially with the IRS audit and the adoption of the new bylaws. Cornelius Fichtner was invaluable in the bylaws adoption, defining the job descriptions and addressing a myriad of other details as we moved to a strategic board. Derek Barraza oversaw our dinner meeting programs, the PMP® prep classes, advanced topic seminars, and our 20th anniversary gala. Thomas Cutting ensured that our membership has remained at 1,650 for two years. Lori Shapiro has done an excellent job with internal and external communications while serving as marketing director. Our operations director, Nora Goto consolidated all of our archives to Qtask. Our finances are in good shape and well reported by Francisco Avalos. Finally, the website has functioned flawlessly this year under the guidance of Tariq Shaikh.

There are also a number of second tier leaders who need to be recognized: Bernice Maldonado for Milestones, Tom Cumming for the PMP prep classes, Judith Berman for the advanced topic seminars, and Alvin Joseph for the dinner meetings. The list is truly endless, and I appreciate everything each and every one has done for the chapter this last year. You have made my life easier.

Sylvan Finestone, PMP

That said, the start of this new year with a new board and new bylaws promises even greater opportunities for chapter volunteers. To complete the vision that Sylvan has established in moving to a strategic board, it is imperative that the second tier of volunteers be encouraged, be properly trained, and be given the authority to handle the seemingly endless series of tactical decisions that occur on a daily basis for a chapter of our size.

My major emphasis for the next 12 months is to work with the board to fully develop this new leadership group. The board needs to ensure that all positions have accurate job descriptions (which should include indications of time commitments and levels and limits of responsibilities), have fully documented procedures manuals, have a position in the chapter's succession ladders, are fully trained, and have suitable back-up personnel to handle inevitable changes in staff.

This chapter has been phenomenally successful. As Sylvan mentioned at the January dinner meeting, we are one of the largest chapters in PMI®. We have won Chapter of the Year honors in previous years. The chapters of Region 7 look to Orange County for examples in executing top level programs, in maintaining tight fiscal control, and in encouraging our membership to participate in the chapter's growth. We are at a new juncture in our development as a chapter, where strategic leadership will be executed by the board and tactical management will be administered by second tier volunteers.

I look forward to working with the board. I especially look forward to working with the board's group of second tier volunteers to help develop and nurture this new generation of chapter leaders.

Stephen June, PMP

Lisa was asked, and accepted management of the 2009 election pf the 2010 board of governors with very little notice. She did a great job of interfacing with the election site vendor during the ballot creation process, reviewing the biographies, and election administration. Lisa was responsive and coordinated a team effort to create an outstanding election. Based on the comments from the election site, the election ran very smoothly and was well received. Lisa commented, "Working on the elections was a lot of fun. It didn't feel like work. We had a good time."

Lisa has been a PMI-OC member since November 2009. After joining, Lisa jumped right in and started working on the process management team, documenting PMI-OC activities. Lisa has also served on the operations team. When the election came along. she accepted the challenge.

"My experience at PMI-OC has been great. I'm looking forward to contributing more and volunteering more. I want to sharpen my project management skills and take on more technical projects in the future."

Encouraging others to volunteer, Lisa commented, "It does not take a lot of time. Five to ten hours per month is enough for some projects, with others taking ten to 15. You can meet a lot of great people, and it's a way to expand your network."

In her career, Lisa has the distinction of working on both the clinical and business side of health care. She is an underwriter for a health insurance brokerage firm during the week, and a home health care provider on weekends.

Lisa recently received her business degree from Pepperdine and is currently working on earning her PMP certification.

