

Annual Report 2011

November 23, 2011



PMI Nova Scotia Chapter

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Highlights And President's Annual Message

On behalf of PMI Nova Scotia Chapter Board of Directors, it is my pleasure to present the 2011 Annual Report to our members. 2011 has been a year of change and challenges. The most noticeable change is our Logo, which has been updated, while clearly retaining the iconic Peggy's Cove Lighthouse as its main image. I hope you all like it!

Social Responsibility

This year saw us start a new relationship with Bide Awhile shelter for animals, partnering with them on their Golf Tournament. This proved to be beneficial to both parties and we look forward to continuing it next year.

Through the PMI Educational Foundation, we once again were able to award a scholarship. This is the third year of the award and we had more applications than ever. We expect to be able to announce this year's recipient before the end of November.

Events

2011 continued to prove challenging as far as events were concerned. The chapter had a full slate of events to appeal to all levels of experience. However, it was necessary to cancel some events due to low registration numbers. During 2012 we will be focussing on enhancing the promotion of our events, to ensure we are able to reach registration minima. I would encourage all our members to let us know what type of events and topics they would like to see. Feedback can be sent to any member of the Board, or via our LinkedIn site.

This year we continued our partnership with other local professional organisations to present another successful Professional Development Summit in May. We have also worked with DBC to put on Project World*BA World Atlantic.

Your Board

Due to professional and personal reasons, the Board saw some changes during 2011. The changes resulted in Ron Singer stepping up to the Vice President, Marketing and Outreach role and Dylan Boudreau joining the Board as the Director of Communications.

2011 also saw the creation of the Past President's Advisory Board, which will help the current Board by providing corporate memory and the benefit of their years with the Chapter. I look forward to continuing to draw on their vast amount of knowledge in the future year.

Conclusion

As my first year as President draws to a close, I would like to extend my thanks to all the members of the Board during 2011 for their support and hard work throughout the year. For those who are stepping down, I look forward to your continued participation with the Chapter and for those who are staying, I look forward to working with you in 2012.

To all our volunteers, thank-you for your help, without your continued participation the Chapter would not be able to put on so many exciting events.

I would also like to thank Bev Thiessen for her work providing part-time administrative support for the Chapter.

To all our members, I would encourage you to continue to be engaged with the Chapter. Send us your feedback and ideas, we, the Board, are here to help you grow as project managers.

To close, I wish you all good wishes for the coming Holiday and I look forward to seeing you all in 2012.

Paul Dean

Paul Dean, PMP
President, PMI Nova Scotia Chapter

EXECUTIVE AND PORTFOLIO REPORTS

Immediate Past President

Nancy Muise, PMP - Immediate Past President

It has been an interesting year, stepping into the role of Immediate Past President. It has been great working with such an enthusiastic group of Directors. The Board this year decided to try a few new things to test the waters for what will work in delivering service to our members.

As in years past, your input is valuable in identifying types of networking and professional development events and activities that you and your organizations require or want.

We have also initiated a Past President's Advisory Board, with an initial meeting held on November 9, 2011. It was a good discussion, with lots of great ideas that will be used as input into the strategic planning session for 2012.

I continue to communicate with PMI Global on all the changes they have suggested for our Chapter's Bylaws. These discussions will result in a few more Bylaw changes to be coming to you soon.

I look forward to working with the new Board in 2012 to be able to deliver value to you, our members.

Service Delivery

Derek Dow, P.Eng., PMP - Vice President and President Elect

This year we continued operating under the new organisation model (Service Planning, Events, Professional Development). This model has proven to be effective and will continue to strengthen our offerings going forward.

As you will see from the Directors' reports, 2011 has been extremely busy for the service delivery team. We have planned and delivered a wide variety of events with the hope of providing something of interest to all of our members. In 2011 the Service Delivery group also faced challenges which resulted in the cancellation of some events. However, our volunteers have risen to the opportunity and I am confident that we are moving in the right direction for continued success.

I extend my thanks to the Directors and their committees for all the hard work they have put in during 2011 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 a 12-month plan of the chapter's upcoming events.

I would like to thank the Service Delivery committee for all of their hard work this year. Highlights for this year include the Program Management Workshop with Dr. Ginger Levin in March and the upcoming ProjectWorld Atlantic Canada event. I have volunteered on the Service Delivery committee for many years and this year has been typically challenging with many events being cancelled due to low registration. We have received feedback and based on lessons learned, adjusted the draft 2012 events plan according. 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 send your feedback to planning@pmi.ns.ca.

