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Project Management Institute  
Michigan Capital Area Chapter

# MAXIMUM FLOAT

Michigan Capital Area Chapter Newsletter

Volume III, Issue 6

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www.pmi.org/chap/mcapmi

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## Message from the President

Rick Cummings

I wish to start off with a reminder that elections are coming up in May and we always need volunteers for the board positions becoming vacant. If you know someone who would be a valuable asset on the Michigan Capital Area Chapter Board, please forward your nomination to any of the Board Members or to me. We will follow up with that nomination to ensure they wish to be placed on the ballot. To reiterate the positions available for election in May: President, Vice President Programs, Vice President Professional Development, Vice President Communications and Vice President Logistics. For a list of duties, please refer to the Chapter By-laws, which can be found on the MCA web site. OR call and discuss the position directly with the incumbent officer.

CALL FOR PAPERS.....no, I'm not asking for conference white papers..... but I'm looking for PMP's who have placed their old study material back in the corner for "future reference". We have numerous individuals who are looking for exam prep material and the chapter has only a limited supply of this material for checkout. Although we are considering purchasing additional copies when budget and strategic planning is complete and approved by the Board, we can always use any additional information you may wish to donate or lend. If you have any material for preparing for the PMP exam, please consider donating to the Michigan Capital Area Chapter. We will ensure that it is put to good use and I'm sure other non PMP members will appreciate your gracious contribution!

Remember, our next Dinner Meeting will be held on March 19<sup>th</sup> at the Holiday Inn South in Lansing. Presentations include: David Szary , Founder of the Recruiter Academy Topic: Seeking Employment in a "Bear" Market and Mr. William Kerr from Keane, Topic: Risk Management.

Hope to see you at the meeting!

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# *Professional Development News*

Viji Jayaraman

We are offering a PMP prep class this May for those of you who are working hard to take the exam this year. The class will be taught by two members of our organization: Amy Piper and Brian Jennings. They both have extensive PM and teaching experience. The class will be offered on two consecutive Saturdays – May 4 and May 11 from 9:00 AM to 5 PM at:

3001 Coolidge Road  
East Lansing, MI 48823  
4<sup>th</sup> floor, PTD/Lansing Computer Institute

This course will review the material that is covered by the PMI certification exam and help students determine their readiness to take the exam. Students are expected to have already spent time studying for the exam. A sample exam will be included as part of the course.

## **Cost of this class:**

**\$50.00** for Project Management Institute Members

**\$75.00** for Non-Members of the Project Management Institute

Reservations and payment are due by **Friday, April 12, 2002!**

The reservation form is on our website.

We are looking for a few PMP's to help the instructors. These volunteers will help students with exercises during the class. If you are interested in volunteering 3 to 4 hours, please contact Amy Piper at amy.piper@eds.com.

Obtaining PDU's for the dinner meeting is very simple. After the dinner meeting we post information on our website giving the official number to use for registration of PDU's. We also provide this information at the registration table before the dinner meeting. **If you are interested in obtaining PDU's, please ask the volunteer at the registration table for the information.**

## *Membership News*

Maureen Myers, PMP

As of the end of February, the Michigan Capital Area Chapter has 202 members. We'd like to extend a warm welcome to our members who have joined in February!

### **Our newest members include:**

Timothy Carey, EDS, John LeTourneau, Michigan State University, Sandra Parker, Dow Chemical Company and Jacqueline Trammell, TRW

### **Congratulations to:**

The Board would like to take this opportunity to congratulate our new PMPs. John Dullock, EDS; Marsha Fenton, Dewpoint, Inc.; William Howard, EDS; Pamela Sawatzki, EDS; and Jonathan Walton. (This is the latest information available. We will continue to provide information on those hard working individuals who attain the PMP as we receive it.)

## *Notice*

**Our Chapter's listserv is self-subscribing.** If you would like to receive email-generated announcements regarding chapter activities, you will need to make sure you are subscribed to the Chapter listserv. To sign up as a new subscriber, or if your email address changes, you need to go to the listserv website (<http://listserv.michigan.gov/listserv/subscribe.html>) and select **PMI-Members**. Questions should be directed to Kristen Mullaney, VP Communications at [mullaneyk@michigan.gov](mailto:mullaneyk@michigan.gov).

