

Annual Report 2010

November 24, 2010



PMI Nova Scotia Chapter

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Highlights and 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 2010 to our Chapter members. 2010 has been another year of major change.

Social Responsibility

As in the past, social responsibility was a continued theme for the chapter as we have been very successful at meeting these objectives. Feed Nova Scotia has received donations of food and money totaling just over \$1,100 collected at chapter events this year. Through the Project Management Institute Educational Foundation, we have awarded our second project management scholarship. The scholarship recipient, Matthew Dugie, is a second-year Engineering student at Acadia University in Wolfville.

Events

The 2010 calendar of events was another full slate year in quality networking, professional development, educational, and social events. For *networking* events, we held 5 dinner meetings, 2 breakfast meetings, and our Volunteer Appreciation night. For *education* events, we held 2 PMFs, 5 partnered Professional Development events, 2 1-day seminars around core project management topics, and our "Big Event" with Neal Whitten. For *professional development* events, we have held 2 PMP Study Groups. For *social* events, we were honoured by the Lieutenant Governor of Nova Scotia hosting a Wine & Cheese Reception for the Chapter. We also partially held our 3rd Annual Golf Tournament in September. The Holiday Social is planned for December.

We have also tried to work with other professional associations within our area. There was a Joint Professional Development session held with other professional associations such as IIBA, CIPS, CMC, and itSMF.

Planning

In an effort to continuously improve operations, the Board (and the Service Delivery Division) will evaluate the number and types of events (i.e. professional development, educational and/or networking) being delivered to identify what further changes/improvements need to be made to the schedule to provide the better service to our members.

As in previous years, we depend on your feedback as input into our discussions and decisions on the services and their delivery methods events that best meet your needs.

Conclusion

As my term as President comes to a close, I want to thank the Board members for their efforts in supporting me. I especially want to thank Kevin O'Reilly (our Immediate Past President), who has mentored me throughout my term as President. Also, I want to thank Joan Pike, our Association Manager for the first part of 2010. Joan's professionalism, energy and commitment to the Chapter and its' success was a key factor in the delivery of quality services to our members. Thanks to Bev Thiessen for stepping up and helping out after Joan's departure. She made the transition that much smoother.

I am looking forward to moving into the Immediate Past President role and providing support to the incoming President, Paul Dean. I anticipate that the chapter will have 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,

Nancy Muise

Nancy Muise, PMP
President, PMI Nova Scotia Chapter

PORTFOLIO, STAFF AND EXECUTIVE REPORTS

Immediate Past President – Kevin O'Reilly, PMP



As I wind up my last year on the PMI NS Board I want to thank all those whom I have worked with over the years. My time on the Board has benefited me in my career and certainly has lead to many friendships that will endure. In my 10 years on the Board I have seen many changes, watched as our little chapter became a major contributor to the PMI organization regionally, nationally and internationally.

I especially want to thank Mike Frenette who helped to prepare me to succeed him as president and Nancy Muise for her leadership over the past two years. I will never be able to fully express my appreciation for the value that Joan Pike provided to the chapter over the years and wish her the best of luck in her new adventures. Thanks to Bev Thiessen for all you do and I wish the best of luck to Paul Dean and the new Board for 2011, I know they will be up for the challenge.

Volunteering with PMI Nova Scotia has been very good for my personal and professional growth and I certainly recommend it to all of our chapter members.



Service Delivery – Vice President, Paul Dean, PMP

This was the first full year of operating the new organisation model, which I believe is beginning to work well.

As you will see from the directors' reports, 2010 has been extremely busy for the service delivery team. We have tried to plan and deliver a variety of events with the hope of providing something of interest to all of our members.

I extend my thanks to the directors and their committees for all the hard work they have put in during 2010 and I look forward to working with them all in the years ahead.



Service Planning, Director, Katie Wright, PMP

The Director of Service Planning is responsible for creating an 18-month plan of the chapter's upcoming events.

I would like to thank the Service Delivery committee who is responsible for delivering successfully on the 2010 events plan. The 2010 plan, by design, was saturated with as many events as we could deliver and would be received well by our membership.