Ron Pukszta, PMP

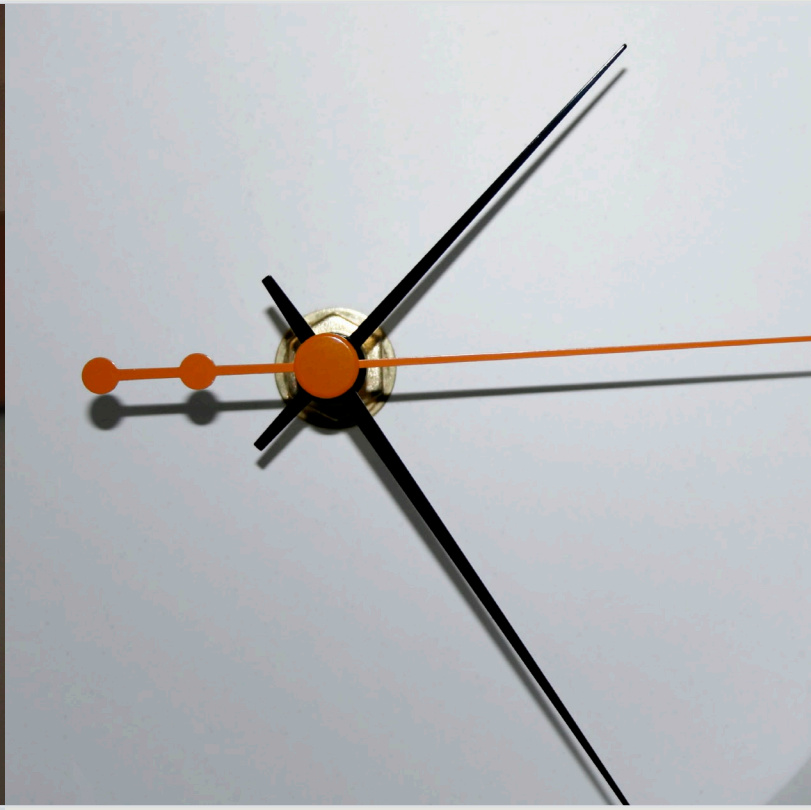
New Members

Dennis Accovelli
Gabriel Akisanmi
Sulaiman Alkhaldi
Vicki Andrews Barilla
R.G. Bellows
Philip Campa
Lang Cao
Khaki Chan
Jerry Cox
Jim Davis
Bhawna Dua
Joseph Eelkema
Ziad El Jack
Mary Fasang
Derwin Fritts
Juan Gonzalez
Arun Gopalakrishnan
John Holthaus
Hector Horn
Sharon Jewell
Vishal Kanga
Mark Kasprzak
Ashutosh Khunte
Esther Lee
Richard Lee
Alan LeMay
Jordan Marinov
Mario Martinez
Shahid Mashedy
Michael McLean
David Newell
Bryan Reamer
Ervin Riggs
Emad Rizkallah
Shannon Roberts
Sheik Shahabudeen
Erikka Thompson
Haribabu Vunnam
Fred Wilson

New PMPs

Sulaiman Alkhaldi
Anas Chaudry
Cristina Chira
Lani Cochrane
Roberta Hall
Fred Kilby
Nathan Le
James Pan
Bryan Reamer
Derek Roberts
Sheik Shahabudeen
Brooke Taylor
Valori Zaffino

TIME MANAGEMENT UNCOVERED



Dr. Steve Kaye presented the front part of a one-day workshop. It stimulated the audience to write down their questions and ask them later. The maximum value, as he assured us, was in the questions and answers after his slide presentation.

People often take a stochastic, or random, approach to life. At opportunity after opportunity, they make no decision, resulting in little or no progress toward life goals. The ideal path to a goal is a straight line in time. In reality, we end up off the track along the way, make corrections, try for the goal again, end up somewhere else, and encounter new goals more important than the original. In order for us to gain some control, Dr. Kaye laid out a "smorgasbord of possibilities" to help us better manage our time.

Time management is personal.
We either (1) set goals, (2) solve problems, puzzles, and projects, (3) follow instructions and make lists, or (4) imagine possibilities.

All of these do the same thing, just in different ways. All are valid ways to manage time. What we really want is to be better at it. That change will be personal.

Myth 7: Some people are destined to fail.
Fact: Some people are distracted by bad ideas. Dr. Kaye recommends the book *Words that Work* by Frank Luntz. Ask how you have limited yourself.

