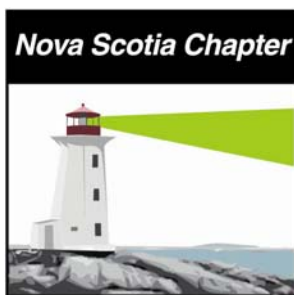


***PMI Nova Scotia
Annual Report for 2007***

November 28, 2007



Building Professionalism in Project Management™

Project Management Institute

PMI Nova Scotia Chapter

Location: 1888 Brunswick Street, Suite 808 Halifax, Nova Scotia B3J 3J8

Mailing Address: PO Box 34504, Halifax, B3J 3J8

Phone: 902.423.1764 (One PMI), Events Line: 902.487-4656

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PRESIDENT'S ANNUAL MESSAGE



On behalf of the PMI Nova Scotia Board of Directors, it is my pleasure to present this annual report for 2007 to PMI Nova Scotia members. 2007 has been another very good year for the Chapter.

In 2007 PMI NS was targeting to push forward with its strategy to enrich the offerings to our audience thru the use of partnerships with local professional development and training professionals. Most of these ventures have been win-win-win relationships. This strategy will continue to be a Chapter focus in 2008.

This year was a maturing year as well for the One-PMI infrastructure changes introduced at the end of last year. We are very confident in the value of our One-PMI arrangement with the Mile High Chapter and continue to help promote this avenue to other chapters.

We are all very proud of the Chapter's involvement with other Region 3 chapters and Canadian chapters. It is this spirit of cooperation that lead the Chapter being awarded the 2006 Collaboration award by PMI International at the PMI Leadership Meeting in Atlanta in October, 2007.

In my first year as President I have learned a great deal about the tremendous amount of teamwork required to keep the Chapter operating at the level that you have come to expect. I want to express my gratitude and thanks to the other members of the board and our many Chapter volunteers. I especially want to thank Joan Pike, our Association Manager and the other members of the Executive, Nancy Muise, Vice President; Paul Rowe, Treasurer; and Mike Frenette, Immediate Past President, for their professionalism, energy and commitment to the Chapter.

Next year's vision will not be just to continue to build upon the successful Program and Professional Development events that are the foundation of the Chapter. We hope to break new ground in the establishment of PMI NS as a force within the community. We are looking for ideas from our membership for appropriate community involvement projects.

I am looking forward to my 2nd year as President and I urge all of our members to consider becoming more involved with the Chapter. Working together we can continue to build PMI Nova Scotia into an even stronger force in 2008 as we celebrate our 10th anniversary.

Warm regards and the best of the coming holiday season to you all,

Kevin O'Reilly
President, PMI Nova Scotia

OVERVIEW OF 2007

Through 2007 we continued with the basics - our dinner and breakfast meetings, our PM Forums, PMP Study Groups and PMP Preparation courses.

Established partnerships continued to thrive and a new relationship with Breton Professional Services, who delivered three “Establishing a PM Foundation using MS Project 2003” courses in 2007, was very successful. We also established a partnership with BrenDaniel Consulting and piloted a course focused on “Establishing a PMO”.

Although this year was one which introduced several new costs to the Chapter we feel that they are good steps towards ensuring future viability. Examples are the rent for the office space we share with Logic Bay and the creation of course material for the CAPM preparation course, adding to the Chapter’s Intellectual Property. This new course was offered twice in 2007.

We are very close to completion of a partnership to establish a PMI NS Annual Scholarship for students to pursue University level PM courses. Much effort was spent this year in looking for the most appropriate way to deliver this scholarship and at our 2007 AGM we will be looking for approval to move forward with a relationship with the PMI Educational Foundation.

The introduction of the OnePMI Web site in January of this year has greatly reduced the effort associated with mounting events due to its many features, including online event registration, credit card payment and direct content management.

We continued a membership diversification push throughout 2007 and our Director of External Liaison promoted the PMI message through various contacts in the construction and engineering industries.

The PMI NS Board, including Past Presidents continued to build our relationship with PMI Global’s CEO, Greg Balestrero when he and his wife Frances joined us for a networking event while they were in Halifax on other business.

Our Chapter has been very active in PMI regional operations. We sent two delegates to the PMI Leadership meetings in Atlanta and five to the Region 3 meeting in Montreal. We continue to participate in monthly conference call meetings of Region 3 and quarterly Canadian PMI chapter calls. This information and sharing sessions help the Chapter share the strategies and tactics that led to our success, while allowing us to learn from other successful chapters to increase the accomplishments we enjoy.

