



Building professionalism in project management.

**Project Management Institute
Michigan Capital Area Chapter**

MAXIMUM FLOAT

Michigan Capital Area Chapter Newsletter

Volume III, Issue 5 February 2002 www.pmi.org/chap/mcapmi

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Message from the President

Rick Cummings

Winter, spring, winter, spring,I can't tell what season it really is, so I must be in Michigan!! It is difficult to come up with some words of wisdom each month for the MCAC newsletter and as I sit here in thought, I begin to think about the revitalization that usually comes with the New Year. Whether it is a new budgets that help you get those projects back on track (or at least help move them along) or whether it is just the thought of a new day/new year, that gives you the "energy" to start anew. If you are like most people, you begin thinking about the opportunities to start fresh. I won't refer to them as New Year Resolutions, since most of those are typically broken!

Now that we have had a whole month to get those personal "opportunities" underway, I hope that on the business/career side that Project Management is a topic at the top, or close to the top, of thing to kick into gear!! Do you still need to pass your PMP exam? Look to the Michigan Capital Area Chapter Library for authoritative references on PM or look to the Michigan Chapters for a variety of PMP review classes. Wondering how to maneuver around some management or teaming hurdles? or looking for some different perspective on establishing metrics?, or are you working a project with a multitude of agencies and external resources?, what about schmoozing the PM down the hall to share some of his idle resources so you can meet you deadlines? The answers may be as close as your local PMI Chapter!!

We would like to invite you to come to our, Michigan Capital Area, monthly dinner meeting and network with other PM Professionals for some inside tips and hints on clearing those hurdles or making those changes that help the teams deliver successful projects. Our chapter meets the third Tuesday of the month at the Holiday Inn South. The months we meet include September through November and January through May. You can find the necessary information on our Web site at <http://www.pmi.org/chap/mcapmi/>.

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Membership Corner

Maureen Myers

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

Our newest members include:

Terry Lee Menta, Imerge Consulting and Jim Stanley, Michigan State University

Congratulations to:

The Board would like to take this opportunity to congratulate all of those who earned their PMP certification in 2001. (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.)

Kathleen Bailey, Dow Chemical; Gwen Carr, Pegasus Group, Cyndi Collins, EDS; Michael Edgar Darnell, Unisys; Rebekah Caye Darnell, Unisys; Andrew John Eckman, Q Quest Corp.; Lynda English, State Police; David Arthur Judd, EDS; Gerald King, King Consulting; Carla Long, EDS; Debra Miros, EDS; Debra Mosher, DMB-ORS (our latest PMP); Garland Salmon, State Police; Shawn Sible, State Police; Harshavardhan Takawale, Millennium Software; Rick Tluczek, Compaq Computer; Sandra Wheeler, Xerox Connect; Marcia Wilcox, State Police; Lowell Youngquist, Dow Chemical Co.

Membership Anniversaries in March:

William Armstrong, Michigan National Bank; Robert Batis, Motorola; Robert Blackshaw, Michigan House of Representatives; Karen Buckwalter, EDS; Michael Edgar Darnell, Unisys; Rebekah Caye Darnell, Unisys; Marsha Fenton, Dewpoint, Inc., David Gilliland, DMB; Brian Jennings, Unisys; Robert Jones, Dept. of Ed.; Judy McIntyre, McLeod USA; Kay Mursch, EDS; Robert Saxton, Jackson Ntl. Life; Glenn Underwood, EDS; Timothy Vrugink, Accident Fund; Susan Wentzel, EDS; Sandra Wheeler, Xerox Connect; David Wieber, IBM; June Williams, EDS; Susan Zakrzewski, Oracle Corp.

New Ideas – Are you interested in attending a brown-bag lunch meeting?

The Membership Committee has been brainstorming some ideas to engage and increase our membership and provide new services. One possible offering we are developing is a brown bag luncheon meeting to draw in those members who may not be able to attend the dinner meetings (and those who do). This would be a minimal cost, interactive session on Project Management with a topic leader and open forum to be held at a local business location.

