

Annual Report 2016

December 2016



PMI Nova Scotia Chapter

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Table of Contents

Highlights And President's Annual Message

Executive and Portfolio Reports

Program Delivery

Events

Professional Development

Operations

Marketing & Communication

Sponsorship

Membership and Volunteers

Treasurer

Appendix A: Financial Statement

2015 Approved Financial Statements

2016 Year to Date (YTD)

HIGHLIGHTS AND PRESIDENT'S ANNUAL MESSAGE

It is my distinct pleasure to present the 2016 Annual Report on behalf of PMI Nova Scotia Chapter Board of Directors to our valued members.

I am very grateful for our Board and portfolio volunteers, all of whom have given their time freely throughout the year. Their efforts continually demonstrate how volunteering for the chapter provides a good opportunity to network, learn new skills and potentially advance one's career. Undoubtedly, without the assistance of volunteers, the chapter would not be able to successfully serve its members.

As we near the end of 2016, I wanted to highlight a few important accomplishments this past year.

Firstly, I want to thank our 2016 Board and the many chapter volunteers, who are indeed the backbone of the PMI Nova Scotia chapter. Their dedication is very much appreciated as they willingly contribute their time, hard work, and expertise. We are constantly looking for additional volunteers, and I can assure you that the returns will be much greater than your investment in the chapter. As an organization we strive to provide learning and networking opportunities for all of our members, and volunteering is one of the top opportunities for members to grow professionally in Nova Scotia.

STRATEGIC PRIORITIES

The Board met in January 2016 for a full day to plan the strategic goals and objectives. The four goals were: (1) Certified Member Services; (2) Sponsor Visibility & Value; (3) Potential Members; and (4) Networking. PMI NS is automatically reporting PDUs when members register and attend a PDU event. Further details about the 2016 initiatives can be found on the chapter's web site.

CHAPTER GROWTH

Over the past year the Board increased its focus on member-centric and member-driven initiatives. We are proud of our efforts as the Chapter has increased to 600 members strong, equating to a 16% increase. The Board is delighted with its membership growth to date.

PROGRAMS

We have delivered an eclectic range of events this past year that have provided varied professional

development and networking opportunities. Two of these events provided tremendous insight into the MacDonald Bridge Big Lift Project and the Irving Shipbuilding Project. We have hosted several free lunch and learn events all over HRM and we thank all of the hosting companies.

Earlier this year in April, we partnered to help deliver the full day Professional Development Summit. Our Summer and Holiday social events are always a member favourite.

On October 26, 2016 we will hosted our Annual General Meeting to elect the new 2017 Board of Directors and President Elect. Later in the evening we recognized our valued volunteers at our Volunteer Appreciation Night. Our guest speaker was the PMI founder, James Snyder.

The Chapter's PMP/CAPM Study Group is once again sold out currently in progress at Nova Scotia Power. We recently closed off the 2016 Mentorship program - with our largest group to date of over 40 participants.

Please check our web site <http://www.pmins.ca/> for a full list of events.

SPONSORS

We are delighted to have the following sponsors for 2016 and we thank them for their valued support to our chapter:

- Gold NTT Data
- Silver Barrington Consulting Group
- Silver Citco Canada Inc
- Silver ProjectWorld*BusinessAnalystWorld Atlantic
- Bronze Concertia Technologies
- Bronze Colliers Project Leaders
- Bronze COWI

CONTINUED INVOLVEMENT

I hope that you will join us at as many meetings and events as possible and get involved in promoting the project management profession in our region. Your active participation will greatly enhance everyone's, including your own membership experience.

In concluding my term as your President it was a great honour and privilege to serve the entire Nova

Scotia PMI community since January 2015! You are in excellent hands with your new President Dylan Boudreau, PMP and the new Board of Directors.

Join us in creating the future for our Chapter! Support your future learning and experience! Be a part of the change! Be a member, participate, attend, and volunteer! You can make a difference!

APPRECIATING RETIRING BOARD MEMBERS

This year saw the retirement of one of our standing board members. A special thanks to Drake Morse, Treasurer for his volunteer efforts and financial stewardship for PMI NS Chapter from 2014 - 2016.