Myth 8: Failure is bad.
Fact: Failure is unavoidable. By choosing to do nothing, we are making a choice to avoid failure. Failure teaches us lessons.

Myth 1: We can control time.
Fact: We can only control our actions. Many people think of their big choices in life, but it is the micro-choices that make a difference. For example, the alarm goes off. You say to yourself, "Oh no, I woke up," and hit "snooze." The alarm goes off again…snooze…alarm… snooze...alarm. Forty minutes have passed, and now you only have time to grab a cold slide of pizza and eat it in the car on the free-way with all the other late people. You arrive at work, and all the parking spaces are taken, so you get to the office grumpy, with an upset stomach, a headache, and your fly open. Did you choose this? Yes! It is a consequence of your choice to sleep in.

Myth 2: Success is difficult.
Fact: Success is easier than failure. It is hard to be poor. We work so we can pay other people to do the yucky and mundane tasks for us.

Dr. Kaye built a goals organization that looks very much like a WBS with the tasks for the schedule at the bottom. When doing this, it helps to be aware of the types of goals: (1) achievement, (2) action, (3) layered or stretch (one, then three, then 10), (4) rate (one per month, then…), (5) limit (spend less than…), (6) exclusion (don't do where…), and (7) incredible.

The incredible goals can be very rewarding. For example, Barnes and Noble approached Dr. Kaye about creating eBook versions of his printed books in one month. He started with five books of poetry, then the non-poetry, then a collection of flower phtographs. By the deadline, he had completed ten eBooks. To make this intense work tolerable, he frequently took walks and ten minute "solitaire" breaks to rest his mind and come back fresh. Barnes and Noble still hasn't posted anything, but he achieved an incredible goal, and his excitement was palpable.

When it comes to time management, not only our time is at stake. We must respect other peoples' time by being punctual, speaking with a purpose, listening carefully, and working with a plan. When we waste other people's time, we do not show them respect, and will get none in return.

Myth 3: Successful people are lucky.
Fact: Successful people arrange for the good things to happen.

Myth 4: Hard work is the key to success.
Fact: It depends. If you are overworked, you are not productive.

Myth 5: Work harder by multitasking.
Fact: The human mind takes time to change its attention between items. It will favor one task over another and do both less than optimally. The idea that multitasking is productive has led to rudeness, such as talking to someone while you are doing something else. Give your task, including talking with someone, your full, undivided attention.

Myth 6: Procrastination is a matter of starting.
Fact: rocrastination is a matter of creating obstacles. Meetings without agendas are created for procrastination. They are designed so that nothing will happen, so no one has to make decisions. Making commitments, then saying you are too busy because of those commitments, is also setting obstacles.

An intense question and answer session followed. See next page.

Time Management Uncovered, *Continued*

Q. Are all of these new internet communication tools, like *Twitter* and *Facebook*, good or bad?

A. The key word is *tools*. Use them; don't let them use you. Empty your e-mail in-box every day. *LinkedIn* is good for business connections and to identify people. *Twitter* is garbage.

Q. Is it true that it doesn't matter how long or hard you work, but rather that you work smart?

A. Dr. Kaye agreed. Use common sense. When you wake up, choose what activities you will do for the day. Allocate blocks of time for each activity. Stick with the time limit, usually. For some things, don't set a limit.

Q. How do you get people to do things?

A. Pull things out of people, rather than pushing them. Be a vacuum to pull good things to you.

Q. Can't we multi-task?

A. If you multi-task, the sum of your effort will always be less than 100 percent. If you become immersed in a task while listening to music, you won't hear the music. This reminded one member that she uses repetitive music to help with coding. Dr. Kaye uses a particular upbeat wordless set of music to write his journal. When he hears that music, he becomes immersed in the journal task, like Pavlov's dog.

Q. Each day we prioritize and re-prioritize. What tools can we use?

A. Ask yourself, "If I could do only one thing today, what would it be? What can I do today that will bring the most reward?" It may be that resting is the most important thing that you do, so that you are more productive later.