Events

Martha Wilson, P. Eng., PMP, 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 best project management practice in Nova Scotia. The committee is responsible for organizing and delivering the PMI NS Chapter events that are outlined in the Service Planning Event schedule for 2011.

The Events committee is made up of a great 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 to identify areas for change and improvement. The Events Committee has been supported by Derek Dow, Ron Singer, Katie Wright and Bev Thiessen.

Events Committee Members:

Glenn Bannon , PMP	Karen Murnaghan, PMP
Shinez Chalibi, PMP	Tanu Shulka, PMP
Sharon Gunthro, CAPM	Michael Waugh, PMP
Mary McLaren, PMP	

We very much appreciated our corporate sponsor who provided generous contributions to several PMI NS Chapter events this year. In addition, I would like to thank our partners for supporting the PMI NS Chapter and for offering the excellent professional events they offered throughout this past year.

The 2011 Events Team was responsible for the delivery of three Dinner Meetings, one Breakfast Meeting, one Golf Tournament, one Professional Development Summit, one Brewery Tour Social event, and three Partnered Events.

The PMI NS Chapter Events for 2011 are listed below:

DATE	EVENT	SPEAKER
Mar 3-4, 2011	Program Management Workshop	Dr. Ginger Levin
Apr 7-8, 2011	Achieving Project Leadership Workshop	Daniel Fay
Apr 13, 2011	Dinner Meeting -What Tim Horton's, Starbucks, and GM have to teach us about Personal Branding	Alan Kearns
May 4, 2011	Professional Development Summit	Various Speakers
May 11, 2011	Dinner Meeting - Surviving a Crisis Project	Alan Blyth
July 2011	Brewery Tour Social Event	N/A
Aug 17, 2011	Breakfast Meeting - Labour Force Shortages and Project Management	James McNiven
Sept 10, 2011	Golfing for Critters	Bide Awhile Animal Shelter and PMI NS Chapter Event
Sept. 20-22, 2011	Project Management Framework and Tools -3-day course	Judi Vincent
Oct 19, 2011	Dinner Meeting - Canada Games - What a Project! (Volunteer Appreciation Night)	Mike Musial

We received positive feedback from the attendees of the various PMI events that were held during the year. There were however some challenges for the Events committee due to low enrollment for some of the events leading to several cancellations throughout the year. This is being reviewed by the committee and the Board. They will determine the changes required in order to continue to provide a wide variety of high quality events to the PMI members and other participants.

Professional Development

Beverley Easton, MBA(IT), PMP, Director

The PMP Study Groups continue to be successful events for our Chapter. Demand was lower than previous years, with only 50% of the spaces filled. This year saw planning continue for the development of a virtual format of the PMP Study Group. This offering, commencing Spring 2012 will allow us to better serve our membership outside of HRM as well as allowing us the more flexibility with scheduling. PMI Global has recently made changes to approximately 30% of the PMP exam. The Study Group material was reviewed and updated against the new exam structure where required. Study Group participants who have gone on to write the exam are continuing to credit the program with contributing to their success.

Professional Development Committee Members:

Alan Barnhill, PMP	Lisa Letto, PMP
Jamie Bourque, PMP	Micheline MacKay, PMP
Kathy Couture, PMP	Andrew Morrissey, PMP
Roy de Vries, PMP	Tim Peach, PMP
Lianne Giswold, PMP	Laura Jean Sarty, PMP
Chris Henkelmann, PMP	Anne Stephaniuk, PMP
Peter Hope, PMP	Judi Vincent, PMP
Angela Kerr,	

Marketing and Outreach

Ron Singer, PMP - Vice President

Firstly, I want to sincerely thank Peter Smith, PMP who partly fulfilled this role during 2011 and has been a long standing member of the PMI NS Board. Due to the many commitments, he tendered his resignation from the Board mid-year. Up until that time, I was the Director of Sponsorship.

During 2011 our Director, Marketing and Communications, Jazmine Hayden retired and was later filled by Mahjabeen Mustofa for part of the year until she moved to Toronto. Thanks to both Jazmine and Mahjabeen for your contributions to PMI NS. Mahjabeen continued to support PMI NS from Toronto for an interim period until a successor was appointed. Dylan Boudreau, PMP was appointed to the role in the summer of 2011.