EXECUTIVE AND PORTFOLIO REPORTS

PROGRAMS

Dylan Boudreau - Vice President

I would like to thank the dedicated volunteers that stepped up at each and every event to ensure delivery went smoothly. This year we were able to deliver 15 events which includes our summer and holiday socials and the return of a full day symposium. Due to their popularity there was an increase in the Lunch and Learn format over traditional dinner meetings. Our Lunch and Learns would not be the success they are without the support of the local business community (Bell, Deloitte, HITS-NS, IBM) who has generously provided space to deliver these sessions. These events continue to be a big draw and we'll continue to expand on their success in the new year and look for new places to hold them.

It was a transition year within PD with the PMP Study Group piloting 3rd party materials over internally developed. The initial pilot was launched with materials from Passionate PM over the winter and proved to be a great success and as such a full rollout was launched for the October group. This fall also saw the move of the Study Group from Canada Post to the Emera building on Lower Water Street. The new location has proved to be a big success with positive feedback from attendees. Space for the 2016 study group is in the process of being finalized and we look forward to announcing it on the website.

Events

Michelle Mercier - Director

Sandy MacMillan - Director

The Events committee is responsible for providing a variety of events to meet the needs of members of the PMI Nova Scotia Chapter and to promote project management practice in Nova Scotia.

The Events committee organized and delivered the PMI NS Chapter events for 2016 based on the detailed plan from PMI NS Service Delivery.

The Events committee is made up of a team of volunteers who lead and deliver the PMI events and the core group is listed in the table below. The group meets monthly to plan for upcoming events and to review the past events in order to identify areas for change and improvement. The Events Committee is also supported by Bev Thiessen, Dylan Boudreau, and Ron Singer.

I would like to thank our Corporate Sponsors. They provided generous contributions to various PMI NS Chapter events this year. The Sponsors provided both financial support and meeting space and facilities for PMI NS events. It was greatly appreciated.

For 2016, the Events Committee was responsible for the delivery of 3 Dinner Meetings, 1 Network and Learn event, and 9 Lunch and Learns. We also had a 1/2 day symposium in September. We partnered with several other Professional organizations to deliver the annual Professional Development Summit (PDS) in April. We also worked with Project/ BA World as a sponsor and help promote their Halifax conference and provide a discount rate for our members. As well, this year we hosted another successful Summer Social and will be hosting a PMI Christmas Social in December.

The PMI NS Chapter Events for 2016 are listed below:

DATE	EVENT	SPEAKER	Location
Jan 12, 2016	Lunch and Learn - The state of Project Management in NS	Ron Singer	CBCL Limited
Jan 21, 2016	Lunch and Learn - Navigating changes to PDUs and the PMI Talent Triangle (Repeat session)	Darren Spinney	T4G
Feb 17, 2016	Lunch and Learn - Optimizing Intercultural Communications for Project Managers	Denise DeLong	NTT data

March 3, 2016	Lunch and Learn - Navigating changes to PDUs and the PMI Talent Triangle (Repeat session)	Darren Spinney	IBM
March 16, 2016	Network and Learn - How to Inject Agile processes into a waterfall methodology	Andrew Mitchell	Delta Halifax
April 19, 2016	Lunch and Learn - The new halifax central library - resources for project managers	Maureen Collier	Halifax Library
April 27, 2016	Dinner Meeting - The Big Lift	Steve Snider and Jeff Stewart	WTCC
May 18, 2016	Lunch and Learn - Ready? Set? Go! Hiring, and being Hired! Are you ready?	Michelle Murray	Bell Training Room: Scotia Squar
June 23, 2016	Summer Social	NA	Red Stag Tavern
June 15, 2016	Lunch and Learn - What Have You Been Missing from Projectmanagement.com?	Mike Frenette	Provincial Building
Oct 28, 2016	½ Day PDS - Soft Skills for more effective Project Management	Allen Price	Ashburn Golf Club
Oct 28, 2016	Dinner Meeting - Managing the build of the Arctic Offshore Patrol Ships	Tom Graham, Jeff Pierce, Bruce MacGregor	Ashburn Golf Club
Oct 12, 2016	Lunch and Learn - Top Future Technology Trends and their Impact on Project Management Professionals	Steve Harris	Lord Nelson
Oct 26, 2016	AGM and Volunteer Appreciation Dinner - ??	Jim Snyder	Royal Artillery Park
Nov 16, 2016	Lunch and Learn - Portfolio management with Microsoft Project Online	Steve Caseley	NTT Data
Dec 7, 2016	PMI Christmas Social Event	N/A	Gahan House