Reports from your hard-working portfolio Directors and the Executive appear on the following pages.

PORTFOLIO, STAFF AND EXECUTIVE REPORTS

The following reports were submitted by our Association Manager, Joan Pike, and by individual Directors of the board. The tables following the reports recognize the persons on the committees, representing thousands of dedicated volunteer hours throughout the year.

Association Manager's 2007 Report – Joan Pike



- Relocation of the Chapter offices.
- The introduction of the One PMI website required significant effort from many team members but it has provided many rewards in the event registration and payment processing areas.
- I want to thank Bev Thiessen for the great support that she has provided to me over the past year.

Administration Committee	
Bev Thiessen	Scott MacInnis

Vice President's 2007 Report - Nancy Muise



- Coordinated the operation aspects of the Chapter
- Instrumental in the establishment and maintenance of partnering agreements.

Treasurer's 2007 Report - Paul Rowe



- Focused on the oversight of win-win contracts with our strategic partners
- Oversaw event budgets
- Chaired the board's Scholarship committee.
- Completed the annual audit
- Managed the financial aspects of the transition to the One-PMI event registration and payment system
- Managed the transition to the new rental office environment we now enjoy.

Immediate Past President's 2007 Report – Michael Frenette



- Accepted the PMI 2006 Collaboration Award in Atlanta on behalf of the Chapter
- Instrumental in the establishment of PMI NS partnerships
- Organized the Board's Dinner with Greg Balestrero, CEO of PMI Global, and his spouse, Frances Higgins
- Continued to lead the chapter in the use of the One-PMI and SharePoint collaboration sites
- The OnePMI application, produced by Denver's MileHi chapter, and installed by PMI Nova Scotia in January has been very successful, and has helped reduce the administrative load on the Chapter. Other OnePMI-related activities Mike has been

involved in include:

- a. Chairing OnePMI Participating Chapters monthly meetings to address enhancements and set policies and procedures
 - b. Marketing the OnePMI application to many chapters, and assisted three chapters to ramp up
 - c. Presented on OnePMI at the June Montreal Region 3 Summit
- Organized a dinner meeting of all Canadian PMI Chapters in Atlanta
 - Collaborated with other PMI Chapters through attending many Region 3 conference calls (19 PMI chapters along the Eastern Seaboard) and two Canadian PMI Chapter conference calls.
 - Submitted a number of articles for the chapter newsletter and for PMI Today

Membership's 2007 Report – Barry Milne



- Operational activities including membership database analysis, monthly posting of membership stats and postcards for new and renewing members
- Tracked volunteers and fill required volunteer positions
- Conducted annual member survey

We are pleased to recognize a volunteer participation base of over 40 members. This speaks very well for the value and activity within our Chapter.

Professional Development's 2007 Report – Jamie Durning



Your input through event evaluations, survey responses, and e-mails or discussions with any Board member is important to us.

A number of changes proposed by PMF Committee were implemented in 2007. As expected the changes improved the efficiency of the work required by that committee to schedule and organize 3 - 4 quality event offerings each year.

CAPM Prep Course – We invested in the development of CAPM course materials and delivered two CAPM Preparation events in 2007

Partnered Events

In partnership with Saint Mary's University, the Chapter held a PMP Prep Course in January 2007.

In partnership with Vincent Consulting, the Chapter held two very successful PM Principles and Techniques Courses in 2007. This continues to be a very successful partnership for the Chapter.

In partnership with Breton Consulting we delivered three very successful courses on "Establishing a Strong Project Management Foundation with MS Project"

In partnership with BrenDaniel Consulting, the Chapter piloted a course called "Establishing a PMO".

Project Management Forums – Paul Dean

The Project Management Forum team is pleased to have presented two forums and one large event over the course of 2007. Each forum featured a wide range of Project Management practitioners who shared their insight and wisdom from a number of Atlantic Canadian industries. The PMF committee continues to focus on providing an inexpensive means of acquiring PDU’s while still providing high-quality and focused events.

- PMFs were held in April and June.
- A very special 3 part 1 ½ day “Ten Commandments of Project Management” with Robin Hornby, PMP, I.S.P. was held in September.
- The committee also worked to help organize the 1-day session in November with Gary Heerkens.

Project Management Forum Committee	
Paul Dean (Chair)	Stephane Parent
Phil MacEachern	Christine McInnis
Debra Power	David Stevenson
John Trask	Michael Waugh
Katie Wright	

PMP Study Groups – Scott Ellis

The Chapter conducted two PMP Study Groups in 2007, one in the spring and one in the fall. The fall session was sold out.

