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**Project Management Institute
Michigan Capital Area Chapter**

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Michigan Capital Area Chapter Newsletter

Volume VIII, Issue 1

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www.pmi-mcac.org

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Message from the President

John Le Tourneau, PMP



The new program year is now upon us! I would like to take this opportunity to welcome all of you to the 2006-2007 PMI's Michigan Capital Area Chapter (MCAC) program season. We have a great returning board of directors and some outstanding folks that are new or filling new positions. Cathy Pelham is our new VP of Programs, and Subramanian "Udhi" Udayan is our new VP of Communications.

I'd like to note that we are looking for a new Vice President of Outreach to finish out the current program year. Judy Walsh had to step away from the position for personal reasons. The Outreach VP is responsible for all external relationship with businesses, educational institutions, community and other PMI components. If you are interested in this key position and want to help the chapter become more visible in the mid-Michigan community, please let me or another board member know of your interest.

See President, continued on page 2

May Program Meeting Announcement

September 19, 2006

Program Meeting at 6:00 PM

Featuring

Speaker: Roman Lazuk

Topic: General Motors Plant Development Process

To Register go to : <http://www.pmi-mcac.org/>

And use the Monthly Program Meeting Link

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President, continued from page 1

Allow me to introduce myself to those new members that have joined us over the Summer: I'm the Chief Technology Officer for the Eli Broad College of Business at Michigan State University. I've been involved in managing IT projects for over 20 years. I got my start at EDS, where I started as a system engineer way back in 1985 after receiving a BS from Eastern Michigan University. With EDS I was a VMS and UNIX system administrator as well as an application programmer in the computer aided design and manufacturing world. I managed hardware refresh projects involving PCs, workstations, servers, and networks.

I managed programming projects and service transition projects for clients such as GM, Delphi and Dow Chemical. I was a program manager with the Mid-Michigan Solution Center when I received a Masters of Business Administration in Integrative Management from Michigan State University and subsequently moved to my current role as the CTO of the business school. I am a certified Project Management Professional, Advanced Toastmaster, and I've completed the Dale Carnegie Communications Program. I am currently in the process of applying to the MSU college of Education's doctoral program in Higher, Adult, and Lifelong Education. As you can tell, I'm a firm believer in lifelong education. If we haven't met, please come up and introduce yourself at the next chapter event.

As many of you know, the chapter holds monthly dinner program meetings for members and guest the third Tuesday of each month, September through May, with the exception of December. We finished off last year's programs with Kevin Meyer, the project manager of the Lansing Common Ground Festival. Kevin did a great job reviewing the intricacies of running such a large event. Many of us then experienced the project firsthand as attendees. It made me appreciate even more the details of doing a project the right way. I'm very excited about a number of activities that have been planned for this year. The James Brown Risk Management course should be great; he did such a good job at our last Professional Development Day. This year's program meetings will be getting off to a notable start at the Clarion Inn on September 19, with Roman Laszuk.

Please join us at the Clarion for our next meeting!

Vice President – Logistics**Pam Sawatzki, PMP**

Hi everyone! Hope that you had a wonderful summer vacation and are ready to make it to the first meeting for chapter year. We will be meeting at the same location as last year the Clarion Hotel which is located on Dunckel Road off of US-127 near Jolly Road.

Our first speaker of the year will be Roman Lazuk he will review changes in IT deployment approach, project management methods, and technology over twenty years. He will also discuss managing international teams.

Registration for the dinner program and networking begin at 6pm. With dinner served at 6:30. We look forward to seeing you on September 19, 2006!

Vice President – Membership**Dan Buonodono, PMP**

I hope the summer months has treated everyone well! It is good to get back into the program year routine, which includes writing this monthly informational piece on membership activities!

I would like to take this opportunity to welcome the following new chapter members: Mr. Dave Freund, NIC Technologies, Inc.; Ms. Marykathryn R. High; Mr. Michael G. Kinsler, Electronic Data Systems; and Mr. W. Scott Matherly, Kaneka Texas Corporation.