We will continue to review feedback, venues and new ideas for events in order to continue to provide a wide variety of high quality events to the PMI members and other participants.

Committee Members: Andrew Mitchell, Eugene Krimnuz, Mary McLaren, Michael Waugh

Professional Development

Darren Spinney – Director

PMI Nova Scotia ran two PMP/CAPM Study Group sessions this year at NS Power, using the new course material selected in 2015. Feedback on the courseware continues to be positive. The material is continually updated by the vendor as PMI makes updates to the programs. Study group participants are provided with a paper copy of the PMPBOK® Guide, 5th Edition and a Student Courseware bundle as part of their registration fee. The Student Courseware bundle includes a Student Coursebook, a Student Workbook with weekly exercises and over 600 PMP exam style questions, and a Quick Reference Study Guide.

Due to the PDU changes, facilitators reach their PDUs in the giving back category after facilitating only 2.5 sessions in a three year period. We have been focusing on initiatives to expand our facilitator base through networking and informal group orientation socials for current and prospective facilitators and have been able to add 8 new facilitators this year. To further support our facilitators, each facilitator is provided with an instructor courseware book, session slides with an additional 40-50 PMP-style question slides with explanations provided in the slide notes.. We are currently working on expanding our Facilitator Welcome Package with tips from existing facilitators.

A Special Thanks to Nova Scotia Power for generously donating classroom space for our study group sessions this year.

Volunteers:

Heather Fraser, PMP

Paul Williams

Jody Saturley, PMP

Lianne Giswold, PMP

Amy Brooks, PMP

Jeff Pierce

Angela Kerr, PMP

Drake Morrison, PMP

Ian Sutherland, PMP

Micheline Mackay, PMP

Derek Dow, PMP

Anne Marie-Belliveau, PMP

Chris Mitchell, PMP

Tim Peach, PMP

Ashley MacPherson, PMP

Lucas Nobre

Mentorship Program**Elizabeth McNamara**

The 2016 PMI NS Mentorship Program ran from May 2016 to Nov 2016. This year was our largest group with over 40 participants in the program. A wrap up session was held on Nov 24th, 2016 for the participants, solicited feedback was presented and discussed. Overall the program was deemed a success and several participants indicated their desire to continue with the program in 2017. A call out for participants for 2017 will happen shortly, in order to align the program with the PMI NS fiscal year, the proposed start date for the next program cycle is mid January 2017.

PMI NS wishes to thank Barrington Consulting again for their generous sponsorship for this valuable Chapter program.

Committee Members:

Selicia Douglas

Darren Spinney

Carolyn Stewart

Elizabeth McNamara

OPERATIONS

Robin England - Vice President**Operations**

The Operations Team directly platforms the delivery of PMI NS programs and events through marketing and communications from eblasts to social media to our web site, membership support, managing volunteer recruitment and onboarding, relationships with local businesses and groups through sponsorship, outreach and administrative support.

Sponsorship had an incredible year in 2016 by not only meeting but exceeding its target set in January 2016 within 3 short months. **Vanessa Greer**, Director of Sponsorship, won Volunteer of the Year for 2016 for her efforts redesigning the portfolio and team leadership.