Many thanks go to our PMP Study Session Monitor Bev Easton. Special thanks to all our Session Facilitators for their quality presentations on each knowledge area. Many Facilitators have presented multiple times, which adds a great deal of quality and consistency to the Study Groups.

Special thanks to Alan Barnhill and Canada Post for hosting the venue for this event for many years.

PMP Study Group Committee	
Scott Ellis (Chair)	Beverly Easton (Monitor)
Wendy Spears	Jim Fletcher
Roy deVries	Hamed Farmand

Debbie Spencer-Bond	Alan Barnhill
Wanetta Whitmore	Philip Caulier
Judi Vincent	Tim Peach
Paul Rowe	

Programs' 2007 Report – Pam Morrison



- A GREAT Programs team Krista, Graeme, Joan & Bev
- Blend of Project Speakers based on feedback from last Survey
- Great speakers and projects provided from Members
- Wonderful venue at WTCC
- Excellent response from Organizations (Corporate Tables)
- Feedback from participants that provided value
- Improvements to Operations - Upcoming events, acknowledgement of PMI Partners, Formal Thank you & Results, review in Communication of supper meeting

Programs Committee	
Krista MacDonald	Graeme Rudderham
Joan Pike	Bev Thiessen

Marketing's 2007 Report – High Richards



Marketing the PMI-NS brand through highly effective, member-directed advertising has proven to be successful on many fronts this year. We continue to grow our membership, offer first-rate professional development programs, and see more and more certified project managers in our region each year. As a Director for PMI, I am inspired by the creative ideas, presenters and programs that continue to see our organization grow. Our brand represents strength, vision, longevity, it is familiar and shares its identity with PMI global. Notice the colour of the light emanating from the lighthouse, not only is it the green light true to Peggy's Cove, it represents 'go', 'move safely forward', it provides direction. Our chapter founders understood the value of an iconic image that represented the core values of PMI, 10 years on that image continues

to resonate as an emblem of Professionalism in Project Management in Nova Scotia. It was an honour for PMI-Nova Scotia this year, to receive the 2006 PMI-Global Collaboration award, recognizing our continued efforts to assist other chapters realize their goals through the sharing of resources locally and across the PMI-Global organization.

Over the past 12 months there have been a number of small and some large successes, below I have offered a few brief points on our efforts to continue to promote and market the PMI brand:

ACCOMPLISHMENTS

- Marketing Assessment update –
 - Recommendation – October BOD meeting
 - Currently very limited marketing/advertising is done outside of PMI membership
 - Reviewed potential media options within the HRM
 - Recommended radio as a viable option (Q104)
 - Event budgets reviewed for expanded Advertising investment
 - Agreed to pilot the Big Event with Q104
- Membership Brochure
 - Reviewing costs / budget implications for 2008
 - Define scope with Membership committee
- Website Surveys – Pop-up and 'Link to' Surveys
 - Reviewed pop-up survey functionality
- PMI Golf Tournament
 - Looking into event venues and sponsorship opportunities

Communications' 2007 Report – Chris Clarke



- Developed and documented processes around the content management on One PMI
- Developed and documented processes around communication with PMI NS and external Agencies and PMI Chapters
- Re-vamped the organizational structure of Communications team to deal with evolving One PMI and Newsletter requirements and features
- Continue to work with other One PMI partner chapters to improve functionality of One PMI NS web site where appropriate

Communications Committee	
Kimberley Taylor-Cull	Bryan Drummond
Andrew Mitchell	Chad Mombourquette
Julius Kanyamunyu	

Sponsorship's 2007 Report – Julie Crawford



- Tracked cash and non-cash sponsorship
- Arranged sponsorship for key 2007 events

External Liaison's 2007 Report – Peter Smith

- Continued to find key contacts for the Chapter in the target industries of Construction, Engineering, Off Shore and Defense

CONCLUSION

The Chapter's concentration in 2008 will be to continue strategic and tactical management of the Chapter through the board and its committees. A main focus will be the completion of the PMI Nova Scotia Scholarship via the PMI Educational Foundation and the establishment of significant community involvement activities for the Chapter.