Also, prioritize interruptions: (1) ask questions and listen; (2) if you can handle it quickly now, do it. Starting up again later takes more time, and (3) human needs are more important than anything else.

Sometimes be rigid with yourself, and set time limits; other times, give yourself unlimited time for a task. Each week, write a report of your accomplishments or progress for the week, and make a plan or set goals for the next week. Journaling helps assess how you are doing and make your next plans. Use discipline. Make yourself do it.

It has been said that there is no work/life balance, at least no correct or perfect one. There is always a choice about where you spend each hour. Is time management a series of trade-offs? Yes. The balance may swing from day to day.

Annemarie Belteu, PMP

PMI-OC Fellow

FRANK PARTH

The chapter is delighted to announce that **Frank Parth, PMP** has been named a PMI-OC Fellow. Frank Reynolds presented the award at the January meeting. Frank Parth was out of town at a PMI® Global event and joined us via the internet. Frank formally received his fellowship in January at a PMI board meeting in Philadelphia.

Frank Parth grew up professionally in the aerospace industry as an engineer, first with Texas Instruments and then with Martin-Marietta. He was involved in large, complex programs before he ever heard about project management.

Frank joined PMI and the chapter in 1994. In those days, normal meetings were attended by 25 to 35 members. In 1998 Frank gave a talk on Y2K project management and 60 people attended, a record number. He also gave a fascinating dinner presentation on the project aspects of decorating Rose Parade floats.

Frank was on the 2003 chapter board and founded the advanced topic seminars during his tenure. These highly sucessful seminars are a mainstay of our chapter's professional development and a source of continuing revenue, funding many of our other programs.

Frank joined Project Auditors after he left aerospace in 1993. He stopped actively managing it in 2000 when he become CTO for a dot-com. He returned to it when he sold the e-business, and has been running it ever since. Frank's best experience was developing an entire project management infrastructure for a company on the east coast. They've used that infrastructure to expand the company exponentially and grow faster than their competition.

Frank's plan for the future is to keep doing what he's doing. He says, "I'm having a lot of fun running my own company. People pay me to fly all over the world to help them. That's really cool; I'll do it as long as I can!"

Please join the board of directors in welcoming Frank Parth to the ranks of the PMI-OC Fellows!

President's Award

VINITA JHA TOM CUMMING

PMI-OC honored Vinita Jha and Tom Cumming with the President's Award, in recognition of the special service they have devoted to the chapter.

Vinita Jha was honored for highlighting past PMI-OC members who have been key to the chapter's growth and success during its 20 year history. At the end of 2008, PMI-OC requested ideas for *Milestones* articles to celebrate the 20 year anniversary.

Vinita suggested that focusing on one outstanding member every month, especially the chapter founders, would be a good way to celebrate and honor these individuals. Vinita stepped up to the challenge by finding our legacy chapter members and setting up interviews with each of them.

In January 2009, Vinita started the series by chronicling the 20 years of chapter history, highlighting key events. Then, through the next ten months, she interviewed eight members who have made the Orange County chapter what it is today. Vinita's interesting writing style documented each individual's story and recognized their contributions in the monthly editions of *Milestones*.

These stories, and our chapter's history, will now live on to tell future generations about how PMI-OC was started and the people who helped shape and build it to where it is today.

Vinita joined PMI-OC in 2006 and has participated on the marketing team since 2007. She has been writing for *Milestones* since early 2008.

She has two years of IT project management experience, working for the CIO of EverBank, one of the largest private banks in Florida. Vinita has recently switched careers and is now part of the editoral team at Lakeshore Learning Materials in Carson. Sh'es happy to be rediscovering her love of writing and editing.

Tom Cumming, PMP was the project manager for the chapter's hugely successful PMP® prep classes during 2009. In managing five classes in two locations, Tom ensured that the required facilities, coordinators, instructors, and materials were in place.

The behind the scenes work communicating with instructors, filling classroom slots, coordinating with potential and enrolled students, and making sure all materials and supplies were on hand was performed incredibly well.

