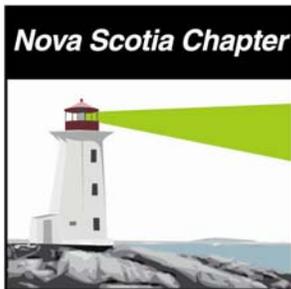


PMI Nova Scotia Chapter Annual Report for 2008

November 26, 2008



Building Professionalism in Project Management™

Project Management Institute

PMI Nova Scotia Chapter

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PRESIDENT'S ANNUAL MESSAGE



On behalf of the PMI Nova Scotia Chapter Board of Directors, it is my pleasure to present this annual report for 2008 to our Chapter members. 2008 has been a special year for the Chapter.

Social Responsibility was a theme for the chapter for the year and we have been very successful at meeting these objectives. Feed Nova Scotia has received donations of food and money totalling almost \$2,000 collected at chapter events this year. Greg Balestrero, President and CEO of PMI and Chairman of the Board and COO of PMI Educational Foundation was in Halifax on September 10th. Mr. Balestrero spoke about Corporate Social

Responsibility at our Dinner meeting and accepted a cheque from the chapter for US\$50,000 to establish a perpetual \$US2,500 annual scholarship for local students pursuing Project Management related university programs.

2008 was another full slate year with five dinner meetings, two breakfast meetings, three PMFs and five partnered Professional Development events. The Innovation Advantage event in October was a fantastic event receiving very high evaluation from the participants. Although the attendance at our events this year was lower than anticipated, we were very pleased with the quality of these events. We will be making changes over the next year to ensure the events we offer are well suited to the economic conditions in the area. We depend on your feedback to lead us to configure events that best meet your needs.

In my last year as President I want to thank the board that has supported me over the past two years. I especially want to thank Joan Pike, our Association Manager. Joan's professionalism, energy and commitment to the Chapter is the glue that keeps our board and their committees functioning.

Next year's vision will include some different types of events; continuation of our successful partnered event strategy; growth of our community outreach presence; and a strengthened focus on advocating project management.

I am looking forward to serving the board next year in the Immediate Past President position and I anticipate a very successful year as companies in Nova Scotia continue to embrace and utilize project management.

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

Kevin O'Reilly
President, PMI Nova Scotia Chapter

OVERVIEW OF 2008

2008 began with a special dinner meeting in February to mark the 10th anniversary of the chapter. Through 2008 we continued with the basics - five dinner and two breakfast meetings, three PM Forums, two PMP Study Group sessions.

Established partnerships struggled this year with low registration but the evaluations for those events were very good. The chapter is committed to leveraging the capabilities of our partners to deliver a variety of quality professional development events for our members and friends.

We were pleased to announce the completion of a partnership to establish a PMI Nova Scotia Chapter Annual Scholarship for students to pursue University level PM related courses. Much effort was spent this year in looking for the most appropriate way to deliver this scholarship and at our September 10th Dinner meeting we launched our partnership with the PMI Educational Foundation by presenting their Chairman and COO, Mr. Greg Balestrero, a cheque for US\$50,000.

The introduction of Constant Contact as our e-mail communications management tool greatly improved the quality and consistency of our communications. However, technical difficulties with the process may have been a factor in this year's low event attendance rates.

This year the chapter held its first Golf Tournament. Thanks to the wonderful efforts of the team of volunteers, lead by Wanetta Whitmore and the tremendous support of our sponsors, the event was a great success. We hope to continue this in 2009.

Our Chapter has remained very active in PMI regional operations. We sent four delegates to the PMI Leadership meetings in Denver, the chapter paid for two, and we sent five to the Region 3 meeting in Quebec City. We continue to participate in monthly conference call meetings of Region 3 and quarterly Canadian PMI chapter calls. Our chapter continues to benefit from the sharing of best practices offered through our PMI Leadership and Region 3 relationships.

Reports from your hard-working Association Manager and Board portfolio teams appear on the following pages.

PORTFOLIO, STAFF AND EXECUTIVE REPORTS

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

ASSOCIATION MANAGER – JOAN PIKE



2008 was a very active year for the chapter. We offered many professional development opportunities for our members and friends, allowing them to gain insight on local projects, knowledge of PM practices and my favourite - networking - a chance to meet face to face.