Marketing and Communications expanded in 2016 under Director **Amy Wilson** with an internal Staging Area design for collaboration across the Board, scheduled biweekly mail notices (eBlasts) and expanded social media activity. Our new Social Media Coordinator Aubrie McGibbon won a Special Recognition Award in 2016 for her talents in growing these channels. The PMI Nova Scotia website began its upgrade under Amy and our new Website Coordinator Mohamed El Agha in 2016 with roll out expected in early 2017.

Our Director of Membership, **Selicia Douglas**, spearheaded a remarkable new initiative that will see fruition in 2017 in the form of a new Awards platform for the Chapter. There will be more news to come in winter 2017, but in interim we would like to welcome and thank Tammy MacDonald, for taking on the volunteer Project Coordinator role for this piece of work and the working group's dedicated volunteers.

A very special thank you and shout out to **Bev Thiessen** for her continued administrative support to the Board of Directors. She is the true backbone of our Chapter.

Sponsorship

Vanessa Greer - Director

One of the chapter's key objectives with sponsorship is to engage corporate institutions not only for financial support, but more importantly to provide awareness and general support towards the project management profession. This formula resulted in a win-win relationship.

PMI NS is very grateful to the following sponsors for 2016:

Sponsor Organization	Sponsor Category	Event
NTT Data	GOLD	The Big Lift - Presenting Sponsor September Dinner - Presenting Sponsor
ProjectWorld*BusinessAnalyst World Atlantic	SILVER	Summer Social - Major Sponsor PMF - Presenting Sponsor
Barrington Consulting	SILVER	Mentorship Program - Presenting

		Sponsor
Citco Canada Inc	SILVER	PMF - Presenting Sponsor
Colliers Project Leaders	BRONZE	The Big Lift - Major Sponsor
COWI	BRONZE	The Big Lift - Major Sponsor
Concertia	BRONZE	September Dinner - Major Sponsor
Halifax Global	IN-KIND	Annual Membership Survey
Nova Scotia Power	IN-KIND	Study Group Monitors / Study Group Space
Sierra Systems	IN-KIND	Location for monthly BOD meetings plus storage space
CBCL	IN-KIND	Lunch & Learn Location
T4G	IN-KIND	Lunch & Learn Location
NTT Data	IN-KIND	Lunch & Learn Location
Spring Garden Library	IN-KIND	Lunch & Learn Location
IBM	IN-KIND	Lunch & Learn Location
Provincial Government (Young St. Office)	IN-KIND	Lunch & Learn Location
Lord Nelson Hotel	IN-KIND	Lunch & Learn Location

Special thanks to our 2016 volunteer Account Managers: Kevin Crasta, Chi Pierre, and Zara Palevani.

Marketing & Communications

Amy Wilson – Director

In 2016, Marketing & Communications most notably advanced its operations by creating and implementing an internal staging area for easier collaboration across the Board, other portfolios and our internal team. We also added to our team a new Social Media Coordinator (Aubrie McGibbon)

and a new Website Coordinator (Mohamed El Agha). The portfolio continues a formal alignment with Events and Professional Development including fostering of an Events Marketing Coordinator (Li Lei).

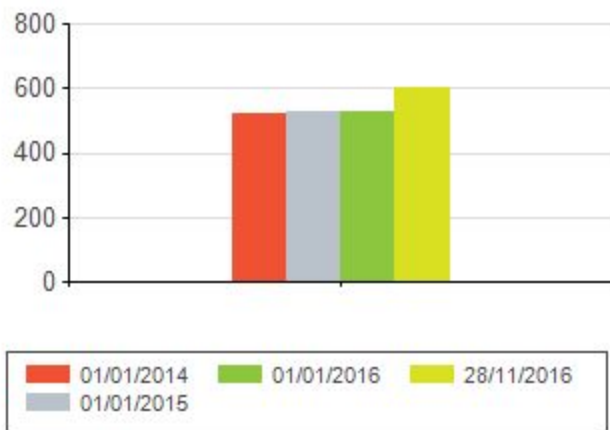
In 2016, we sent 26 e-blasts to over 1500 subscribers, 200+ tweets to over 400 followers as well as completed website updates and LinkedIn posts. The communications team also refreshed the look of the volunteer awards at this year’s Volunteer Appreciation Night.