## ***Notes From the Outside Looking in...***

By Judy Walsh

(Warming thoughts on leaving your mark.)

Our environment is constantly growing and changing. The field in which you work may be growing faster than you think you can handle or you may be growing faster than your field. But, we know overall change is running faster each day.

Looking at our projects from the outside, our project management ability is best focused in the move of the project team through the change. It is in steps and processes to a successful project that the strength of the PMI standards in each organization is developed. We can ask for input and co-work the change with our management. Use what works this time and work toward more improvement on the next.

The co-workers and team players in our projects may be well informed on project management or they may just have their first taste from your introduction of PM to them. We should leave them with more than a sweet and sour taste.

According to a management interview, our ability to relate the field practice to the lay person, is where we will see the results of growth the most. It is not in the individual projects that we run, but in the overall examples that the project will show others from the outside. Our project management positions will assist in the change of our environment; a change that we can make for the better.

### ***Advanced Project Management Tools and Methods Workshop***

The Project Management Institutes Michigan Thumb Chapter will be hosting a Professional Development Workshop with Pete Hasek, PMP, on Saturday, April 27th, 2002. This half-day workshop will focus on integrated project management. The workshop takes a hands-on approach to exploring the relationship between Scope, Work Breakdown Structure, Organizational Breakdown Structure, Cost Accounts, Schedules, and Earned Value.

This is intended as an awareness workshop that explains why these Project Management tools are structured the way they are, the relationship between these tools, and the business benefits derived from that structure.

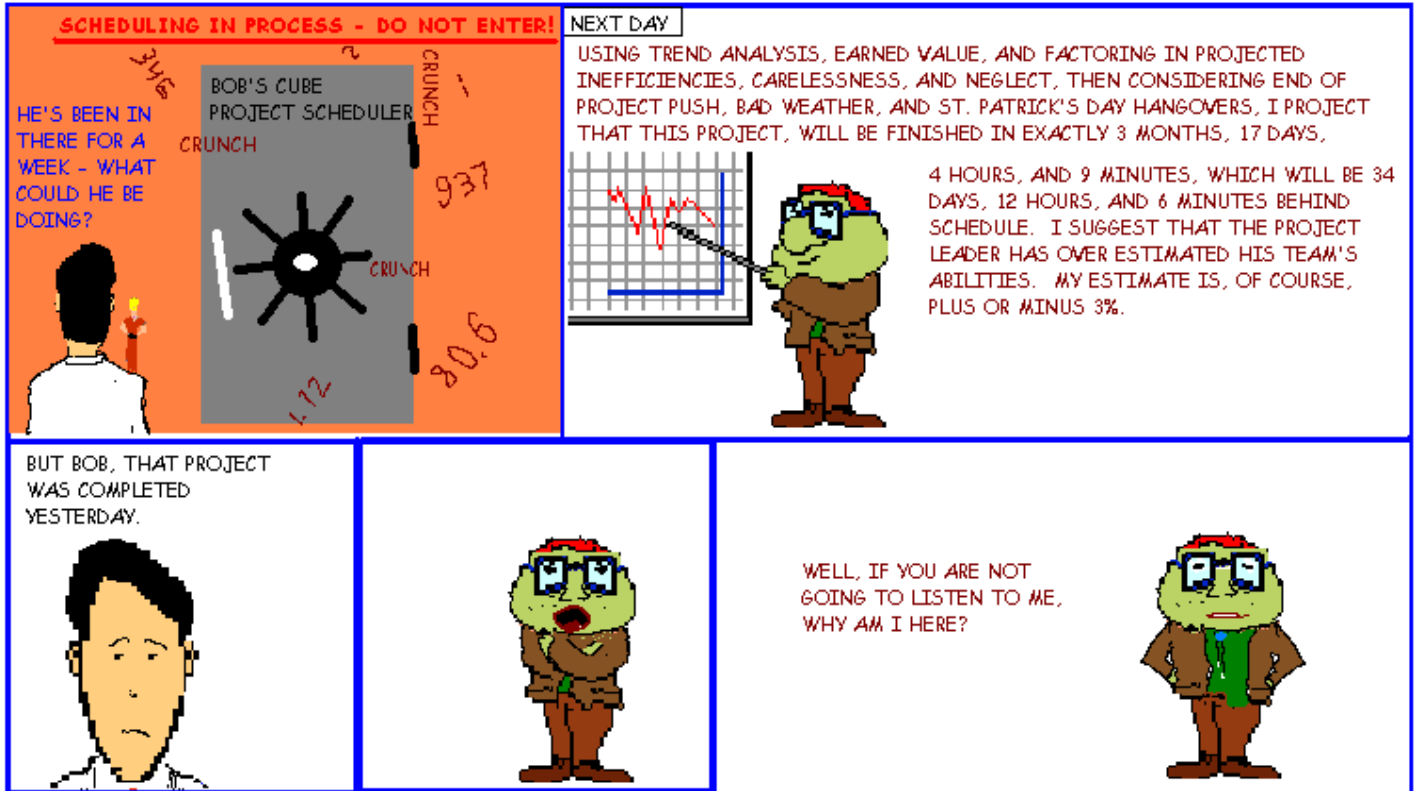
Prerequisite for participants is knowledge of or exposure to each of the aforementioned tools and concepts. The intent is to explore the relationship between them, not explain each one in detail. Exercises include:

