

Annual Report 2013

November 20, 2013



PMI Nova Scotia Chapter

Mailing Address:

PO Box 34504, Halifax, B3J 3J8

Phone: 902.423.1764 (One PMI)

Table of Contents

Highlights And President’s Annual Message.....	2
Executive and Portfolio Reports.....	4
Service Delivery	4
Service Planning.....	4
Events.....	5
Professional Development.....	7
Marketing , Communications, Sponsorship and Outreach	8
Outreach	9
Sponsorship	10
Marketing and Communications.....	10
Operations.....	12
Membership and Volunteers	12
Technology	12
Treasurer	13

HIGHLIGHTS AND PRESIDENT'S ANNUAL MESSAGE

On behalf of PMI Nova Scotia Chapter Board of Directors, please find the following 2013 Annual Report to our members. The past year has been a period of new offerings and building on the foundations we have laid over the past couple of years.

“Year of the Member”

January 16th 2013 officially marked 15 years since the PMI Nova Scotia Chapter became a chartered chapter of PMI. In celebration of this milestone, we have dubbed 2013 the “Year of the Member”. To mark this, the Chapter has undertaken a number of different events and activities. Some of these have included a celebratory summer networking social, a newspaper announcement, various door prizes and celebratory gifts.

Events

This year saw a broadening of the Chapter’s event offering. On the heels of the success we saw in 2012, we expanded the number of free or low-cost events we offered. The key events in this category were our Lunch & Learn sessions of which we offered four this year. These sessions have again been well received. Look for more in 2014.

One of our goals for 2013 was to expand the chapter offering outside of HRM. In response to this, we offered events in both Cape Breton and PEI. We also continued to advance our virtual offerings including the popular PMP Study Group as well as our very first virtual Lunch & Learn sessions.

In September, the chapter kicked off the inaugural offering of the Mentorship Program. This was highlighted by the program start-up meeting where approximately 30 potential mentors and protégés came together to go through a “speed-dating” style matchmaking session. This program will continue on through to the middle of 2014. So far response has been excellent and I look forward to the feedback we receive at the closeout session.

This year we also continued our partnership with other local professional organizations to present another successful Professional Development Summit in May.

Your Board

Your board has continued to work hard during 2013. Marketing and Outreach has continued with the success they had in 2012 having conceptualized and marketed our “Year of the Member” theme. They have also had great success recruiting sponsorship opportunities for the Chapter which has allowed us to provide more offerings this year.

Operations were also busy this year, with the launch of our new board collaboration tool (Google Docs) and continued development and implementation of the chapter website. During 2013 we also have

expended considerable effort in improving our financial tracking and reporting. In support of this, we hired a part-time bookkeeper to work alongside the Finance Director.

Conclusion

I would like to extend my thanks to all the members of the Board this year. We have had a few occurrences of turnover on the board throughout 2013 and I would like to thank those volunteers that came forward to fill these vacancies. I look forward to working with the board members who are continuing on in 2014 and thank the retiring board members for their time and effort.

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 and I look forward to seeing you all in 2014.

Derek Dow, P.Eng., PMP

President, PMI Nova Scotia Chapter

EXECUTIVE AND PORTFOLIO REPORTS

Service Delivery

Beverley Easton, MBA(IT), PMP, Vice President

This year saw continued growth for our service delivery group. We have continued to increase and diversifying our offerings.

The Chapter has continued to offer its popular PMP Study Group in both a classroom and an online, virtual format in an attempt to provide service to our members outside of HRM. Both courses were a complete success with a full roster of participants including a number of people from outside of HRM.

Turnout for our chapter dinner events has been light, but we will continue to explore avenues to deliver meaningful networking and educational opportunities to our membership. In 2013 we continued with the successful Lunch & Learn format, and experimented with offering it in a classroom format combined with teleconferencing and completely remote via internet conferencing. We will continue with our efforts to extend networking events to those of our members residing outside of the Metro Halifax area.

Early in the fall we held a very successful kick-off session for our new, fully subscribed Mentor/Protégé program, which will be ongoing throughout the year.

PMI-NS entered into a partnership agreement with Algonquin College this year to offer a Certificate program in Project Management Essentials.

This was my first year at the helm of the Service Delivery Division and I look forward to continuing to work with this very dedicated team of Directors, committee members and volunteers in the coming year.

Service Planning

Ruth Blades, PMP – Director

This year we delivered several new format events, to encourage participation of members that are not able to attend our meetings in person. In May we partnered with PMI Requirements Management Community of Practice to deliver an in-person interaction during their webinar with Peter Taylor. In October we delivered our first Lunch 'n' Learn event that included a teleconference option. And in November, we held a virtual Lunch 'n' Learn using WebEx. As technology evolves and our membership outside HRM increases, we will continue to use new tools to reach out, and ensure all members have a chance to learn from our speakers and presenters.