In 2009, we had the challenge of re-training the instructors with the material from the *PMBOK® Guide–Fourth Edition*, another task that Tom handled seamlessly.

Under Tom's leadership, we had the largest number of students ever enrolled in the PMP prep clas. We also had the highest percentage of successful students in the history of the program.

Tom is very thankful to all of the volunteers at PMI-OC and all of the instructors who so graciously gave of their time and expertise. Tom says that the professionalism and "can do" attitude of everyone helped tremendously in making the programs a success.

Congratulations and many thanks to Vinita and Tom for these outstanding accomplishments, well deserving of the President's Award!

Anita Arvizu

State of the Chapter

AT THE JANUARY DINNER MEETING

I presented the annual State of the Chapter report to the membership.

Our annual survey shows that member value remains consistent with the previous year. We attained the goals that we set at the beginning of the year by completing our survey, expanding external collaboration, and making desired changes in our governance model.

The chapter is financially strong. Our leadership is in place with continuity, while we are addressing the needs of our future leaders. Finally, we have strong relationships with both Region 7 and the PMI® Global Operating Committee (GOC).

Our annual membership survey revealed that the four top needs of our membership are (1) networking, (2) professional development and training, (3) certification, and (4) PDUs and certification retention. These findings are consistent with the goals and objectives the board had set in early 2009, validating that we have met our key objectives. The survey also indicated that in a year-to-year comparison with 2008, the membership reported that we had improved our networking opportunities, new tools and techniques training offerings, and PDU opportunities.

We looked back over the year and recognized the following results. We trained over 140 students at the PMP® prep classes; our advanced topic seminars were filled to capacity; our communications through *Milestones* and the *eNewsletter* improved. A number of our alumnae are making contributions to PMI at the GOC level.

We passed an IRS audit of our tax exempt status. We changed our nomination process, giving the membership a true choice among a number of candidates. Volunteer recognition remained strong with our Volunteer of the Month, Volunteer of the Year, and President's Awards. We selected Behr Process Corporation as the recipient of the PMI-OC Project of the Year; and we increased the amount of the Lopinsky Scholarship to $3,000.

At the same time, we recognize that there are ongoing concerns. Our dinner meeting attendance is waning, and our advertising revenue is not all that it could be. We are going to reassess our dinner meeting location; we will negotiate a new contract in March; and we may change venues. Financially, we are very strong. Our balance sheet equity has increased by $56,000 this year. Our income was at, or above, expectations in every area except marketing.

Our PMP prep classes far exceeded the prior year's expectations because of multiple locations and the impact of the new *PMBOK®* on the PMP exam. We did not experience the membership decline that has hit so many other chapters, although we did not grow either. We tightly controlled our expenses. We do have one unrealized impact; we have not yet received the accountant's charges for the IRS audit preparation and participation.

We made significant changes to our governance model. We reduced the number of voting members on the board of governors from nine to six, removing the chair-elect, and membership, marketing, and IT directors from the board. As it currently stands, the board of governors has a president and vice presidents of operations, communications, strategic planning, finance, and administration and will expand the duties of the second and third tier volunteers.

In this model, the board will be a strategic entity overseeing the tactical decisions that will be made at the lower levels. This new model will create challenges for the next board. They will need to maintain program continuity as the governance structure changes. They will be asked to oversee the redistribution of duties among the new organization. They will have to select and maintain effective second and third tier leadership, while dealing with the necessary process documentation.

In summary, the current board has built a platform that can propel the chapter forward to new heights.

Sylvan Finestone, PMP
2009 PMI-OC Chair/President

Click here for the complete State of the Chapter presentation.

AT THE JANUARY DINNER MEETING

On page 10, left to right:

Resume reviews by Technisource

After dinner socializing with Steve Kaye and networking with each other

Ambassador Elsie Mustaller explains the name tag dot system.

Socializing and networking after dinner

Anita Arvizu and Vinita Jha compare notes for their *Milestones* articles.