Vice-President - Membership, continued on pg 3



Vice-President – Membership, continued from pg 2

I would also like to take this opportunity to congratulate our latest Project Management Professional (PMP®), Mr. Sudhakar Chodavarapu of Okemos!

Our Chapter currently has 212 members, including 144 PMPs. We have been maintaining between 210 and 220 members for the past year or so.

An informational note that will affect all MCAC members: The chapter board has decided to halt the practice of sending each new and renewing member a survey to send back, along with a self-addressed stamped envelope. The response rate was not as high as we hoped. In the interest of serving the chapter more efficiently and hopefully more effectively, we are going to return to the once-per-year survey. This new approach, using an electronic survey that should be very easy and quick to complete, will give the chapter board a better way to analyze and act upon your responses.

I hope to see many of you at the next program meeting!

Vice President – Professional Development

Amy J. Piper, Ph.D., PMP

One of the goals that I set when I became Vice President of Professional Development was to offer more frequent Professional Development Days. This seemed impossible with all of the planning required for a multi-track event; however, we are offering Professional Development Events that are single-track events on a more frequent basis. I'm pleased to announce this Fall's Professional Development Event, is a one-day single-track event. The speaker is **Dr. James T. Brown, PMP**, who was our keynote speaker for the April, 2006 Professional Development Day. The event takes place on **Monday, October 2, 2006** at the Holiday Inn Lansing West - Conference Center, 7501 Saginaw Highway Lansing, MI 48917. It starts at 8:30 a.m. and continues until 4:30 p.m.

Dr. Brown received excellent reviews at our last Professional Development Day. Many indicated in the evaluations that they would like an entire day with him, so we are offering his Risk Management class. The cost for the class is just \$225 for PMI MCAC members, \$235 for PMI members and \$245 for non PMI members. Participants of the course will also receive *Identifying and Managing Project Risk: Essential Tools for Failure-Proofing Your Project* (Hardcover) by Tom Kendrick - a \$32.95 value.

You can get more information, see a demo video and register at

http://www.sebasolutions.com/risk_management_course.html.

You will earn **7 PDUs** for this Professional Development Event. The price includes a Continental Breakfast, Lunch and an Afternoon Snack.

The Learning Objectives include the ability to:

- Define risk management
- Understand the advantages of risk management as a process
- Identify all project risks in a team environment
- Write effective risk statements
- Perform Qualitative risk analysis for project risks
- Plot Qualitative risks on a risk matrix

Vice-President – Professional Development, continued on pg 4

**Vice-President – Professional Development, continued from pg 3**

- Perform Quantitative risk analysis for project risks
- Perform expected value calculations
- Select quantitative or qualitative risk analysis based on the +'s and -'s of each method
- Explain how our "risk attitudes" affects how we manage risks
- Understand the importance of updating risk plans
- Recognize that risk monitoring and control is an ongoing process

Register now by linking to: http://www.sebasolutions.com/risk_management_course.html. Looking forward to seeing you there!

Risk Management with James T. Brown

Monday, October 2, 2006
8:30 A.M. -- 4:30 P.M.

Holiday Inn Lansing West -
Conference Center,
7501 Saginaw Highway
Lansing, MI 48917

Earn 7 PDUs

The cost for the class is just \$225 for PMI
MCAC members, \$235 for PMI members
and \$245 for non PMI members.

Register now by linking to:
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Michigan Capital Area PMI Chapter Mission

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

- Increased value of project management profession by encouraging the development of Project Management Professionals (PMPs)
- Promoting project management as a critical function in organizations
- Ensuring project management is recognized as a profession.
- Having MCAC recognized as experts in project management area locally.
- Providing project management education and training.

Michigan Capital Area PMI Chapter Vision

The Michigan Capital Area Chapter (MCAC) is the professional organization of choice for all project management professionals in the Mid-Michigan area. MCAC will strive to create an environment that enhances the profession of project management, such that project management will be recognized within organizations as a critical functional area.