A big thank you to all our members and volunteers for helping with chapter events and the daily operations of the chapter. I'm told our events are a class act, and that we run a tight ship. But it is your help and dedication that allows us to accomplish this. A special thank you to Bev Thiessen who has provided great support to me over the past year.

I look forward to a new year, even more volunteers and members and new opportunities for our members and friends.

| | |
|---------------------------------|-----------------------|
| Administration Committee | |
| Bev Thiessen | Scott MacInnis |

IMMEDIATE PAST PRESIDENT – MICHAEL FRENETTE

During the year, I continued to help the Chapter in the use of the web-hosted One-PMI application shared by the MileHi Denver Chapter. Six Canadian, eight American and two Asian chapters are now involved in OnePMI. Sixteen down and only about 244 to go! It was a pleasure to co-chair the monthly OnePMI participating chapter meetings with Bud Cookson, the Treasurer of the MileHi Chapter. All the participating chapters enjoyed lively discussions around the application and the enhancements the team defined and implemented to make it a top-notch content management, administrative and communication tool.

I find it difficult to express the large amount I have learned about virtual teams, virtual communication and collaborative portals through working with PMI Global and the Region 3 and Canadian chapters. Establishing and administering the several PMI collaboration sites that supported these organizations helped me understand the value of these portals. Many thanks to Sierra Systems for hosting these SharePoint sites over the last four years, and to PMI Global, for stepping up to the plate to provide this service for its many virtual communities, including Region 3 by the end of this year.

I am honored and flattered to have been elected by PMI Global's Technology Member Advisory Group to the position of Chair. I am looking forward to the challenges and interesting times the ten members from five continents will experience while the team solicits requirements for a dozen initiatives from PMI chapters in over 170 countries. More virtual collaboration is clearly on the horizon, sprinkled with the occasional face-to-face meetings at Global Congresses.

In the last few months of my term as Immediate Past President, I look back upon the eight thoroughly enjoyable years I have spent with my PMI Nova Scotia colleagues. Many of us benefited greatly through reaching out to the nineteen Region 3 Chapters, and the eighteen Canadian Chapters. We all saw our chapter grow from a tactical organization to a strategic organization, one that gives back to the community supporting it, one that listens to its members and friends, responding by providing high quality professional development and networking opportunities, and one that shows dedication to its fundamental *raison d'être*.

I heartily recommend service on the PMI Nova Scotia board and/or its committees to anyone in the project management profession. It is truly an incredibly rewarding experience from which you will gain many professional and human insights, and, of course, many lifelong friends.

OPERATIONS

VICE PRESIDENT OF OPERATIONS & SECRETARY - NANCY MUISE



TREASURER - PAUL ROWE / COMMUNICATIONS – SCOTT ELLIS / MEMBERSHIP – BARRY MILNE



The PMI Nova Scotia Chapter reorganization resulted in the creation of three branches, with a Vice President position leading the branch. One of these branches is **Operations**. In setting up the Operations Branch, the purpose identified is:

To provide guidance and support to the PMI NS Chapter and its activities in the areas of communications, membership, volunteer management, partnership contract negotiation, and best project management practice and standards.

With the restructure project, we have been working to define our purpose, structure within the Branch, and our main responsibilities. This should be ready for full implementation in 2009.

In 2008, Paul Rowe was our Treasurer, Scott Ellis was our Director, Communications and Barry Milne was our Director Management and Volunteer Management.

TREASURER

A financial focus for 2008 was the establishment of a perpetual scholarship for local students pursuing university education in a project management related program or discipline.

Due to low registration, which forced the cancellation of some scheduled partnered events we were unable to hit financial targets. This, along with the troubled financial times will force the chapter to rethink some of our event strategies for 2009.

COMMUNICATIONS

Many new challenges were presented this past year, the most notable of which were the communications tools that had been procured in the previous year. Constant Contact (e-mail marketing service) has allowed the chapter to adhere to a more consistent approach to communication design. However due to firewall issues of a few of our membership organizations, we have experienced issues in reaching all members and friends. As we work through this issue we have reverted back to our previous means of sending electronic communications while still maintaining the look and feel offered by Constant Contact.