If you would be interested in this type of venue, please email me at myersm3@michigan.gov. Also let me know if you have a topic, would like to lead a session, or want to participate on the Membership Committee. (PDU opportunities abound!!).

Programs Corner

Pamela Sawatzki

Greetings fellow PMI members! We have a very interesting line up planned for March 19, 2001 that I wanted to tell you about.

William Kerr will address a topic that we may be guilty of not breaking down far enough far on our projects... Risk Management. William Kerr with Keane will be the evening speaker. He will be offering some help to all of us on this subject.

The bonus program offers something a little different for the month of March. David Szary, founder of Recruiter Academy will speak about "Seeking employment in a Bear Market". David has become a leading authority on new and innovative recruiting, retention and placement strategies. This topic is especially timely considering the present state of our economy.

Please join us at the Holiday Inn South. Bonus program begins at 5:15pm and with dinner served at 6:30pm.

The position of VP for Programs will be coming open for the 2002-2003 term. Elections will be held in May. The position includes soliciting speakers for the dinner meetings and bonus programs. Also attending monthly board meetings.

If you have some ideas on interesting speakers, or want to get more involved in your local chapter it is a great venue. If you have any questions about the position feel free to contact me.

Hope to see everyone at the Holiday Inn-South!

Communications Corner

Kristen Mullaney

I would like to take this opportunity (and space) to provide an update on the listserv and board meetings.

The listserv now has 241 subscribers! Approximately 3 mailings are sent monthly. As an added service, we are now sending out notices to our chapter's members of approved special events (seminars, courses, etc.) other area chapters are sponsoring. Remember the listserv is self-subscribing, if your email changes, you need to go to the listserv website (<http://www.state.mi.us/listserv/subscribe.html>) and choose the PMI-Members List to subscribe with your new email address.

Our Chapter's Board Meetings are held the second Friday of every month except July, August and December. The minutes are available off our chapter's website. Please visit them so you can keep abreast of what we are doing for you!

See you at the dinner meeting in February!!!

Professional Development Corner

Viji Jayaraman

Happy New Year to everyone!

The Professional development subcommittee has decided that our next Professional Development Day will be held next spring. If you would like to work on the organizing committee please contact me at jayaramanv@michigan.gov.

My two-year term as the VP of Professional Development ends this summer. It has been great learning experience for me. Please contact me if you would like learn more about the responsibilities for this position. This VP is responsible for management and coordination of Professional Development Day. Other responsibilities include providing membership with appropriate training opportunities. It is rewarding and I would encourage everyone to consider serving our local chapter in this capacity.

Obtaining Professional Development Units (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 number at the dinner meeting.

Logistics Corner

Mark Lawrence

I am negotiating for a site for next year's dinner meetings. In the running:: Holiday Inn South, Sheraton Lansing, and E. Lansing Marriott. Got a suggestion?

Please contact me at lawrencem1@michigan.gov with your suggestions!

Publicity Corner

Dan Buonodono

There is currently a vacant **Contributing Editor** position on the newsletter Editorial Board. Responsibilities include:

- 1) Attending a monthly meeting, usually the third Thursday of each month during the lunch hour;
- 2) Contributing material to the monthly Maximum Float newsletter and/or soliciting PM relevant material from others; and
- 3) Reviewing the draft version of the newsletter.

If interested and/or have questions concerning this position, please contact me via phone or email.

Compensation is negotiable, payable in PDUs! (PMP Professional Development Units)

Finance Corner

Ruth Mealy

Budget Process Update

We are going through a strategic planning process to develop a budget that meets our members' needs and reflects our desire to deliver quality programs to the Chapter members and others interested in the field of project management.

Many ideas are being considered to appropriately utilize the funds we have available to us. Your ideas and thoughts would be welcomed. Comments can be forwarded to Ruth Mealy, VP of Finance at ruth.mealy@ahpplc.com.

Thank you in advance for your input!!!

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Grey Matters

Random Thoughts on Project Management
by Daniel Belcher, Contributing Editor

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Snow Day

Perhaps one of the greatest rewards about being a kid, in Michigan, is the occasional snow day. When I was a kid the snow day ranked a close second to Christmas.

