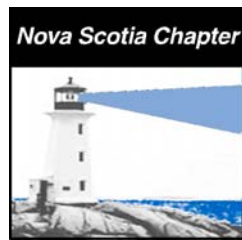


***PMI Nova Scotia
Annual Report for 2005***

November 9, 2005



Building Professionalism in Project Management™

Project Management Institute

PMI Nova Scotia Chapter

Location: 2000 Barrington Street; Cogswell Tower, Suite 602, Halifax NS B3J 3K1

Mailing Address: PO Box 34504, Halifax, NS B3L 3S1

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INTRODUCTION

On behalf of the PMI Nova Scotia Board of Directors, it is my sincere pleasure to present this annual report to the members of the Project Management Institute, Nova Scotia.



This has been a great year for our chapter. We have grown locally and achieved positive change in several areas, while maintaining momentum in all others.

As PMI matures locally and internationally, we must reach out to other boards and committees across Canada, North America and even other continents. This will help us all achieve economies of scale evidenced through such initiatives as the “One PMI/My PMI” web site opportunity, of which you will hear and see more in 2006.

This year, a number of our directors participated in regular Regional conference calls and attended meetings in Montreal and Toronto. The Southern Ontario Chapter created www.pmi.ca, prompted by Allan Callard’s discovery of the domain name being available. Our chapter set up a collaborative Sharepoint site for Region 3, hosted by Sierra Systems, and will soon be moving it to a site owned by the chapter, and hosted by Intermedia, the same organization that hosts the One PMI/My PMI site.

An indication of our high profile in collaborating with other chapters in our region is the fact that Judi Vincent has recently been appointed to the position of Component Mentor for Region 3, an achievement of which we can all be proud.

You will find the highlights of the year below, as well as more detail in the individual portfolio reports that follow.

Regards,

A handwritten signature in blue ink that reads "Michael J. Frenette".

Michael J. Frenette
President, PMI Nova Scotia

OVERVIEW OF 2005

2005 has been a year of growth and change for PMI Nova Scotia, fueled by new partnerships, changes in the PMP exam and eligibility requirements, and, of course, the enthusiasm and dedication of the directors of the board, their committees and our Association Coordinator.

These are the high points of the year:

ENTHUSIASTIC VOLUNTEERS

This chapter can be proud of our volunteer participation. We have 41 committee members in our volunteer database, 11 more who serve on the board of directors, and a handful more who perform activities as needed.

This represents volunteer participation of over 15 percent of our members.

PHENOMENAL PMP GROWTH

We grew the number of PMPs in our chapter from 99 in 2004 to 176 in 2005! This incredible growth rate of almost 80 percent speaks volumes for the recognition of the PMP credential in Nova Scotia not just by those who write the exam, but also by the organizations that support them in their endeavour.

IMPRESSIVE MEMBERSHIP GROWTH

Our membership increased from 291 in 2004 to 340 in 2005. This represents a growth rate approaching 20 percent.

TWO NEW PARTNERSHIPS

We forged a new relationship with Saint Mary's University (SMU). We provide course material and instructors, and SMU provides the marketing and venue for a four-day PMP Preparation Course. We conducted one in August, and expect to conduct at least two per year moving forward.

We created a new partnership with LogicBay, the host of our chapter offices and infrastructure.

A CHANGING WEB PRESENCE

We moved our web site to a new area to allow an increase in content, and began a project to convert to the One PMI/My PMI site, which will provide us many advantages including immediate event registration and online payment, automatic PDU registration and links with the PMI Global membership database.

We began a project to set up our own Sharepoint site so that we can migrate from the site kindly hosted by Sierra Systems, which will eventually permit member collaboration.

CURRENCY WITH PMBOK UPDATES

We updated the PMP study materials and began updating CAPM course materials to be in accordance with PMBOK, 3rd Edition.

THIRTEEN EXCELLENT PROFESSIONAL DEVELOPMENT AND NETWORKING OPPORTUNITIES

We conducted three Project Management forums and the “Big Event” (Neal Whitten), five dinner meetings, one breakfast meeting, and hosted two ten-evening PMP Study Groups and one four-day PMP Preparation Course.

A NEW OFFICE AND INCREASED STAFF PRESENCE



This year we moved our office to LogicBay’s premises, as NSAA needed their space for expansion. Many thanks to our former new hosts.