- Identifying deliverables in a scope statement.
- Creating the WBS.
- Creating the OBS.
- Creating the Cost Accounts.
- Assessing project status using Earned Value Metrics.

The workshop will contrast a product-driven approach to a process-driven approach. Those who attend the workshop will learn how to:

- Integrate project management tools in a comprehensive way.
- Increase individual project management skills.
- Integrate earned value into their company business processes.
- Enable enterprise project management using Earned Value Management Systems concepts.

**This event is being co-sponsored by the Michigan Capital Area PMI Chapter. Take advantage of PMI member pricing!**



*Dear Maxine,*

I've seen in your column that you recommend having a communication plan for projects. Some of the folks in my department often say they don't know what's going on with projects I'm working on. Should a project communication plan include those who are not working in the project?

Wondering in Williamston

Dear Wondering,

As PMI says, 90% of project management is communication. A communication plan makes you think about all of the stakeholders in a project and plan the method, message and timing for communicating with them.

There are usually at least three levels of message or content in every project. The first, the detail level that you use to communicate with those involved in the project at the task or activity level. These people need to understand the details and what is expected from them as deliverables. The second level is usually made up of a summary of activities and the milestones in the project, as well as ongoing major issues and goal revisions. This level of detail is used to communicate to the key stakeholders in the project, which usually includes sponsors, executives and other managers that are tied to the project in some way. The third level is the general level which contains information about the goals of the project, how the project is been progressing, and what will happen next. This level is used to communicate those who are not directly involved in the project, but who are stakeholders non-the less. These folks usually are others in the company or department, those inside or outside that may be impacted by the deliverables of the project, or in some projects the general community.

So to answer your question, yes the communication plan should include all those stakeholders identified in the project statement. That should include people inside and outside your department or company.

Maxine

**Jerry King. Contributing Editor**



# *Barnyard Banter Once Again*

*By Judy Walsh*

## *It Happens on the Farm; Those Things We Do:*

Everyone has something that they must do that is at the bottom of the list of favorites. Some people would list going to the Dentist. Others might list an annual Doctor visit. For the farmer, it may be the annual veterinarian visit of the herd. It is that time of year for our reindeer. What a project! A project with most all the parts in place initiation, schedule, resource planning, communication planning, testing, implementation and closure.