Vice President -- Finance

Karl Meier

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Michigan Capital Area Chapter PMI Balance Sheet As of August 31, 2006

Assets	
Current Assets – Checking/Savings	\$21,580.04
Total Assets	\$21,580.04
Liabilities & Equity	
Liabilities	\$0
Equity	
Retained Earnings	\$18,530.98
Net Income	\$3,049.06
Total Equity	\$21,580.04
Total Liabilities and Equity	<u>\$21,580.04</u>

Financial Notes:

Our cash has decreased \$6,344.38 since the last reporting period of April 30, 2006. That is primarily due to paying the remaining invoices for Professional Development Day.

There is not much financial activity during the summer months because we do not have meetings June, July, and August. However, we have used some of that extra time to develop and generate reports for previous expenditures, which the Board members will use toward establishing future budgets.

Please submit newsletter articles / information / advertising to publicity@pmi-mcac.org before the first of each month to be considered for that month's publication.

For additional information, please visit our website at <http://www.pmi-mcac.org>

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Published Monthly prior to Chapter Meetings

Charlie Kidd	Managing Editor
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Pam Sawatzki	Contributor
John LeTourneau	Contributor
Karl Meier	Contributor
Amy Piper	Contributor

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Encouraging Team Involvement

© June 2006, Dr David Hillson PMP FAPM

david@risk-doctor.com

Dear Risk Doctor,

I am convinced that a structured approach to risk management would help my project, but my team is resisting the idea. They say they are too busy to do risk management in addition to their normal project tasks. What do you advise?

Frustrated Project Manager

Dear Frustrated Project Manager,

Anyone who is too busy for risk management is too busy! People who have no time to think about potential problems in advance, always manage to make time to fix problems when they happen. Try a combination of the following eight steps to encourage your team to adopt risk management:

1. *Mandate it.* If you can, it might help to insist that a structured risk management process must be implemented on your project. While it is not the whole answer, it sometimes helps to tell people what to do. If your company procedures include a risk process, then you can refer to this and explain that there is really no choice.
2. *Simplify it.* Risk management need not be complicated. Make the process as simple as possible without compromising effectiveness. Minimize the overhead for the team, keep risk meetings short and focused, and only collect information which you intend to use.
3. *Normalize it.* Explain to your team that managing risk is a “normal project task”, and it is not an optional extra. All projects are risky, and risk management needs to be built into every part of the project. Plan and review risk responses the same as other project tasks, and expect your team to treat them just like any other task.
4. *Demonstrate it.* The project manager should lead by example, and be a role model for the team. If you show that you are serious about identifying and managing risk, and actively do it yourself, the team is more likely to follow your example.
5. *Use it.* When risk reports are written and forgotten, the team will learn that risk management is not important. But where the direction and strategy of the project is adjusted in the light of risk information, people will see that their efforts make a difference to how the project is run.
6. *Update it.* If the Risk Register is produced once and never updated, or agreed responses are not reviewed and monitored, the risk assessment will quickly become outdated and useless. Ensuring that current risk exposure is understood emphasizes the importance of the risk process.
7. *Celebrate it.* Look for proof that risk management has tackled a threat so that a problem was avoided, or evidence that a potential opportunity has been converted into a real advantage. Record these successes and tell people about them. Success breeds success.
8. *“Pull” it.* Seek the support and buy-in of senior management. When the boss asks for risk information as part of the project governance, the team will know that it matters.

These steps should ensure that your team knows how importantly you view risk management, and should encourage them to take it seriously and do it themselves – because it works!

With best wishes,

The Risk Doctor

To provide feedback on this Briefing Note, or for more details on how to develop effective risk management, [contact the Risk Doctor \(info@risk-doctor.com\)](mailto:info@risk-doctor.com), or [visit the Risk Doctor website \(www.risk-doctor.com\)](http://www.risk-doctor.com).



Events Schedule

September 19, 2006 -- General Motors Plant Development Process

Speaker: Roman Lazuk

October 17, 2006 -- "Titanic Lessons for IT Projects"

Speaker: Mark Kozak-Holland

For the 2007 program year, the MCAC Chapter Program Meeting will be 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). Please go to <http://www.pmi-mcac.org> for additional information.

Costs: \$25 for members and \$30 for non-members. 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.