Joan Pike, our Association Coordinator, is working for PMI NS on a full-time basis as of September this year, and now answers our new direct number, 423-1764 (ONE PMI). Joan has been essential to our success in past years, and will continue to be central to our accomplishments in coming years.

A NEW SPONSOR PROGRAM

Through the efforts of our Sponsorship Director, we now have a robust sponsor program. Many thanks to Keane Canada, our Gold Sponsor for 2005.

STELLAR FINANCIAL PERFORMANCE

Under the watchful eye of our Treasurer, we earned a net profit this year of over \$24,000, and have almost \$100,000 in equity. We are now in the enviable position of having sufficient equity to cover a full year’s operating expenses.

We have achieved this through the efforts and careful planning of the committees managing our PMP Forums, Programs, PMP Study Groups and Preparation Course.

Portfolio and Executive Reports

The following reports were submitted 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.

VICE PRESIDENT’S 2005 REPORT – BRUCE MOIR



- Moved offices from NSAA to LogicBay.
- Moved our Association Coordinator from part-time to full-time employment.
- Procured a new phone and phone number for PMI NS, while retaining our Events Line.

TREASURER’S 2005 REPORT - PAUL ROWE



- In 2005 the finance committee continued operations on a basis consistent with the previous year.
- New banking and investment arrangements were established with the Royal Bank, a move that mitigated personal risk to the BOD particularly signing officers.
- Consistent and regular financial reports were presented to the board of directors and the membership, and the Treasurer oversaw event budgets and helped recognize our substantial profit of over \$24,000 this year.

Treasurer Committee	
Alan Chilton	Gail Okoh

IMMEDIATE PAST PRESIDENT'S 2005 REPORT – JUDI VINCENT


The Immediate Past President engaged in the following activities:

- Conducted presentations to various groups including:
 - The Association of Preservation Technologists
 - Saint Mary's University MBA students
 - Gold Seal Award applicants
- Prepared materials and instructed the PMP Preparation course associated with the Saint Mary's University partnership.
- Presented introductory material to 2005 PMI NS PMP Study Groups.
- Upgraded PMP materials to 3rd edition of the PMBOK and started upgrades of CAPM material.
- Acted as the Neal Whitten liaison.
- Participated in PMI Global activities including the Component Maturity Model Advisory Committee and the Leadership Institute.

MEMBERSHIP'S 2005 REPORT – JUDY MACINNIS


We are pleased to recognize a volunteer participation base of over 55 members – representing over 15% of our chapter's members. This speaks very well for the value and activity within our chapter. Some interesting figures:

- Approximately 340 members, a growth of 50+ members from last year.
- Added over 75 new PMPs in 2005.

We believe in frequent communication with our new and renewed members through letters, a newly designed postcard and pins for our new members.

We solicit the opinions of our members through annual surveys, designed to assist the chapter in finding new ways to serve its members and to learn about the interests and work of its members.

Membership Committee	
Julianne Crawford	Paul Dean

PROFESSIONAL DEVELOPMENT'S 2005 REPORT - NANCY MUISE



Professional Development is the largest portfolio both in terms of revenue and numbers of volunteers. It comprises three areas – general, PM Forums and PM Study Groups.

General

- Re-negotiated the agreement with the Newfoundland Chapter to use the PMP Study Group materials.
- Addressed issues regarding PMP Certification and PDUs.
- Added books to the library and budgeted for more next year.

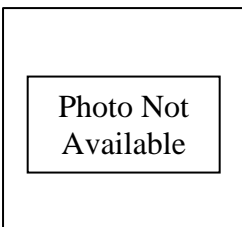
PMI NS partnered with Saint Mary's University to deliver a four day PMP Preparation course with the chapter providing materials and our very own Roy DeVries and Judi Vincent as instructors.

The first session was held in August, and we expect to hold two more sessions in 2006.

This has been very profitable for the chapter.

Professional Development Committee	
Roy DeVries	Judi Vincent

PMP STUDY GROUPS – JAMIE DURNING



- Our two PMP Study Groups were sold out, and represented 70 hours of intensive training for almost 30 people.
- We updated the PMP Study Group Material for the PMBOK 3rd Edition.