2009 Marketing Director Lori Shapiro raffles off a T-shirt, as 2010 VP of Administration Alvin Joseph looks on.

New PMPs:
S. Sheik Shahabudeen
Fred Kilby
Cristina Roxanna Chira
Jay Anderson

Board Members and Volunteers:

2010 VP of Finance Tariq Shaikh

2009 Marketing Director Lori Shapiro

2010 VP of Communications Nora Goto

2009 Finance Director Francisco Avalos

Key Volunteer D'Shone Swiney

This page, top to bottom

Frank Reynolds and his raffle prize, a Case Crown iPhone case

Ted Collins and his raffle prize, a Case Crown iPhone case

Lori Shapiro presents raffle prize to Catherine Ford.

The Agilista

Donna A. Reed
Your PMI®
Agile Community of Practice Rep

Agile Has Overtaken Waterfall!

2010 is an exciting year for us all. Many of the predictions and trends being talked about report Agile has overtaken the traditional waterfall method of managing projects. There is not just "one way" to be Agile … let me help you learn how.

Sneak peek from *2010 Project Management Trends*

It is not surprising that many 2010 trends are maturing the world of project management as we know it today. Just as businesses must be flexible with market conditions, project management professionals and organizations must also adapt accordingly.

Executives are demanding "predictability" in projects and customers and need valuable deliverables produced quicker. Agile and lean processes will become the norm, rather than the exception, in projects during 2010.

Training is needed. Without proper training on how to do Agile, a concern will continue to grow regarding project managers' ability to deal with the new Agile world.

Full article at **http://www.donnaareed.com/2010-trends**

Upcoming Webinars: http://ow.ly/Lqt2

Feb 3	**Program Management at Microsoft**	1 PDU
Feb 9	**How to Create a Team Operating Agreement**	2 PDUs
Feb 19	**How to Create an Agile Iteration Plan**	1.5 PDUs
Mar 17	**How to Optimize Virtual Team Meetings**	2 PDUs
Apr 21	**Leading a Virtual Team: Rules are Different**	2 PDUs

New Webinar Recordings: http://ow.ly/Lquf

An Agile Process for Prioritizing Features	1.5 PDUs
Selling Agile to Management, the Business, and Your Team	1 PDU
Improve Virtual Team Communication with Behavior Cues	2 PDUs
When to Use Agile in a Waterfall Enterprise	1 PDU
Select and Manage the Best Life Cycle for Your Project, Team, and Solution	1 PDU

Agile Websites

Resources (white papers, books, websites)

PMI Agile Knowledge

PMI Members Only

Subscribe to ***The Agilista PM*** weekly newsletter

Questions: E-mail **agile@pmi-oc.org**

January 20 PMI-OC Orientation Meeting Review

It was a cold, bleak January night. The wind was howling; the sky was dark; and the relentless rain was beating down on the already drenched pavement. No, this is not the beginning of a Stephen King novel, but a description of the eve of the PMI-OC orientation meeting. Despite the poor weather, the highly motivated members, most of them new to PMI® and the Orange County chapter, braved the elements to attend. To them, this was a new beginning to the next chapter in their career development. On behalf of the board of directors, I congratulate all new members, new PMPs, and especially those who took the time to attend the event. I'm hoping they found it informative and worthwhile.

As usual, the orientation meeting was held at the UCI Learning Center in Orange near "The Block" shopping center. We had over 47 registrations; however, only 22 actually attended, creating a more intimate setting. We encourage those who register to either attend, or cancel. We need an accurate head count to order food and drinks.

The main objective of the meeting is to inform members about PMI and PMI-OC benefits, including PMP preparation, PDUs, volunteer opportunities, and social networking. In addition, the meetings present an overview of the chapter.

Thomas Cutting, our 2009 membership director, welcomed everyone to the meeting and was our primary speaker. He stated the purpose of PMI-OC: to provide members quality professional development and networking opportunities. Thomas also described the roles and responsibilities of our 2010 board of governors, and discussed the benefits of volunteering for the chapter, emphasizing why this organization depends on volunteer involvement to run as well as it does. Thomas also talked about our "dot" system and how connecting the dots can improve communications between those in transition, new members, first time meeting attendees, and those with employment opportunities.