Other key developments in 2008 include:

- Developed and documented processes around the flow of communications for distribution to membership and friends;
- Managed the publication of electronic communications;
- Created a new framework for chapter Newsletters;
- Worked with Event Committees to facilitate and fulfill communications requirements; and
- Continued to work with other One PMI partner chapters to improve functionality of One PMI Nova Scotia web site where appropriate.

| Communications Committee | |
|---------------------------------|-----------------------------------|
| Julius Kanyamunyu | Jennifer Gillis, PMP, CAPM |
| Glenn Bartlett | Joan Pike |

MEMBERSHIP

Our chapter membership continues a steady growth and has grown to 455 members; which represents a 10% growth from last year. Our volunteers are a key component to our chapter's continuing success. Currently we have 55 active volunteers.

Accomplishments for year include:

- Issued postcards to renewing members;
- Sent letters and lapel pins to new members;
- Maintained volunteer database;
- Filled various volunteer positions; and
- Conducted annual member survey.

SERVICE DELIVERY

VICE PRESIDENT, SERVICE DELIVERY – PAUL DEAN



PROFESSIONAL DEVELOPMENT – JAMIE DURNING / PROGRAMS – KRISTA MACDONALD



The PMI Nova Scotia reorganization resulted in the creation of three Vice President Positions. One of those areas is Service Delivery. The purpose of Service Delivery is:

To provide events to meet the needs of members of the PMI Nova Scotia Chapter and to promote best project management practice in Nova Scotia.

2008 has been a year to define our purpose and structure. During 2009 we will start to implement the new Service Delivery Organization structure, which will focus our events towards our three main target audiences:

- Junior/Aspiring Project Managers;
- Intermediate/Newly designated Project Managers; and
- Senior Project Managers/Program Managers.

For 2008 the structure has remained as in previous years and so here are the reports from Programs, Professional Development and Project Management Forums.

PROJECT MANAGEMENT FORUMS

The Project Management Forum team is pleased to have presented three forums and one large event over the course of 2008. The forums were more focussed this year with subjects covering Team Building (with Tyler Hayden); PRINCE 2 (a UK based project method) and an overview of the PMBoK. We will continue to evolve these offerings next year as we try to focus the events on specific markets.

Attendance at the events was lower than expected, but the evaluations from attendees were extremely positive.

There were four professional development events delivered in 2008:

- How to Super Charge your Career using the PMBOK Guide;
- Tyler Hayden – Team Building for Fun, Fix or Fast Forward;
- Bruce Chadbourne PMP, Boston University - An Introduction to Prince2; and
- Toni Newman, The Innovation Advantage™.

Project Management Forum Committee

Katie Wright PMP

Debra Power

Michael Waugh PMP

Brenda MacDonald PMP

Jazmine Hayden

PMP STUDY GROUP

This continues to be a very popular offering and in 2008 PMI NS delivered two sold out sessions. The number of volunteers offering to help out with the Study Group is growing but there is also an increased demand for keeping material up to date. An initiative is planned to align volunteers with the tasks required to address this need.

| PMP Study Group Committee | |
|----------------------------------|------------------------------|
| Roy deVries, PMP | Ron Singer, PMP |
| Wanetta Whitmore, PMP | Wendy Spears, PMP |
| Alan Barnhill, PMP | Jon Volk, PMP |
| Judi Vincent, PMP | Chris Henkelmann, PMP |
| Hamed Farmand, PMP | Kirk Fifield, PMP |
| Philip Caulier, PMP | Andrew Mitchell, PMP |
| Jim Fletcher, PMP | Ken MacKeigan, PMP |
| Tim Peach, PMP | Anita Swamy, PMP |
| Scott Ellis, PMP | Beverly Easton, PMP |
| Chris Waldron | |

PARTNERED EVENTS

In partnership with Saint Mary's University, the Chapter held two PMP Prep Courses in 2008.

In partnership with Breton Professional Services Inc. we delivered three courses:

- Establishing a Project Management Foundation using MS Project 2003;
- What's new in Microsoft Project 2007; and
- Establishing a Project Management Foundation using MS Project 2007.