I have never been a morning person. I prefer to sleep as far past sunrise as possible. Typically, my alarm is set so that I do not have a minute to spare. Hitting the snooze alarm, to get the extra eight minutes sleep, means I will be eating breakfast in the car in order to make it to work on time.

Weekends, in college, it was a struggle to get to the cafeteria before brunch closed at 2:00pm. I have heard that when you get old you do not need as much sleep. Birthdays are quickly passing me but my craving for sleep has yet to decline. I am starting to wonder if this is true. Judging from my grandparents they take so many naps that they do not need to sleep at night.

Knowing that you know this... you can imagine my joy of hearing the radio announcer say "small town elementary is closed today because of snow". I would immediately inform my mother and then snuggle back down with my pillow. It would be several hours before I would wake up to evaluate the snow condition and determine if a snowball fight with my younger brother was feasible.

By now you are probably wondering how this article relates to project management. One of the most important aspects of project management is rewarding team members for outstanding performance. My dream has been to call a team member, just as they are waking up, to inform them that they get a snow day (free vacation day). Just imagine the thrill of getting an unexpected day off. The things on your personal to-do-list that you could get accomplished. If it happened to me I would of course just go back to bed and dream away.

President, *continued from page 1*

There are still some excellent topics to be covered in our remaining meetings for February through May.

For those lucky ones who have already passed their PMP exam, you now have the task of collecting PDU's in order to maintain your certification. ***How can the Chapter help you with this requirement?***

Let me count the ways:

- Attending Chapter meetings and Bonus program – 2 PDU's;
- Writing and article for the MCAC newsletter – 15 PDU's (10 PDU's if you co-author);
- Serving as an officer of the chapter – 10 PDU's;
- Speaker on a project management topic at a PMI chapter meeting – 5 PDU's;
- Developer of content for a seminar or other structured learning program – 10 PDU's.

For an inexpensive way to collect PDU's there are a number of different opportunities for being an active member of the chapter.

This is a win-win for both the chapter and your professional career. Through your active participation, you are able to accumulate PDU's, share your experiences with other members of the project management profession and the chapter can offer better services and resources to the membership as a whole.

I hope to see you at our next meeting February 19th. Don't give up on those New Year opportunities!!!

Tips, Quips, and Quotes

Compiled by Liz Chaney, Contributing Editor

"Getting people to like you is merely the other side of liking them." --Norman Vincent Peale

"It is necessary to the happiness of man that he be mentally faithful to himself." --Tom Paine

"Worry is the cross that we make for ourselves by over anxiety." --Francois de Fenelon

"The chickens have come home to roast." --Jane Ace

"It's time to button down the hatches, or is it batten down the hedges?" --Barbara Straus

"It looks like a flaw in the ointment." --Annie Loth

"During a negotiation, it would be wise not to take anything personally. If you leave personalities out of it, you will be able to see opportunities more objectively." --Brian Koslow

"Everything is sweetened by risk." --Alexander Smith

"Luck is believing you're lucky." --Tennessee Williams

"Until you make peace with who you are, you'll never be content with what you have." --Doris Mortman

"My recipe for life is not being afraid of myself, afraid of what I think or of my opinions." --Ertha Kitt

"If you make friends with yourself you will never be alone." --Maxwell Maltz



PM Eye On Beth Rigby!

Beth Rigby is a Project Manager and Quality Assurance Specialist for the State of Michigan in the Department of Information Technology's Office of Project Management. Beth develops Quality Management methodology, policies, and procedures to compliment the State's Project Management Methodology. She is currently the project manager of a \$90 million Document Output Management Services project to transition State responsibility for printer, copier, fax, and scan devices to a single vendor. Beth also serves as facilitator for an enterprise-wide Project Management Training Advisory Group, working to implement an effective PM Education and Training infrastructure in all State agencies. Beth joined the Office of Project Management in November of 2000, bringing 15 years of experience as a Project Management Specialist with Electronic Data Systems, Inc. She received her B.A. from Michigan State University, and earned PMP certification through the Michigan Capital Area Chapter of PMI.