We are always looking for great new volunteers to join our team. In 2017 we are looking to find a Copywriter (short and long copy). Feel free to reach us anytime at communications@pmins.ca even if just to let us know how we are doing.

Membership and Volunteers

Selicia Douglas – Director

In 2016 the chapter welcomed 136 new members (16 % increase), totaling 600 at the end of November 2016 as shown in diagram below (PMI)



For the reporting period 436 members hold a PMI credential as follows: PMP®:398; CAPM®:27; PMI-SP®:1; PMI-RMP®:3; PMI-ACP®:5

In 2016, the Committee’s efforts were geared towards improving processes for identifying and managing current volunteers through PMI’s Volunteer Relationship Management System (VRMS).

Volunteers are essential to the Chapter's success and in 2016 approximately 53 volunteers, including Board of Directors, volunteered their time, expertise and energy in service to the Chapter - running the chapter would be impossible without volunteers!

To this end, under the Awards and Recognition Program, **Volunteer of the Year Award** was presented to Vanessa Greer, Director of Sponsorship, who exceeded the chapter's sponsorship targets for 2016. The Chapter also awarded **Outstanding Service Awards** to Michael Waugh for his sustained performance and role as an Events Coordinator; and Aubrie McGibbon for her clear and concrete advancements in Chapter communications.

During the year, two **Spotlight Recognition** were done for Chi Perrie and Antoine Colombet; and a **Certificate of Appreciation** granted to Kevin Krasta. These volunteers were recognized for their excellent service, efforts and contribution to the chapter.

Further, the Chapter is expanding its Awards Program to recognize external contributions, more so, successful projects in the province of Nova Scotia that demonstrate excellence and commitment to the field of Project Management. Special thanks to committee members Tammy MacDonald, Ajay Maini, Mike Frenette, Li Lei and Kostia Zaharov who are currently planning towards a launch in March 2017.

The Chapter also conducted its Annual PMI NS Chapter survey which provides the Chapter and the Board of Directors with valuable information and insights into the membership, its needs and interests. Special thanks to volunteer Ruth Blades for her continued dedication in this area of work.

The Chapter encourages each member to volunteer - search advertisements on VRMS or by expressing an interest to the Director at membership@pmins.ca.

Treasurer

Drake Morse – Treasurer

PMI Nova Scotia Chapter had a very positive year financially with anticipated profits exceeding \$10,000. This was predominantly due to our outstanding operational and sales team allowing us to bring in more Study Group members and reducing the typical losses we would face for each event.

My goal for the last two years was to bring us in compliance from a Financial Audit and Joint Stock filings. As of now we are officially up to date with our Financial Audits and have filed with the government of Nova Scotia to update our Joint Stock filings.

Again, congrats to our outstanding Board team for the performance this year.

Immediate Past President

Derek Dow - IPP

My focus for 2016 was the bylaw update project. Our chapter bylaws have not undergone a major overhaul since they were first drafted in 1997/98. Changes in technology and how we operate the chapter have caused some conflicts and inconsistencies within the bylaws to become evident. In 2015, the board, based on recommendation of the executive, initiated a project to update the bylaws. Significant work has been completed over the past year in reviewing the bylaws and aligning them with current operations as well as with the PMI GOC template. At this point, a majority of the major issues have been resolved. The next step is to finalize alignment with the GOC template, followed by submission to GOC for approval. Once approval is received, we will be bringing the bylaws to the membership for ratification.

This year marks the end of my term as IPP, and in a larger sense, the end of my cycle as chapter President. Over the past 8 years volunteering with the chapter, I have had the opportunity to work alongside a large number of very talented people who were all dedicated to the success of the chapter. I would like to take this opportunity to thank all chapter volunteers, but especially so those that take on the commitment of serving at the board level. Without its volunteers, the chapter would not be the

success that it is. I am confident that PMI NS is in good hands and look forward to continuing to volunteer with the chapter in the future

APPENDIX A: FINANCIAL STATEMENTS

2015 Approved Financial Statements

2016 Year to Date (YTD)