PMP Study Group Committee	
Alan Barnhill	Kirk d'Eon
Roy DeVries	Mark Dull
Robert Gascoigne	Lianne Giswold
Graeme MacKenzie	Ken McDonald
Wanetta McTiernan	Marc Piccinin
Paul Rowe	Frans Sanders
Peter Smith	Bev Thiessen
Martha Wilson	Mike Zareski

PROJECT MANAGEMENT FORUMS - CURTIS MCINTYRE



- We conducted three PMF's and the Neal Whitten Seminar.
- Host events in 2005 were provided by Saint Mary's, University, Business and Executive Development department, CGI consulting, Xwave Solutions, and tomorrow's event will be held at Mount Saint Vincent, Rosaria centre hosted by the Business and Tourism Department.
- Over the year the opportunity of earning valuable professional development credits was provided to 140 PMP members with over 140 more attendees scheduled for the Neal Whitten event.
- Eighteen speakers with diverse interests were engaged to provide interesting environments for learning.
- The committee created a consistent cohesive plan through the use of solid strategic direction.
- We kept the committee environment fun.

Project Management Forum Committee	
Colin Affleck	Dave Bond
Bryan Bursey	Eleanor Campbell
Chris Clarke	Maureen Connolly
Shelley Hessian	Paul Iacuele
Curtis McIntyre	Brenda Morse
Helene Paulus Thain	John Trask
Chris Waldron	

EXTERNAL LIAISON'S 2005 REPORT – PAUL FRANK



The External Liaison team:

- Sent several communications to non-IT organizations in a bid to increase PMI NS membership.
- Met with a group of volunteers mostly from the engineering profession, and formed a committee of two.

External Liaison Committee	
Kent Lane	Kim Thompson

PROGRAMS' 2005 REPORT - KEVIN O'REILLY


This year the Programs Committee conducted 4 regular dinner meetings:

- Wednesday February 9, 2005 - Managing Stakeholders - Challenges in a Multi-jurisdictional Environment - Dieter Pagani & Michael Kelly, NS Dept of Health.
- Wednesday April 13, 2005 - Project Design: Creating a Positive Experience - Kirk Sievert.
- Monday June 6, 2005 - Team Motivation - Keep the Fires Burning - John Rakos.
- Wednesday September 21, 2005 - Building Global Delivery Solutions - Grant Sullivan, Keane Canada.

One breakfast meeting - Wednesday, May 11, 2005 - Revolutionize Your Business: The Power of the Business Analyst - Glenn Brule, Director of Business Development & Learning Strategy for CDI.

And our Volunteer Appreciation Night dinner - November 9th, 2005 - Behaviours to Master When Dealing with Your Leaders – Neal Whitten.

Evaluation of the events through September averaged a 4.5 out of 5 rating, and an average attendance of 70 registrants.

Program Committee
John Colpitts

MARKETING'S 2005 REPORT – ALAN BLYTH


The Marketing team:

- Reviewed marketing strategy and documents.
- Developed a new chapter brochure.
- Developed a panel of members who are available to speak at various organizations and events.
- Provided PMI awareness presentations.
- Provided a project management speaker for an event with the Purchasing Association of Nova Scotia.

Marketing Committee
Holly Brown

COMMUNICATIONS' 2005 REPORT – JOHN MACMANUS


The Communications team:

- Upgraded the Chapter's website to provide better level of service.
- Created a business case for moving to the "Mile Hi Web Site" (One PMI/My PMI). This was approved by the Board.
- Signed up for One PMI/My PMI Web site and started planning for migration.
- Completed a Communications Kit.
- Submitted regular eNewsletters.

Communication Committee	
Kimberly Taylor-Cull	Bryan Drummond
Anita Sharma	

SPONSORSHIP'S 2005 REPORT – MICHELLE MURRAY


The Sponsorship team:

- Created the sponsorship brochure and marketed it to several organizations.
- Procured a Gold Sponsor for the year – Keane Canada.
- Attracted one committee member, Dan Fay.

Sponsorship Committee	
Dan Fay	

CONCLUSION

In 2006 we will concentrate on our members' feedback regarding additional services the chapter can provide, such as CAPM Study Groups, more social opportunities, and annual events like a golf tournament. We will also be examining our board structure with an eye to adjusting portfolios and reaching out to non-profit organizations and industries that could benefit from more involvement with the Chapter.

We plan to leverage our new infrastructure and full-time association support to continue and even increase the satisfaction and financial successes this chapter has attained since its formation in 1998.

2005 was an excellent year for the chapter on many fronts and we are well positioned to continue this success through 2006.