Here is a quick background about Michigan's farm visits. The TB epidemic in the northeast area of the lower peninsula, has caused the USDA mandate of TB testing of animals on an annual basis. The mandate has caused a chain of events around the state to be set in motion. One event that must take place is the annual testing of whole herds on every farm of cattle or cervidae, (white tail, elk, reindeer, etc). Look at the comparisons.

The testing of a complete herd is a close to monumental task in relationship to what other events happen on a farm concerning everyone. Some of the animals are not handled at any other time than when they have a vet visit and are tested.

Back to the project. Animals have an uncanny resemblance to a project team's stakeholders and how they see the change. There are those animals that know it's coming and roll right through the process. They calmly take their place, get the prick of the test and then, move out to wait for the follow up visit to have the result read. Some of the animals become tensely aware that new people are in the barn. Their tension is more from the additional help (needed to move the mass of animals and accomplish the test,) not from the actual run through the squeeze chute that holds them for the test. A few of the animals have a desire to stay as far away from the barn when anyone is near. A change in their routine upsets their diet and they display the worst of their personality when approached.

Then, throw in a few inexperienced people to help move the animals, record the numbers and tags and generally assist as they can. The veterinarian and regular farm help are ready for the 'rodeo', but not the sure which animal it will be this time. In this project, recording information from lessons learned is very important.

Once the animals have been through the chute and received the prick for the TB, that whole process repeats itself in three days. Again, the mass movement of animals, the extra help called in and we're ready to work with the animals again.

This time it could be a walk, a run, a push and a pull before all the animals are verified and any additional veterinarian care is administered. Then, the animals are released to frolic in the larger field. People shake hands and finish off the coffee. The barn is reorganized back to the way it was before. Documentation is completed and sent to the office where an accreditation letter will be returned.

Everyone receives their reward for completing the tasks. Some will accept nothing, but a thank you. Others take a jar of farm honey. Veterinarian students accept their reward of experience. And lessons learned are filed for the farmer's reference next year.

Some folks think of project management as a new career. How long have there been farmers? Maybe if we used a different title, we could relax from the stress, but work hard; Sow in season and harvest in time.

**Wanted:**  
**Looking for PMP prep review material from successful PMP exam takers.**  
**Please contact Randy Wentzloff at [wentzloffr@voyager.net](mailto:wentzloffr@voyager.net)**  
**Thank You!**

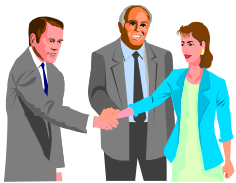
# American Disabilities Act Considerations

Liz M. Chaney, Contributing Editor

As project managers, we must begin to include accessibility issues in developing software applications. The 1998 amendment to Section 508 of the Rehabilitation Act requires that employers consider disabilities, from blindness to deafness to motor-skill deficiencies, when buying or building technology. This includes the option to use the Keyboard, Sound, Display, Mouse and a few general features to compensate for any physical challenges that may hinder employees in their duties **or** their customers from using the new applications.

As of June 21, 2001, the federal government can be held legally responsible for failing to comply with Section 508. If you develop IT products for the Federal government, you are also legally responsible.

It will soon be widely required that employers must give disabled employees and members of the public access to information that is comparable to the access available to others. With this in mind, when reviewing a software application for implementation it is to the advantage of the PM to know some of the laws that will impact their project. For more information about the American Disabilities Act visit [www.section508.gov](http://www.section508.gov).



## *PM Eye On Richard O'Boyle, PMP*

Richard O'Boyle is a Project Manager for the Accident Fund. Rich specializes in the insurance industry, and is currently responsible for Rate Change, Software, and Technology Change projects for his organization. Prior to working for the Accident Fund Company, Richard worked for EDS and IMSI where he was involved in project management training, automotive, software, technology, and web projects for a number of customers. Having worked with Richard on several projects at the State of Michigan, I can attest to the level of his skills in the project management arena.

Richard has been a member of PMI since 1998. He came to the most recent meeting because of his interest in Project Metrics. The timing of the guest speaker was perfect because at the Accident Fund Company Richard is currently looking at incorporating some new metrics.