The 2011 events plan is almost complete and will go in front of the Board for review in December. Work on the 2012 events plan will begin once the 2011 plan is kicked off. As in previous years, we depend on your feedback as input into our discussions and decisions on the services and their delivery methods events that best meet your needs. We are also interested in leads and volunteer presenters. Please your feedback to planning@pmi.ns.ca.



Events – Director, Ron Singer, PMP

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.

PMI NS has been fortunate to have a very dedicated group of volunteers who have faithfully helped organize and deliver several events in 2010. The core committee meets monthly and are noted in the table below.

The committee has been supported by Paul Dean, Katie Wright, and Bev Thiessen.

Events Committee

Glenn Bannon, PMP

Glenn Bartlett, PMP

Shinez Chalibi, PMP

Sharon Guthro, CAPM

Mary McLaren, PMP

Karen Murnaghan, PMP

Debra Power

Anthony Sabeau, PMP

Tanu Shulka, PMP

Michael Waugh, PMP

Martha Wilson, PMP

We very much appreciated our corporate sponsors who contributed to the annual Golf Tournament and the Big Event, which PMI NS could not offer without their generous support. I would also like to thank our partners for supporting the PMI NS chapter and the excellent professional events they have offered throughout the year.

The 2010 Events Team was responsible for the delivery of 5 Dinner Meetings, 2 Breakfast Meetings, 2 Project Management Forums, 1 Golf Tournament, 2 one day Seminars, 1 Professional Development Summit, 3 social gatherings, the Big Event, and 5 Partnered Events.

A summary of these events is noted in the table below:

PMI NS EVENTS - 2010

Event	Location	Date
PM Framework & Tools	Partner Location	Jan 19-21
Dinner Meeting	WTCC	Feb-10
Effective Risk Management	Partner Location	Feb 15-16
Project Management Forum	Mic Mac Canoe Club	Apr-09
Professional Development Summit	SMU	Apr-05
Dinner Meeting	WTCC	Apr-14
Dinner Meeting	WTCC	May-12
Government House Reception	Government House	Jun-10
Breakfast Meeting	WTCC	Jun-10
Strategic Portfolio Management	Halifax Club	Jun-16
Breakfast Meeting	WTCC	Aug-19
Effective Risk Management	Partner Location	Sep 13-14
3rd Annual PMI Golf Tournament	Granite Springs	Sep-17
Intro to Agile Project Management	Mic Mac Canoe Club	Sep-29
Dinner Meeting	WTCC	Oct-20
Project Management Forum	Mic Mac Canoe Club	Oct-28
VAN Dinner Meeting	WTCC	Nov-24
2010 AGM	WTCC	Nov-24
Big Event	MSVU	Nov-25
PM Framework & Tools	Mic Mac Canoe Club	Nov 30-Dec 2
Member Holiday Social	Delta Barrington	Dec-09

Over the course of the year, the 900 plus attendees were exceedingly positive and the evaluations showed that the quality of our events remains very high. We conduct lessons learned each month for all past events in order to improve future events. The Events Team will continue to work with Service Planning to deliver high quality events that provide high value to our members and friends of PMI.



Professional Development – Director, Derek Dow

The PMP Study Groups continue to be very successful events for our chapter. Demand was high again with both the spring and fall offerings being sold out. This year saw planning commence for the development of a virtual format of the PMP Study Group. This offering will allow us to better serve our membership outside of HRM as well as allowing us the more flexibility with scheduling. Development of the Virtual PMP Study Group is planned to proceed in 2011. PMI Global has recently announced changes to approximately 30% of the PMP exam. An initiative is being planned to review the Study Group material against the new exam structure and to update where required.

Study Group Volunteers

Lianne Giswold, PMP

Lisa Letto, PMP

Ron Singer, PMP

Chris Henkelmann, PMP

Peter Hope, PMP

Angela Kerr, PMP

Alan Barnhill, PMP

Tim Peach, PMP

Philip Caulier, PMP

Roy deVries, PMP

Martha Wilson, PMP

Don Power, CAPM

John Heisler

Judi Vincent, PMP

Anita Swamy, PMP



Operations – Vice President, Barry Milne, PMP

The primary focus of the operational division of the PMI NS chapter is the efficient delivery of operational services to the chapter including finance, membership services, technology, and volunteer management.