APPENDIX A – FINANCIAL REPORTS

Project Management Institute - Nova Scotia Chapter
Forecast, Budget and Variance for 2007

	(Notes)	Forecast 2007	Budget 2007	Variance 2007 Over/(Under)	Attendance Actual	Budget	Variance Over/(Under)
Revenue							
Membership Dues		10,432	10,835	(403)			
Professional Development		156,872	163,331	(6,459)			
Project Management Forums	(Note 1)	23,620	49,800	(26,180)	91	240	(149)
Big Event	(Note 1)	19,297	39,750	(20,453)	75	150	(75)
Project Management Certification Preparation Courses	(Note 1, 2)	46,045	18,390	27,655	45	30	15
Partnership Training Arrangements	(Note 1, 3)	67,910	55,391	12,519	72	45	27
Programs - Dinner/breakfast meetings and events	(Note 4)	20,664	17,010	3,654	478	435	43
Sponsorship and Advertising		6,650	7,000	(350)			
Investment Income		1,390	1,500	(110)			
Other		880	-	880			
Total Revenue		\$ 196,887	\$ 199,676	-\$ 2,789			
Expenses							
Membership		5,597	8,218	(2,621)			
Promotion	(Note 5)	485	2,400	(1,915)			
Volunteer Appreciation		3,650	3,318	332			
President's Advisory Council (including Visit by PMI Global CEO)	(Note 6)	1,462	2,500	(1,038)			
Professional Development		106,380	94,135	12,245			
Project Management Forums	(Note 1, 5)	16,571	18,017	(1,446)			
Big Event	(Note 1, 5)	15,556	31,534	(15,978)			
Project Management Certification Preparation Courses	(Note 1, 5)	22,357	6,022	16,335			
Partnership Training Arrangements	(Note 1, 5)	51,823	37,162	14,661			
Library	(Note 7)	72	1,400	(1,327)			
Programs - Dinner/breakfast meetings and events	(Note 4, 5)	17,880	15,958	1,922			
Business Management		62,319	67,331	(5,012)			
Salary and Benefits		37,092	37,169	(77)			
Leadership meetings	(Note 8)	6,744	9,435	(2,691)			
Amortization (Computer)		671	783	(112)			
Professional fees	(Note 9)	4,800	1,800	3,000			
Web Site	(Note 10)	4,066	899	3,166			
Other	(Note 5, 11)	8,947	17,245	(8,297)			
Sponsorship - Other PMI Chapters	(Note 12)	-	2,000	(2,000)			
Total Expenses		\$ 192,176	\$ 187,642	\$ 4,534			
Excess of Revenue Over Expenditures (from Operations)		4,711	12,035	(7,323)			
Other (Non-Operating)							
Scholarship Fund	(Note 13)	50,000	50,000	-			
Excess of (Expenditures Over Revenue) Revenue Over Expenditures		\$ (45,289)	\$ (37,965)	\$ (7,323)			

Notes

- Project Management Forum and Big Event produced lower revenue due to lower than expected attendance. This was offset by higher revenue generated by the Project Management Certification Preparation Courses (PMP and CAPM) and Partnership Training events. Corresponding impact on costs.
- PMP Preparation Courses: In-house and Saint Mary's University; CAPM Preparation Courses
- Partnership training arrangements: Chapter partners with experienced professionals to offer PM related training. Courses offered in 2007: PM Principles and Techniques; Establishing a PM Foundation using MS Project 2003; Implementing a PMO.
- Breakfast and Dinner meetings produced additional revenue due to higher than expected attendance. In addition a greater proportion of attendees were non-members. Corresponding impact on costs.
- Actual professional development and program costs include all directly attributable costs. The budget for 2007 professional development and program costs DO NOT include all directly attributable costs and the budget was not restated for comparative purposes. This has resulted in higher variances in certain categories.
- No activity on the President's Advisory Council in 2007. Expense related to visit by PMI Global CEO - Greg Balestreros in July 2007.
- No significant additions were made to the library in 2007.
- Expenses related to the Global Congress in Atlanta were lower than budgeted.
- Actual professional fees include \$3,000 for the development of the CAPM preparation course. This item was not budgeted.
- Actual Web Sites costs include \$2,660 for the initial set and customization which was budgeted for 2006 but incurred in 2007. In addition \$1,000 was paid for the establishment of a system enhancement fund which was not budgeted. A portion of the enhancement fund has been used.
- Actual costs include \$2,600 for office rent which was not budgeted. Effective March 1, 2007 the Chapter moved into shared office space with Logic Bay.
- Planned to provide assistance in 2007 to fledgling PMI Chapters. No funds disbursed.
- Scholarship Fund. Propose to establish a scholarship fund. Propose to establish the scholarship with PMI Educational Foundation, conditional upon approval of separate motion to be addressed at the AGM.