SATELLITE EVENTS

There was a first this year with an event happening in Northern Nova Scotia - “Success Factors in Project Management”. This was organized to deliver professional development opportunities to both members and non-members at a location outside of metro Halifax. It is anticipated that this will continue to evolve next year. Thanks to Bev Easton, PMP for working to establish this and looking after the interests of Project Managers in the northern part of the province.

| Northern Satellite Committee | |
|------------------------------|--------------------|
| Bev Easton, PMP | Stefan Ianta, PMP |
| Peggy Gemert, PMP | Hugh Langille, PMP |
| Terry MacIsaac, PMP | Jamie Bourque |

PROGRAMS

The Programs Committee successfully organized and held six events in 2008.

Dinner Meetings:

| Date | Speaker | Topic | No. Registered |
|--------------|--------------------------------------|--|----------------|
| February 13 | Toni Newman | 10 th Anniversary Dinner Meeting Presentation | 102 |
| March 27 | Julie Grabb | Improving Project Performance | 34 |
| June 11 | Bruce Chadbourne | Risk Metrics: Quantitative Techniques for Managing Risks | 57 |
| September 10 | Greg Balestrero and Dianne Swinnamer | Corporate Social Responsibility & Those who Feed those in Need | 54 |
| November 26 | Julia Rivard and Peter Giles | Beijing Bound! | |

Breakfast Meetings:

| Date | Speaker | Topic | No. Registered |
|-----------|--------------|--|----------------|
| May 14 | Donna Davis | Change Your Civic Address or Give Up Your First Born – Which is Easier | 40 |
| October 8 | Allan Paquet | Let's Talk Making Money | 26 |

The Programs committee was fortunate to have two new committee members join us this year, Martha Wilson and Shelley Hessian.

| Programs Committee | |
|-----------------------|-----------------------|
| Krista MacDonald, PMP | Graeme Rudderham, PMP |
| Shelly Hessian, PMP | Joan Pike |
| Bev Thiessen | Martha Wilson, PMP |

MARKETING, SPONSORSHIP & EXTERNAL LIAISON

VP, MARKETING, SPONSORSHIP & EXTERNAL LIAISON – PETER SMITH



MARKETING – HUGH RICHARDS



| | |
|----------------------------|-----------------------|
| Marketing Committee | |
| Hugh Richards | Jazmine Hayden |

MARKETING

Although not without its challenges, Marketing had a successful year with much interest from PMI members to become more engaged in the improvement of marketing initiatives. In particular the expansion of the website content and search engine optimization were identified.

Some members, through formal and informal discussions expressed their concern over not reaching out effectively to the membership or utilizing the website to its full and effective capacity. This will be investigated further in 2009.

Opportunities to address topics of Project Management at the university level were discussed and will be investigated in the 2009 calendar year.

A major success for the 2008 fiscal year was the golf tournament. This great networking event was a first for the chapter. This event met this goal by ensuring a fun-filled, professionally run tournament with over 100 members and friends at Granite Springs Golf and Country Club. It is worthy to mention that a full range of sponsors made this event a great success. The Marketing team will continue to bring value-added services to its membership and to the community at large with well thought out and strategic approaches.

Key events and developments for 2008:

- Successful First Annual PMI Golf Tournament;
- Journalist were invited and press releases written for all major events;
- Committee members established; and
- Alternative, cost effective Marketing avenues were explored.

EXTERNAL LIAISON

Continued focus on exposure within the marketplace will continue. Local industries are recognizing our efforts and contributions as we continue to promote PMI NS activities, services and events and the strategic objectives of PMI Global and the Chapter.

The leadership of Hugh Richards with impressive effort from Jazmine Hayden led to great strides in 2008, setting guidelines and establishing quality controls. Mr Richards retires from the Chapter this fiscal and will be truly missed.

I am confident that with the addition of new team members for 2009, the establishment of role descriptions and the setting of key priorities, we can set clear objectives and achieve a more active Chapter role.

CONCLUSION

With the economic conditions that exist today the Board and its committees will be faced with significant challenges. The changes made to the structure of our board in 2008 will enable a more strategic board for 2009 and beyond. We will need to adjust to our member's changing needs in order to be able to provide the types of events and services that they require.

The Chapter's concentration in 2009 will be to continue strategic and tactical management of the Chapter through the board and its committees. A strategic focus will be the continuation of our community involvement objective and increased focus on advocating Project Management.

APPENDIX A – FINANCIAL REPORTS