By working closely with the Events Committee and the rest of the PMI Nova Scotia board, I was able to identify a wide range of speakers and program partners for our events. Highlights include the Agile Project Management Forum with three speakers delivered a collaborative and interactive session on

Agile Project Management, a breakfast meeting where we learned about the Royal Canadian Navy ship maintenance planning, a dinner meeting where we learned about the J.D. Irving PMO, and partnering on the Professional Development Summit. Lastly, our first Big Event in several years, to be held in November, will see the return of Peter Taylor, The Lazy Project Manager, to deliver what should prove to be a dynamic full-day session. I would like to thank all of our presenters and partners for their contributions in the past year.

It was great to see such great turnout for our Holiday and Summer Networking Events, we will continue to offer these in the future. Encouraging attendance at our events continues to be a challenge, but the feedback we received from event and program attendees is, for the most part, positive. We will use this feedback for continuous improvement of our event and program offerings in 2014. Please contact me if you have any suggestions on topics, speakers, programs or events for the coming years, or if you have feedback on past activities and suggestions on how we can deliver better value to our members. Send your comments to planning@pmins.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 project management practice in Nova Scotia. The Events committee organized and delivered the PMI NS Chapter events for 2013 based on the detailed plan from PMI NS Service Delivery.

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 is also supported by Bev Thiessen, Bev Easton, Ron Singer and Ruth Blades.

Committee Members:

Glenn Bannon, PMP

Karen Murnaghan, PMP

Paul Evans

Michael Waugh, PMP

Mary McLaren, PMP

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. In addition, we very much appreciated our corporate sponsors who provided generous contributions to several PMI NS chapter events this year.

The Events Committee was responsible for the delivery of **4 Dinner** and **1 Breakfast Meeting**, **1 Professional Development Summit** (in partnership with IIBA), **1 Big Event** (full day session), and **1 Partnered Event**. In addition, this year, based on suggestions from Board Members we hosted **3 virtual 'Lunch and Learns'** which were well attended. These events allowed participants to attend by phone and Webex/Webinar. A new event for 2013 was a **Summer Social** which was well attended also.

The PMI NS Chapter Events for 2013 are listed below:

DATE	EVENT	SPEAKER
February 20, 2013	Breakfast Meeting – Managing RCN's Surface Ship Operational Program	Sean Irvine
March 21, 2013	Meet and Greet -State of Project Management in PEI (Charlottetown, PE)	Brenda Fay; and Derek Dow.
April 17, 2013	Dinner Meeting – Broadband in Rural Nova Scotia	Nancy Flann
April 29, 2013	Professional Development Summit (PDS) 2013	Various speakers (hosted with IIBA)
April 29, 2013	Dinner Meeting- (PDS) Recharge and Energize- Your Profession and Community	Chris Hornberger
May 27, 2013	Partner Event- Communications and Coaching	Gail Mitchell
May 28, 2013	Lunch and Learn- Webinar SIG-Expectations Management	Pete Taylor (virtual) (hosted by Mike Frenette)
June 19, 2013	Half Day Session- Overview of Agile Project Management	Kirk MacDonald, Katie Wright, and Mike Frenette.
July 17, 2013	Summer Social Event	N/A
Sept 12, 2013	Dinner Meeting- Overview of the Irving PMO	Charles Cormier
Oct 16, 2013	Lunch and Learn- Differences Between PMBok ver 4 and ver 5 (conference call and on-site)	Bev Easton
Nov 6, 2013	Lunch and Learn- Earning and Reporting PDUs (WebEx only)	Bev Easton
Nov 20, 2013	Dinner Meeting- AGM/VAN- Art of Productive Laziness	Pete Taylor
Nov 21, 2013	Big Event/Full day session- Art of Productive Laziness	Pete Taylor
Dec 11, 2013	Christmas Social	N/A

This year we held events at the Technology Innovation Centre, Bell Canada, Weston Hotel and the Halifax Club in addition to the World Trade Centre (WTCC).

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.

Professional Development

Doris Fox, M.Sc., P.Geo., PMP, Director

The PMP Study Groups continue to be successful programs for our Chapter. Demand exceeded capacity this year, with both Spring and Fall offerings filled to capacity. The second online Virtual Study Group was offered in Spring 2013, allowing us to better serve our membership outside of HRM as well as allowing us more flexibility with scheduling. We will continue to e-offer this format annually each Spring session. Special Thanks to Canada Post for generously donating classroom space for our study group sessions.

The PMBOK was updated this year with the fifth edition becoming the active version for PMP exams in July. A committee of volunteers was assembled in May 2013 to update the PMP study group course material. Many of the updates were related to the addition of a separate chapter for Stakeholder Management which changed the number of knowledge areas. The updates were completed in time to present the 5th edition course material for fall 2013 classroom study group.

