



# MAXIMUM FLOAT

## Michigan Capital Area Chapter Newsletter

Volume IX, Issue IV January 2008



### ***Program Meeting Announcement***

**Tuesday, January 15, 2008**

Program Meeting at 6:00 PM  
Clarion Hotel and Conference Center  
3600 Dunckel Drive, Lansing, MI

**Dinner Speaker: Dr. David Hultgren**

**Topic:**

**" It's Not How You Do the Work,  
It's How You Do the Work Together "**

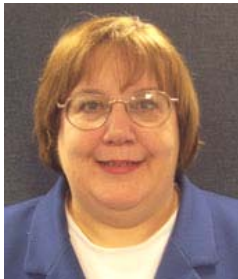
To Register go to : <http://www.pmi-mcac.org/>  
And use the Monthly Program Meeting Link

Special Reduced Rate for Only Attending Speaker Portion of Meeting  
at 7:00 PM

See the above link for details!

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## Message from the President

**Amy J. Piper, Ph.D, PMP**

Happy New Year! I hope you all enjoyed the holidays and are ready for a productive new year! As we enter the New Year, we often make resolutions and create new goals. I'll take this opportunity to urge you to consider running for the Michigan Capital Area Chapter Board. The Board elections are in May. The positions that will be open are: Chapter President (this position opens annually), Vice President of Professional Development, Vice President of Programs, Vice President of Logistics and Vice President of Communications. The other positions open in May 2009. It may seem early to begin thinking about this; however, if you are considering this goal, you may want to attend one of our Board meetings in the coming months to help make your decision. It will give you an opportunity to see the Board in action!

Even if you are not considering running for a Board position, keep in mind that our Board meetings are open to our members. Feel free to attend one!

I'd like to welcome Sam Roberts as our new VP of Programs. He is going to complete David Smith's term, who left the area to take a new position in Detroit. Welcome Sam!

Our next Professional Development Day will be **Monday, October 13th, 2008** at the Sheraton in Lansing, Michigan. More news to come!

### PMI Michigan Capital Area Chapter Officers

**President**

Amy Piper, PhD, PMP  
President@pmi-mcac.org

**Past President**

John LeTourneau, PMP  
pastpresident@pmi-mcac.org

**VP Membership**

**John Oldham, PMP**  
membership@pmi-mcac.org

**VP Finance**

**Alireza Namvar, MBA, PMP**  
Finance@pmi-mcac.org

**VP Communications**

Amita Das, PMP  
Communications@pmi-mcac.org

**VP Professional Development**

Marjorie Greer McIntyre, PMP  
ProfessionalDevelopment@pmi-mcac.org

**VP Programs**

Sam Roberts, PMP  
Programs@pmi-mcac.org

**VP Publicity**

Charlie Kidd, MA, PMP  
Publicity@pmi-mcac.org

**VP Logistics**

Pamela R. Sawatzki, PMP  
Logistics@pmi-mcac.org

**VP Outreach**

Arun Sampath, PMP  
Outreach@pmi-mcac.org

**VP Special Projects**

**Karl A. Meier**  
Specialprojects@pmi-mcac.org

*Vice Presidents Reports continued on page 3*



## ***Vice President – Logistics***

**Pam Sawatzki, PMP**

Happy New Year! As we begin a new year it is a good time for all the of the members of the Michigan Capital Area Chapter of PMI to start thinking about networking with others in the chapter and also how they are going to accrue their PDU's to maintain their PMP. A wonderful way to do that and to enjoy a good meal would be to attend the upcoming PMI meeting on Tuesday, January 15, 2008 at the Lansing Clarion Hotel. Visit our website and register for this event today!