On a personal note, Beth has three children. One daughter is working for the Environmental Protection Agency out of New York, most recently at Ground Zero and at the Hart Building in Washington DC. Beth's two sons are both in college. Beth first joined PMI in November 1999, and attends the dinner meetings to network, and to share and gain insights on project management experiences from other members and from speaker presentations.

Please introduce yourself to Beth Rigby at a future dinner meeting. Beth was the winner of the January, 2002 dinner meeting drawing.

Are you Burning the Midnight Oil?

Like many project managers, you probably work late during critical times of your project life cycle in order to meet scheduled completion dates. There is a better way! With proven project management tools and techniques, you'll develop products or services that meet specified requirements on time and on budget.

With courses from ESI International, you'll gain all the knowledge you need for project success and still be home in time for dinner with the family.

We offer training for the project manager at every level. Plus, ESI enables you to earn a Master's Certificate from The George Washington University. Find out what 510,000 professionals worldwide already know — project management training from ESI leads to project success for you!

Call (877) PM-NEEDS or

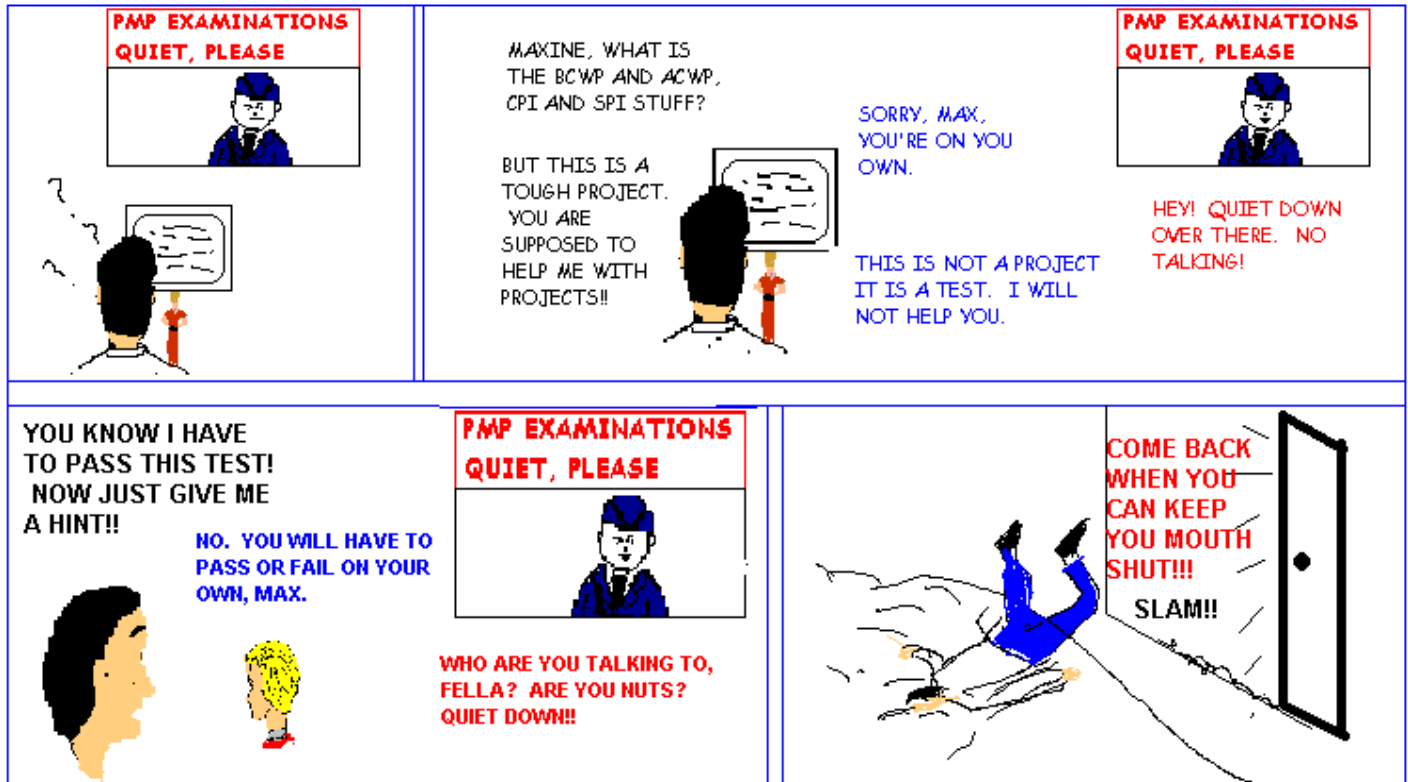
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Mr. Steve Shaughnessy from the Michigan Department of Transportation discusses the "Putting the Fix on 496" Project at our January Dinner Meeting.