Appendix A – Financial Reports

PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER

FINANCIAL STATEMENTS
for the year ended December 31, 2004

LYLE TILLEY DAVIDSON

Chartered Accountants



AUDITOR'S REPORT

To the members of **Project Management Institute, Nova Scotia Chapter**

We have audited the balance sheet of **Project Management Institute, Nova Scotia Chapter** as at December 31, 2004 and the statements of operations, changes in net assets and cash flow for the year then ended. These financial statements are the responsibility of the Institute's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Institute as at December 31, 2004 and the results of its operations and cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

A handwritten signature in black ink that reads "Lyle Tilley Davidson".

CHARTERED ACCOUNTANTS

Halifax, Nova Scotia

June 23, 2005

101 Ilsley Avenue, Unit 7
Dartmouth, Nova Scotia B3B 1S8
Tel: 902.468.2688 Fax: 902.468.5966

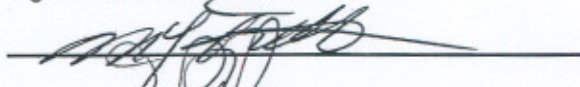
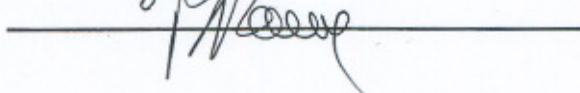
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Bridgewater, Nova Scotia B4V 3K9
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PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER
BALANCE SHEET
as at December 31, 2004

	2004	2003
ASSETS		
CURRENT ASSETS		
Cash	\$ 25,383	\$ 102,604
Temporary investments	52,491	11,779
Accounts receivable	2,691	1,932
Prepays	-	120
	80,565	116,435
CAPITAL ASSETS (note 5)	4,564	-
	\$ 85,129	\$ 116,435
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 1,184	\$ 18,376
Deferred revenue	-	39,475
	1,184	57,851
NET ASSETS		
UNRESTRICTED NET ASSETS	79,381	58,584
NET ASSETS INVESTED IN CAPITAL ASSETS	4,564	-
	83,945	58,584
	\$ 85,129	\$ 116,435

Signed on behalf of the Board

 _____ Director
 _____ Director

PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER
STATEMENT OF OPERATIONS
for the year ended December 31, 2004

	2004	2003
REVENUE		
Membership	\$ 7,915	\$ 8,258
Professional development	91,371	30,544
Programs	13,055	23,520
Web site advertising	-	2,800
Investment	720	254
Other	849	1,130
	<u>113,910</u>	<u>66,506</u>
EXPENDITURES		
Amortization	805	-
Bank charges	2,839	1,989
Business management	22,239	8,796
Membership	-	2,471
Office supplies	545	912
Professional development	4,426	10,267
Professional fees	1,515	3,732
Programs	55,005	19,062
Repairs and maintenance	104	-
Website	107	50
	<u>87,585</u>	<u>47,279</u>
	26,325	19,227
OTHER INCOME		
Foreign exchange gain (loss)	<u>(965)</u>	186
EXCESS OF REVENUE OVER EXPENDITURES		
(EXPENDITURES OVER REVENUE)	<u>\$ 25,360</u>	<u>\$ 19,413</u>

PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER
STATEMENT OF CHANGES IN NET ASSETS
for the year ended December 31, 2004

			2004	2003
	Invested in Capital Assets	Unrestricted Net Assets	Net	Net
NET ASSETS - BEGINNING OF YEAR	\$ -	\$ 58,585	\$ 58,585	\$ 39,172
Excess (deficiency) of revenue over expenses for the year	(805)	26,165	25,360	19,413
Investment in capital assets	5,369	(5,369)	-	-
NET ASSETS - END OF YEAR	\$ 4,564	\$ 79,381	\$ 83,945	\$ 58,585

PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER
STATEMENT OF CASH FLOW
for the year ended December 31, 2004

	2004	2003
CASH FLOW FROM OPERATING ACTIVITIES		
Net earnings for the year	\$ 25,360	\$ 19,413
Adjustment for amortization	805	-
	<u>26,165</u>	<u>19,413</u>
Changes in non-cash working capital:		
Accounts receivable	(759)	14,166
Prepaid expenses	120	(120)
Accounts payable and accrued liabilities	(17,191)	14,079
Deferred income	(39,475)	39,475
	<u>(31,140)</u>	<u>87,013</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Purchase of capital assets	(5,369)	-
Purchase of temporary investments	(40,712)	(244)
	<u>(46,081)</u>	<u>(244)</u>
INCREASE (DECREASE) IN CASH DURING THE YEAR	(77,221)	86,769
CASH - BEGINNING OF YEAR	102,604	15,835
CASH - END OF YEAR	\$ 25,383	\$ 102,604

PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER
NOTES TO FINANCIAL STATEMENTS
for the year ended December 31, 2004

1. ORGANIZATION'S PURPOSE

Project Management Institute, Nova Scotia Chapter is a not-for-profit organization incorporated under the Nova Scotia Societies Act. The organization's objective is to promote project management professionalism within local businesses, universities and professional organizations in the chapter area. This is achieved through chapter activities, meetings and other educational programs.