## ***Vice President – Professional Development***

**Marjorie Greer McIntyre, PMP**

Happy New Year! What a great way to begin the new year - professional development activities are abounding! The PMI-MCAC successfully kicked off our first PMP Exam Prep Study Group on 11/27/2007 and has facilitated two Group sessions to-date. We are very excited with the number of individuals showing an interest in obtaining their PMP credentials. Our Group currently consists of a total of 12 members and two facilitators; Sam Roberts, VP Communications, and Marjorie Greer McIntyre, VP Professional Development. The Group participants meet on a biweekly basis for a total of 2 hours. Our first session of the year was held on 1/3/2008 and was enriched by the synergy of knowledge of our members. This venue is a catalyst for interactive learning and networking for all involved. We will keep you posted on our progress. During the interim, stay tuned for more professional development activities coming this year.

If you are interested in participating on a planning committee for upcoming professional development activities, please contact me. Your assistance is welcomed and would be greatly appreciated. Don't forget...the PMI-MCAC Library has study materials for your use. These materials range from audio tapes, test simulations, and study guides. Contact me to reserve your selection today.

## ***Vice President – Special Projects***

**Karl Meier**

### **PM Eye on Randy Jobski**



Randy works for EDS and is a Programme Manager deploying application productivity tools such as configuration management, requirements management, etc., for the EDS GM account. Randy attends our monthly meetings to continue to learn and reinforce his Project Management skills, and to network with his peers in the Lansing area.

Randy is a regular at our monthly meetings, so if you attend as well, you will know Randy. If not, please take a minute to introduce yourself to him at our next meeting.

*Vice Presidents Reports continued on page 4*



## ***Vice President – Finance***

**Alireza Namvar, MBA, PMP**

Happy New Year everyone! We look forward to having another outstanding year in the history of Capital Area Chapter with various programs and events.

### **Michigan Capital Area Chapter PMI Balance Sheet As of December 31, 2007**

Assets	
Current Assets – Checking/Savings	\$25,791.65
Total Assets	<b>\$25,791.65</b>
Liabilities & Equity	
Liabilities	\$0
Equity	
Retained Earnings	\$30,754.55
Net Income	(\$4,962.90)
Total Equity	<b>\$25,791.65</b>
Total Liabilities and Equity	<b><u>\$25,791.65</u></b>

The above Balance Sheet is generated from the Chapter's accounting system and does not suggest audited information.

If you have any questions regarding the finances of the Chapter, please feel free to contact me at any time.

## ***Vice President – Membership***

**John Oldham, PMP**

I would like to take this opportunity to welcome the following members... New to the Chapter since our November meeting:

**Nitin Kundeshwar**

**John Anthony Resotko**

The following Chapter members have recently attained their Project Management Professional (PMP) certification:

**Mr. Ryan W Brookes, PMP**

**Dr. Suzette S. Compton, PMP**

**Mr. Alexis D Kinter, P.E., PMP**

**Ms. Teresa J. Knapp, PMP**

**Mr. Scott W Nemeth, PMP**

**Mr. Michael K Peasley, PMP**

Please join me in congratulating our newest PMPs!

***Vice President Reports continued on Page 5***



The Michigan Capital Area Chapter includes 141 PMPs in the 200 total membership count.

I am looking forward to seeing you during our next Chapter Program Meeting on Tuesday, January 15<sup>th</sup>.

## Vice President – Outreach

**Arun Sampath, PMP**

Happy New Year! I am hoping that all of you had a fulfilling 2007 and are looking forward to an even more exiting 2008. During this first newsletter for 2008, I wanted to share with all the members my vision for the outreach program. During 2007 we had identified the path we wanted to take for our outreach initiative i.e. targeting educational institutions. In 2008, we want to walk down that path and target at least 3 educational institutions with the intent to promote the concepts of Project Management and PMI. Ideally this would include at least one high school and one university/college in the mix. As always, we are looking for volunteers to help support this initiative and other initiatives within the chapter. If you are interested, I would urge you to take that step and make a commitment of few hours a month. I can be contacted through email at outreach@pmi-mcac.org.