We continue to establish long term relationships with our community members, corporate sponsors and seek new opportunities to enhance our overall visions and goals. 2011 was a year with challenges and change for PMI NS. 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. We have talked to other PMI Chapters to compare best practices that can be offered to the members and non-members of PMI NS. For 2012 we will examine new ways to effectively deliver and communicate value for PMI NS. This will be a collaborative effort involving all PMI NS Board members and volunteers.

We are looking forward to strategically expanding our knowledge and communication reach in the 2012 year. We would appreciate and welcome your knowledge and support. Please do not hesitate to contact us at any time.

Marketing and Community Outreach Committee Members:

Jamie Durning

Michelle Mercier

Aaron Legge

Marketing and Communications

Dylan Boudreau, PMP – Director

Over the final few months of 2011, a review of the PMI NS marketing and communications strategy was undertaken. This review which will be completed this year will be used to address the concerns of some of our members around communications and will result in better and more timely communications around our events.

Sponsorship

Sponsorship released a new Sponsorship Package this year. The new package should enhance the ability of PMI NS to obtain key sponsorships that span multiple events to soliciting sponsors for each individual event. The new package is customizable to meet the needs of our valued sponsors.

This year PMI NS partnered with the Bide Awhile to promote their annual golf tournament. Thanks to all sponsors and participants who helped the Bide Awhile raise funds for their organization.

Operations

Barry Milne I.S.P./ITCP, Vice President

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

The administration for chapter has been performed by Bev Thiessen on a part-time bases in addition to her volunteer role. Bev's primary role is supporting the Board of Directors and is responsible for routing voice mail messages and email messages to the correct board member or committee member.

As a result of the decision to eliminate the full time chapter administration role the decision was made to close the chapter's office that was located on Brunswick Street. The chapter's records and other material have been moved and are being stored Labour and Advanced Education. The office furniture has been donated to charity.

Membership and Volunteers

Elizabeth McNamara, PMP – Director

PMI NS currently has 462 members which represents an increase of 11 in the total membership over last year. At least one personalized communication is sent to each member at the time of their renewal from PMI Nova Scotia.

The year 2011 has seen an increase by 16 members with their PMP and a decrease of 3 members with their CAPM. Two members have received their PMI-RMP. The following is a breakdown of membership with designations:

PMP	287
CAPM	22
PMI-RMP	2

The Chapter has over 40 dedicated volunteers, many who assist with the PMP Study Groups, and various Chapter Events throughout the year. Others volunteer with our Technology, Communications and Marketing, and Sponsorship Committees as well as the Board of Directors. We continue to recruit volunteers for various roles and attempt to match interests and skills with any volunteer opportunities which are available. Our chapters' volunteers are integral to the success of our chapter and I thank them for their work on the chapter's behalf.

Technology

Brad George, PMP – Director

The Technology Committee is responsible for providing support for all technology utilized by the PMI Nova Scotia Chapter. For the Board of Directors, Committee Members and volunteers, this means ensuring that our technology is functioning properly, implementing new technology, providing training, and assisting with tasks such as posting information to the public Chapter Website. For chapter members, this means providing support for the public Chapter Website, such as login questions or finding information. Our committee also collaborates with other PMI chapters sharing information and best practices.

We completed an overhaul of the Board and Committee Collaboration Website in the first quarter of 2011. The project consisted of archiving content from the old site, retiring the old site, building a new site from scratch in a new technology, and training Board and Committee members on how to use the new site. The transition to the new site was successful, and the impact was minimal.

The public Chapter Website has undergone some changes this year as well. The entire content of the site was updated, navigation was streamlined, and the look and feel was made more consistent. We also added links to new social collaboration sites for the chapter including LinkedIn, FaceBook, and Twitter. These new social collaboration tools were created or expanded under the leadership of Barry Milne, our Vice President of Operations. They will provide members with many new opportunities to collaborate, post jobs, network, and share information.

Finally, we have an ongoing initiative, 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. This initiative started in 2010 and has overcome many hurdles such as limited volunteer time. However, we made good progress in 2011 and hope to have the project completed by the end of the year. Because of the importance of technology to the chapter, we haven't rushed the project by cutting corners or enforcing artificial deadlines. The outcome of the project will ensure that chapter technology is as effective and efficient as possible.

Technology Committee Members:

Jude Abbey

Amiee Wilson

Michelle Forrest

Jason Zhu



Appendix A: Preliminary Financial Statement