2. ACCOUNTING POLICIES

Revenue recognition

Project Management Institute follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership revenue is recognized when dues are received.

Investment

Investments are recorded at market value.

Financial instruments

Unless otherwise indicated, it is management's opinion that the Institute is not exposed to significant interest, currency or credit risks arising from their various financial instruments. The fair value of these financial instruments approximates their carrying value, unless otherwise noted.

Capital assets

Capital assets are recorded at cost, and are amortized using the declining balance method at the annual rate of 30% for computer equipment.

Amortization is calculated at one-half of the normal annual rate in the year of acquisition; no amortization is recorded in the year of disposal.

Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires the centre's management to make estimates and assumptions that affect the amounts reported in the financial statements and related notes to the financial statements. Actual results may differ from these estimates.

PROJECT MANAGEMENT INSTITUTE, NOVA SCOTIA CHAPTER
NOTES TO FINANCIAL STATEMENTS
for the year ended December 31, 2004

3. CAPITAL ASSETS

	<u>2004</u>		<u>2003</u>	
	Cost	Accumulated amortization	Net	Net
Computer equipment	\$ 5,369	\$ 805	\$ 4,564	\$ -

6. COMPARATIVE FIGURES

Certain of the comparative figures have been reclassified to conform the 2004 financial statement presentation.

Project Management Institute - Nova Scotia Chapter Budget 2006

	(Notes)	Budget 2006	Forecast 2005	Budget 2005
Revenue				
Membership Dues		12,432	10,085	7,200
Professional Development		71,846	77,089	44,000
Project Management Forums (3 events)		15,120	15,829	21,500
Big Event		22,750	32,500	-
Project Management Certification Preparation Courses	(Note 1)	33,976	28,760	22,500
Programs - Dinner/breakfast meetings and events		15,580	15,236	13,000
Sponsorship and Advertising		4,000	3,785	500
Investment Income	(Note 2)	1,500	1,002	750
Other		-	276	-
Total Revenue		105,358	107,473	65,450
Expenses				
Amortization (Computer)		1,560	1,600	-
Business Management		50,032	30,800	28,670
Salary and Benefits	(Note 3)	32,134	20,748	15,000
Leadership meetings	(Note 4)	8,463	4,755	8,450
Other	(Note 5)	9,435	5,297	5,220
Membership		4,800	675	1,000
Promotion		1,800	675	1,000
Visit by PMI Global CEO	(Note 6)	3,000	-	-
Professional Development		24,637	27,367	5,700
Project Management Forums (3 events)		2,454	862	1,200
Big Event		15,993	22,490	-
Project Management Certification Preparation Courses		6,190	4,015	4,500
Professional fees		1,800	5,515	1,600
Programs - Dinner/breakfast meetings and events		12,973	13,547	10,460
Web Site		2,500	451	-
Library	(Note 7)	1,500	255	500
Volunteer Appreciation		3,600	3,105	3,550
Total Expenses		103,402	83,315	51,480
		1,956	24,158	13,970
Other				
Foreign Exchange Gain (loss)		-	-	-
Excess of Revenue Over Expenditures		1,956	24,158	13,970

Notes

- 1 Internal and SMU PMP Preparation Courses. SMU new initiative commenced 2005.
- 2 Surplus funds invested in no risk money market fund. Propose to maintained "Fund" at approximately one years operating costs.
- 3 Coordinator employed full time effective October 1, 2005
- 4 Travel, accommodation, meals and registration related regional meeting in Montreal and the Global meeting in Seattle.
- 5 Administration costs including meeting expenses, annual strategy session, office supplies, software upgrades, training and insurance.
- 6 Visit by Greg Balestrero, CEO - expect a visit in 2006 or 2007
- 7 Propose to allocated five percent of PMP certification course revenue to enhance library content.