## Project Management Corner

### Contracts 301 – Introduction and Types of Contracts

**Arun Sampath, PMP**

**Abstract:** This is the third installment of a three part series intended to educate Project Managers on contracts. The first part provides an overview of why knowing about contracts are essential for project managers and some of the common types of contract.

During Part 1 and Part 2 of this series we looked at various common types of contracts and how to select the type of contract. In this concluding part we will address what are the basic ingredients of a contract and some key terms. It should be noted that all contracts are different and the information presented is only a guide.

- |   |                             |
|---|-----------------------------|
| -Title  | - Penalty/ Incentive        |
| - Scope of Work, Schedule, Roles and Responsibility | - Insurance / bonds         |
| - Compensation terms                                | - Sub contractor Approval   |
| - Acceptance criteria                               | - Change Request process    |
| - Warranty & Product Support                        | - Termination & arbitration |

While some of these items are self explanatory others need some discussion.

**Title:** Title of the contract typically contains details of the two parties that are executing the contract.

**Scope of work:** This is the section of the contract that deals with the technical aspects of the task. The scope of work should be as clear and detailed as possible. Its encouraged to have at least the following aspects outlined in the scope section in addition to details of the tasks to be performed – length of the project, major and minor deliverables and lists format, list of  
*continued on page 6*



assumptions and exclusions, performance monitoring method to be used, and final acceptance criteria.

**Compensation terms:** This section ties to the type of contract discussed in Part 1 and 2 of this series. Other items to consider including in the contract is invoicing cycle, payment duration and contingency (who owns it and how it will be used). It will also serve owners well to have measurable points and link them to compensation. This will insure that they do not payout more than what they are getting.

Some contracts include a penalty and incentive clause as part of this section to motivate the contractor to meet or exceed the schedule or budget.

**Warranty:** While this depends on the scope of work, it will be prudent to have some level of assurance on the quality of service provided. The terms of the warranty needs to be studied and understood well before executing the contract.

**Change Order:** Change orders are a reality of almost every job. The process for submitting one and approving should be well defined.

Some common areas of contention in a contract management process are as follows.

- 1) Contingency – what tasks shall be performed using contingency funds and who owns those funds.
- 2) Errors and Omissions – who and how will they be addressed and paid for.
- 3) Side product of the service- if any templates or tool is developed in the process of executing the contract who owns the intellectual property on that. Note: “Work for Hire” is a common term used in the contract to address this issue. This term in short means that all items developed during the process of meeting the scope of work belongs to the owner.

About the Author: The author, Arun Sampath PMP, is a Senior Project Manager at Emergent BioDefense Operations, Lansing. He has been involved in negotiating contracts for over five years. He is NOT a lawyer. Arun can be reached at [outreach@pmi-mcac.org](mailto:outreach@pmi-mcac.org).

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Published Monthly prior to Chapter Meetings

Charlie Kidd	Managing Editor	Amy Piper	Contributor
Pam Sawatzki	Contributor	John Oldham	Contributor
Karl Meier	Contributor	John LeTourneau	Contributor
Arun Sampath	Contributor		
Marjorie Greer		Alireza Namvar	Contributor
<b>McIntyre</b>	Contributor		

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## ***Monthly Program Meeting Information***

The MCAC Chapter Program Meetings are held at the Clarion Hotel and Conference Center, 3600 Dunckel Drive, Lansing, MI 48910

MCAC Chapter Program Meetings are held on the third Tuesday of each month, September through May, excluding December. Bonus Programs are often held prior to the Program Meeting (normally from 5:15 to 6:00). The Main Program begins at 7:00 PM. Please go to <http://www.pmi-mcac.org> to registration and for additional information.

**Costs:** \$25 for members and \$30 for non-members which includes dinner. A presentation-only option is available to members for \$10 and non-members for \$15. Anyone who does not register in advance will be charged an additional \$5 at the door. If you are not pre-registered, we may be unable to accommodate you due to restaurant limitations