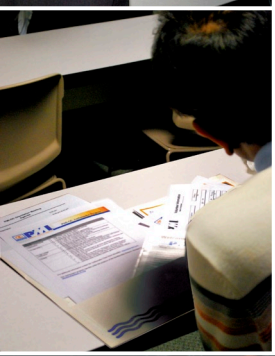
Jeff Bennett, our new volunteer coordinator, explained how to become a volunteer and the current opportunities available to members.

Janice Preston finished the meeting with a very informative discussion on networking. Janice offered techniques for honing your networking skills and stressed how critical it is, especially in today's climate, to perfect these skills. She gave several tips on how to perform your 30 second commercial, develop and use business cards, and how to meet and greet a group of people, as well as individuals with specific influences. Tips on resume writing are always appreciated from Janice, as well as ways to get in front of a hiring manager.

The meeting was concluded with questions and answers of all types with ample opportunity for members to speak one-on-one with each other, directors, and membership staff.

The next meeting will be at the same place on Wednesday, March 24, at 6:00 p.m. Food and soft drinks will be served, and parking is always free. The event location is easy to find by following the directions on the PMI-OC website and in the column on the next page. Thanks to Grace Wu for coordinating this event.

Joe Paradiso PMP
Membership Committee Chair



Top center:
2009 Marketing Director
Lori Shapiro
Grace Wu
Farid Mohabbat
2009 Membership Director
Thomas Cutting
2010 Vice President of Communications
Nora Goto
Membership Committee Chair
Joe Paradiso
Volunteer Coordinator
Jeff Bennett

Top right:
Thomas Cutting

Left side:
Janice Preston

Next PMI-OC Orientation Meeting March 24, 2010

Welcome to Project Management Insitute-Orange County Chapter.

You have taken the first step toward managing your professional career network and developing relationships with local, knowledgeable project managers and like-minded professionals. You are invited to join the PMI-OC Orientation Meeting.

Meet the PMI-OC Board of Governors, your fellow members, and volunteers. We will present the value added benefits, professional development opportunities, and programs that PMI-OC offers to its members. The number one benefit of your membership in PMI-OC is the vast pool of individuals to network with.

When:
Wednesday, March 24, 2010
6:00 p.m. to 8:30 p.m.
Registration will begin and food will be served at 6:00 p.m.
Program starts at 6:30 p.m.

Where:
UCI Learning Center, Orange
200 South Manchester Avenue
(Corner of Chapman and Manchester)
Orange, CA 92868
Click here for map.

Cost:
None. Parking is FREE.
After 6:00 p.m., you can park in any non-handicap space. Check in with the guard.

Register:
Please register early.
Space is limited.

Questions:
membership@pmi-oc.org

Sample PMP® Exam Questions

These questions are based on the *PMBOK® Guide–Fourth Edition.*
Answers are on page 17.

1. The risk register is an input to all the risk management processes except:
   a. identify risks and monitor and control risk responses.
   b. identify risks and perform quantitative analysis.
   c. plan risk management and identify risks.
   d. plan risk responses and perform qualitative analysis.
2. Project management is accomplished through the_____ of the project management processes.
   a. authority and control
   b. application and integration
   c. delegation and administration
   d. plans and information sharing
3. Progressive elaboration is
   a. developing in steps and continuing by increments.
   b. gold plating.
   c. scope creep.
   d. continually increasing the project scope.
4. You are the project manager on a large government contract. You had procured a major component of the project due to lack of expertise within your existing project team. Once the component has been delivered, you communicate to the contract administrator that the product is acceptable. The contract administrator will most likely:
   a. cancel the contract.
   b. send out an invoice.
   c. provide the seller with formal written notice that the deliverables have been accepted.
   d. perform a procurement audit.