Letter to the Editor:

Larry Selvage, PMP
 Creator of Max and Maxine

As my article in November told you, I was conducting a job search using the internet as my primary tool. I found prospects thin in Lansing, and even in Michigan, so my search included all of the United States. My search was not confined to the internet. I included networking, newspapers, and job fairs.

As it turns out, attending a job fair at my alma mater paid off. I meant what I said when I said I was looking for not just a job, but the right job. I was fortunate and able to find the right job. It still seems unreal to me, but I'm actually in a position that combines my project management, project scheduling, aviation degree, and military background. The position is at the Navy's Aerial Warfare Center in Patuxent River, Maryland. My wife and I will be moving to the Potomac River / Chesapeake Bay area in the next few weeks.

We will miss Lansing and our friends, but hey, if you ever get down near D.C., give us a call. And for all those job seekers, I offer encouragement. My son just landed a new technical position via the internet. Good luck to all!

Max and Maxine will continue as long as they are welcome.

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– PRESS RELEASE –

The Michigan Capital Area PMI Chapter is partnering with the Western Michigan PMI Chapter to offer an Enterprise Project Management Seminar to Michigan Professionals

Grand Rapids, MI – The Project Management Institute, Western Michigan Chapter, will be hosting Paul C. Dinsmore, PMP and Fellow of PMI on April 9th, 2002 for a one-day workshop on Enterprise Project Management.

The workshop is based on Dinsmore's latest book "Winning In Business With Enterprise Project Management", which shows its readers how to use project management as a way of managing their business like a portfolio of projects, offering a strikingly simple twist on this classic discipline. By using project management across the entire organization (rather than only on isolated projects), making it an organizational creed, and using it to plan and take care of daily business, companies can boost productivity, increase effectiveness, improve customer satisfaction, and widen market penetration.

Those who attend the workshop will learn how to:

- Incorporate project management into a new, exciting way of doing business.
- Increase personal project management skills.
- Bring about the changes in organizational structure, managerial style, and information flow required for enterprise project management to succeed.
- Sell enterprise project management to the company.

Anyone interested in and committed to cultivating project management, team building, and leadership skills in their organization, including executives, managers, project managers, team leaders, facilitators, consultants and training specialists. Workshop attendees will receive a copy of Dinsmore's book "Winning In Business With Enterprise Project Management" as well as a workbook for the seminar presentation and activities.

Members of the Michigan Capital Area PMI Chapter are entitled to attend this seminar at PMI Member Rates. Early registrants will save even more.

Several large corporations are providing sponsorship for this educational seminar, including Steelcase, Quixtar, Keane, Inc., and EDS – Product Lifestyle Management Solutions. eRoom Technology, Inc., a provider of software and services, and ESI International, a provider of project management training and consulting, are also sponsors.

Paul Campbell Dinsmore, Director and President of Dinsmore Associates, is one of the most knowledgeable authorities worldwide in Project Management. Mr. Dinsmore is certified as a Project Management Professional (PMP) by the Project Management Institute (PMI) in the United States. He received their Distinguished Contribution Award and in 1994 was elected a Fellow of the Institute.