There have been a number of key projects this year including: the transition of the communication function from Operations to Marketing; the kick-off of a technology review project; and, restructuring of the association management.

A key event for the year was to elimination of the Association Manager role. This change coincided with the announcement that Joan Pike's husband had accepted a posting in Ottawa and they would be moving. As a result, the tasks performed by the Association Manager was transitioned to the various volunteer committees. In addition Bev Thiessen has been hired part-time to perform administrative functions; in addition to her volunteer time.



Membership and Volunteers – Director, Elizabeth McNamara, PMP

PMI NS currently has 451 members which represents a decrease in the total membership over last year.

The following is a breakdown of membership with designations:

PMP	270
CAPM	25
PMI-SP	1

The chapter currently has 50 dedicated volunteers. Our chapters’ volunteers are key to the success of our chapter and work very hard on the chapter’s behalf.



Technology – Director, Brad George, PMP

This year, the Technology Committee became a completely independent committee. Communications was merged with Marketing to form the Marketing and Communications Committee, a common organizational structure in many companies today. This is representative of the fact that technology plays an ever increasing role and requires concentrated support and attention. Mahjabeen Mustofa is the key chapter volunteer for this committee assisting with the PMI Nova Scotia website and e-newsletters. Amiee Wilson, Dylan Boudreau, and Jason Zhu are volunteers on special projects.

We have an exciting initiative underway, led by Amiee Wilson, to do a complete review of all technology utilized by PMI Nova Scotia. Website, email, newsletters, and collaboration technologies are being assessed to ensure that the needs of members, volunteers, and the Board are met. The completion of the technology review project will then kick off a series of new projects in 2011 to implement any recommendations that will improve the effectiveness of PMI Nova Scotia.

Technology Committee

Mahjabeen Mustofa

Amiee Wilson

Dylan Boudreau

Jason Zhu



Treasurer – Paul Rowe, PMP

A financial focus for 2010 was to move closer to a balanced budget. This meant looking at various avenues of expense reduction and/or revenues increases. One of those difficult expense reduction decisions was to "scale back" the PMI Office hours to 4 days a week. We also enlisted the help of a volunteer to assist in the day to day bookkeeping aspects.

Financial Committee

Liz Devine



Community Outreach and Marketing – Vice President, Peter Smith, PMP

We continue to establish long term relationships with our community members, corporate sponsors and seek new opportunities to enhance our overall visions and goals.

2010 was a respectable year with several challenges. We will continue to strive forth and promote our Chapter, ensure long term recognition and expand our communication networks to ensure we reach our audiences in a timely manner.

With the forthcoming retirement of our Director Marketing and Communications we will need to re-focus on the Chapter objectives, concentrate on our newsletter and concentrate on promoting our events and Corporate sponsors alike. We will set reachable, obtainable goals and strategic milestones aligned with our overall campaign supporting the various sectors of PMI Nova Scotia. We look forward to an adventurous 2011.

We are looking forward to expanding our knowledge and communication reach in the 2011 year and if you are interested in joining our team for short term, or long term, goal reaching objectives we would appreciate and welcome your knowledge and support. Please do not hesitate to contact us at anytime.

Community Outreach and Marketing Committee

Debbie MacKay
Sponsorship

Julius Kanyamunyu
Marketing and Communication



Sponsorship – Director, Jamie Durning, PMP

Sponsorship worked on updating the Sponsorship Package this year with the goal of having a set of clearly described opportunities for potential sponsors to consider. The work done with this update will enhance the ability of PMI NS to obtain key sponsorships that span multiple events as opposed to soliciting sponsors for each individual event.

Another area of focus this year was the working on the process for communicating between the Events Committee, Marketing and Communications. There is still work to do in this area but the groundwork has been set for continued improvements in 2011.



Marketing & Communications – Director, Jazmine Hayden, PMP

During 2010 there were some restructuring where part of the responsibilities previously under the Director of Communications was reassigned to Marketing, making the role the Director Marketing & Communications. Part of this role is trying to identify the right balance so that members receive the information they require without overloading their e-mail in boxes.

We did manage to produce one newsletter this year, which was issued in the fall. If you missed it, it is on our chapter web site (www.pmi.ns.ca).

Appendix A - Financial Statements