Scholarship Available

Each year, PMI-OC sponsors a $3,000 **Charles Lopinsky Memorial Scholarship**, which is awarded through the PMI® Educational Foundation. This scholarship is open to students who are Orange County residents and are pursuing an undergraduate or advanced degree in project management.

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Competitive scholarships are based on academic performance, co-curricular, and extra-curricular activities.

June 10, 2010 is the application deadline for this scholarship.
For more information, go to:
www.pmi.org/pmief/scholarship/scholarship-lopinsky.asp

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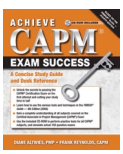

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ADVANCED TOPIC SEMINARS

February 6, 2010

IT Offshore Development Management: A Project Manager's Perspective

Presented by David Jones

Presentation topics will include: determining which projects to offshore, common problems associated with offshoring projects, selecting an offshore partner, a framework for managing offshore projects, managing a global team, and cultural differences from multiple countries.

An example of cultural differences from multiple countries is body language and how it can be interpreted differently. Participants will work together and independently on exercises to apply the information learned in this session.

David Jones is the vice president of professional services for Alvand Solutions and has over 20 years experience implementing, supporting, developing, and managing IT projects. He has experience as a member of an offshore development team and has managed multiple offshore development teams. David has successfully implemented projects for numerous large corporations in the financial services and retail industries.

Where: Keller Graduate School of Management
880 Kilroy Airport Way, Room 228, Long Beach, CA 90806

PDUs: There are four PDUs for this event.

When: Saturday, February 6, 2010, 8:00 a.m. to 12:00 p.m. **Click here to register.**

Cost: In advance: $45 members, $50 non-members
At the door: $60 for both members and non-members

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Coming Events

February 6 Advanced Topic

David Jones
IT Offshore Development Management
A Project Manager's Perspective
See column at left.
Click here to register.

February 9 Dinner Meeting

Darrell Gardner
Time Management for the PM
See pages 1 and 18..
Click here to register.

February 17 Get Motivated!

Business Conference
Honda Center, Anaheim
Click here for more information.
Click here to register.

March 24 PMI-OC Orientation

See page 13.

Answers to PMP® Questions

From page 13

1. **c. Plan risk management and identify risks.**
   Chapter 22, Risk Management (Framework), Table 11-1
2. **b. Application and integration**
   Chapter 1, Section 1.3 (Framework)
3. **a. Developing in steps and continuing by increments.**
   Chapter 1, Section 1.3 (Framework)
   Choice b, gold plating, is giving more to the customer than expected. Choice c, scope creep, is the increase of scope beyond the original project charter. Choice d, progressive elaboration does not mean that project costs will increase.
4. **c. Provide the seller with formal written notice that the deliverables have been accepted.**
   Chapter 12, Section 12.4.3.1 Procurement Management (Closing)
   Choice a, cancelling the contract, is different than closing the contract. Choice b, invoicing, will be performed based on payment schedules that have been structured in the contract. It is not necessary for an invoice to ALWAYS be sent out. Choice d, procurement audits are a tool and technique of close procurements.

Sample exam questions submitted by
Diane Altwies, PMP
Core Performance Concepts, Inc.

PMI Orange County MILESTONES
February 2010, Volume 22, Number 2

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PMI-OC Dinner Meeting

Tuesday, February 9, 2010

Program: **Time Management for the Project Manager**
Darrell Gardner
Click here to register.

Location: **Wyndham Orange County Hotel**
3350 Avenue of the Arts
Costa Mesa, CA 92626

Schedule: 5:15 -6:00 p.m. Free resume reviews, courtesy of **Technisource**, for members in transition
Please arrive early for a good spot in line.

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Make your reservation by 10:00 p.m. on Monday, February 8 for the “in advance” price. Reservations made after this time will be charged the “at the door” price.

If you are unable to attend, please cancel your reservation two days before the event at www.pmi-oc.org. Anyone who cancels their reservation after 10:00 p.m. on Sunday, February 7, or anyone who makes a reservation and does not attend, will not receive any refunds.

PMI ORANGE COUNTY CHAPTER

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