Please introduce yourself to Richard O'Boyle at a future dinner meeting. Richard was the winner of the February, 2002 dinner meeting drawing.

### **Michigan Capital Area PMI Chapter Mission**

The Michigan Capital Area Chapter is established to provide a professional forum dedicated to promoting project management excellence by:

- Encouraging the development of professional project management
- Sharing project management expertise
- Providing project management education and training
- Supporting the application of project management standards

### **Michigan Capital Area PMI Chapter Vision**

The Michigan Capital Area Chapter is the professional organization of choice for project management professionals.

# *News from National...*

*PMI Today*® will be available online for members beginning with the *March* issue. As an additional PMI Member Benefit, *PMI Today* can be accessed as a view-only PDF file on the Members-Only side of [www.pmi.org](http://www.pmi.org) next month. If you have misplaced a recent issue of the Institute's newsletter, you will find the past three months' issues of *PMI Today* in the same place in cyberspace. The Table of Contents of the current *PMI Today* as well as one complete article will be posted in the Publications area of the public part of the Web site for potential members to review the newsletter and learn of the value of PMI and its publications.

## *Tips, Quips and Quotes*

Compiled by Liz M. Chaney, Contributing Editor

"A man has no more character than he can command in a time of crisis." --Ralph W. Sockman

"Nothing reaches the intellect before making its appearance in the senses." --Latin proverb

"God grant us patience!" --Shakespeare

### **Ride your enthusiasm to success:**

"Whatever course you have chosen for yourself, it will not be a chore but an adventure if you bring to it a sense of the glory of striving...." --David Sarnoff

"It is the greatest shot of adrenaline to be doing what you have wanted to do so badly. You almost feel like you could fly without the plane." --Charles Lindbergh

"The great composer does not set to work because he is inspired, but becomes inspired because he is working." --Ernest Newman

Every man has a right to his opinion, but no man has a right to be wrong in his facts."  
--Bernard M. Baruch

"It is hard to look up to a leader who keeps his ear to the ground." --James H. Boren

### **Don't overestimate what you know:**

"To be ignorant of one's ignorance is the malady of the ignorant." --A. B. Alcott

"Everybody is ignorant, only on different subjects." --Will Rogers

"A man doesn't know what he knows until he knows what he doesn't know." --Laurence Peter

"It's not enough to be busy... the question is: what are we busy about?" --Henry David Thoreau

"The pursuit of happiness is a most ridiculous phrase: if you pursue happiness, you'll never find it." --C. P. Snow

"Inventing is a combination of brains and materials. The more brains you use, the less material you need."  
--Charles Kettering

### **Tough out the hard days in life:**

"No winter lasts forever; no spring skips its turn." --Hal Borland

"Human misery must somewhere have a stop; there is no wind that always blows a storm." --Euripides

"Pain is never permanent." --Saint Teresa of Avila

## Program Events Schedule

The Chapter Dinner Meetings are held on the third Tuesday of each month, September through May, excluding December. The Dinner Meetings are held at the Holiday Inn South Hotel and Convention Center. Bonus Programs are held prior to dinner meetings from 5:15 to 6:00.

**Costs:** Dinner costs are \$25 for members and \$30 for non-members. Anyone who does not pay 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.

**March 19, 2002** -- Chapter Dinner Meeting, featuring Mr. William Kerr from Keane, "Risk Management" – Lansing Holiday Inn South.

**March Bonus Program** – ""Seeking Employment in a Bear Market", presented by David Szary-Founder from Recruiter Academy.

**April 16, 2002** – Chapter Dinner Meeting, featuring Ms. Robin Norman from Christman Construction, "The Hall of Justice Project" – Lansing Holiday Inn South.

**April Bonus Program:** Mr Brian Jennings, "Changes to the 2002 PMP Exam"

**May 21, 2002** – Chapter Dinner Meeting, featuring Mr. Dave Davis, AT&T, "Songs of Meatloaf" – Lansing Holiday Inn South.

Also – Annual Business Meeting and Awards Program!

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