Dinsmore is the author of 8 management books including the "AMA Handbook of Project Management" and "Winning in Business with Enterprise Project Management". A management consultant in South America, North America, Europe, Africa and Australia, Mr. Dinsmore has an engineering degree from Texas Tech University, and he completed the Advanced Management Program at Harvard Business School. In Brazil, he received his Masters Degree in Business Administration from the Fundação Getúlio Vargas.

More information on this seminar, including registration details, can be found at www.westmichpmi.org.

News from National...

- The new online "Info on Demand" service is now available on the PMI Web site. A link from the home page, www.pmi.org, is provided to the new Information on Demand service. This Fax on Demand service replacement allows users to view and print information about the wide range of PMI products and services online.
- PMI is now accepting applications for the PMI Leadership Institute Class of 2003 through 30 March 2002. The Leadership Institute is a year-long learning journey designed to develop, utilize and mentor a growing corps of well-trained organizational leaders. It is divided into six learning segments, each one building upon the others. Participants meet three times a year: at a stand-alone Seminar in August 2002; during the March 2003 Leadership Meeting; and again in conjunction with the October 2003 Annual Symposium. Participants also engage in virtual learning through audioconference and Web seminars. Application materials and additional information are available on the PMI Web site. Check the Breaking News section on the homepage and click on the link to the PMI Leadership Institute. Questions regarding the Leadership Institute should be directed to Worldwide Component Affairs Coordinator Anne Jenemann
- Release of Online PMP® Activities Reporting Form. PMI is pleased to announce that PMPs may now file their PDU claims online via an "Online PMP Activities Reporting Form." PMPs may access this form at the PMP Recertification area of the PMI Web site at <http://www.pmi.org/certification/pdp/forms.htm>. Questions regarding the form should be directed to Leslie Higham, Professional Development Program Associate.
- PMI Representatives Meet with General Motors. PMI Board Member Jim Gallagher, PMP and PMI Corporate Council Administrator Megan Mitchell traveled to Warren, Michigan USA on 22 January to meet with General Motors executives. Meeting discussions focused on PMI programs and services available to support organizations like General Motors, including, but not limited to, the Corporate Council program. This meeting was made possible by the diligent efforts of Dale Jordan, PMP, Chair of the PMI Automotive SIG.

Project Management Milestones

The Project Management Leadership Group

"You Can't Cross A Chasm In Two Bounds" Old Chinese Proverb

It is an exciting time for Project Management. Corporate America and it's CEO's realize that strategic vision cannot be achieved without a sound project management discipline. Yet, implementing project management is a huge corporate cultural change. And too often, the change is slow.

Let us say that your house or office was on fire and you had available to you a hose and water. Would you delay putting out that fire until the entire family or staff had developed, reviewed and approved the process for doing so? That would be silly. Yet, that is exactly what is happening in some organizations. Projects are on fire and some processes are available but no one will use them until everyone has worked in developing the process and have come to an agreement that these will be the processes that will be used. When your strategic success, and in many cases corporate survival, depends on managing projects successfully, you must get in the hands of Program and Project Managers the tools necessary to be successful. A consistent approach to project management is critical. There should be a "thin layer of scalable project management process" that everyone in the organization uses consistently.

To develop that layer, we recommend the following: conduct a maturity assessment, identify gaps in processes, collect present processes and then blend together new processes. For example, there may be 3 choices for change control. Present the processes to an internal committee that will select one set of processes for each knowledge area and has that rolled into Guidelines. They will still feel ownership of the processes because they made the decision to select them. But, they avoid months...and sometimes years of process development. Your organization will immediately see the benefit: projects completed on time, within budget, producing quality products; decreased costs; increased profits; better information for decision making; improved communications; reduced stress and burn-out. The CEO and CIO are the key. They must communicate clearly that project management as a business discipline is important to the strategic survival of the organization.

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.

February 19, 2002 -- Chapter Dinner Meeting, featuring Mr. Rajiv Das from Accenture, "Leveraging the Project Management Metrics For Success" – Lansing Holiday Inn South.

February Bonus Program – "Barriers to Change in an Ever Changing Work Environment", presented by Amy Piper from EDS.

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 - TBA

May 21, 2002 – Annual Business Meeting

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