A Mentoring program was developed to increase the interaction within the PMI NS project management community and foster knowledge sharing. The program was developed by a committee which looked to other mentoring programs for inspiration. The resulting program was structured to allow mentor and protégé participants the opportunity to meet all potential partners in a “speed dating” format at a matching event and select the top 3-5 partner choices. Resumes and a short information form were supplied to the committee, which combined with the matching choices helped the committee form the appropriate pairings. The program is slated to continue for 8 months with a 16 hour commitment from all participants during the program. Monthly e-mails to participants from the committee are planned to help with conversation topics and to seek feedback. This program is still in the pilot program phase with the first mentoring program to conclude in May 2014 with a wrap up meeting.

Committee Members:

Alan Barnhill, PMP

Derek Dow, PMP

Kathryn Duffy

Heather Fraser, PMP

Lianne Giswold

Chris Henkelmann, PMP

April Hennigar, PMP

Peter Hope, PMP

Angela Kerr, PMP

Kirk MacDonald, PMP

Micheline Mackay, PMP

Frank McKinnon, PMP

Rhonda McKnight, PMP

Sakhir Mrishish (Sam)

Tim Peach, PMP

Ron Singer, PMP

Carolyn Stewart

Martha Wilson, PMP

Katie Wright, PMP, PMI-ACP

Marketing , Communications, Sponsorship and Outreach

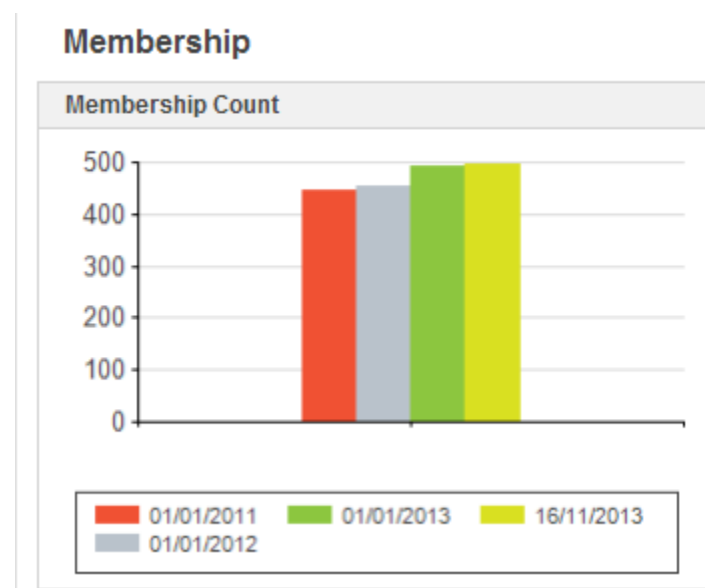
Ron Singer, PMP - Vice President and President Elect

2013 was milestone year for PMINS celebrating the “*Year of the Member*” in recognition of the 15th year as a Chapter. Our team was very proactive who viewed all PMINS activities as an integrated way to provide value to our members.

The following four objectives were set for 2013:

1. Increased traffic to the website and maximize functionality available;
2. Increase number of sponsors to 10. Target a sponsor for all events;
3. Increase event attendance by 20% over 2012; and
4. Increase number of members by 10%.

Our membership growth continues to be strong at 500 members with 320 (64%) holding the PMP certification.



Highlights for 2013

The new PMINS Website was launched late 2012 and was continued to be used for all communications, events and other PMINS content;

- 11 Sponsors supported PMINS in 2013;
- Outreach activities were conducted in PEI, Cape Breton and others in progress with Special Interest Groups (SIGs);

- Regular bi-weekly emails notices & Quarterly newsletters delivered via the new website;
- Upgraded all marketing materials; and
- Supported all PMINS Board members with their goals and activities.

I would sincerely like to thank our dedicated team of Board Members who gave freely their time throughout the year: Board members Brenda Fay, Director Sponsorship; Robin England, Director Communications; and John Corbett, Director of Outreach and special thanks to their respective volunteers.

We continue to establish long-term relationships with our community members and corporate sponsors to seek new opportunities to enhance our overall vision and goals for PMINS. We will continuously seek new opportunities for members to be engaged with PMINS. We would very much appreciate and welcome your support to offer any suggestions how PMINS can improve the value of being a member of PMINS.

Consider joining PMINS today. Already a member.. consider volunteering with us. We guarantee you won't regret it and you will have fun!

Outreach

John Corbett, PMP – Director

During 2013, four initiatives were pursued in support of the Chapter objective to increase membership. These initiatives included:

1. Student Project Management Clubs within post secondary institutions;
2. Establishment of remote Chapter sub-groups;
3. Business/Municipal PM-Orientation; and
4. Special Interest Groups (SIG).

A separate Board directorship was established to focus on these activities. The potential for a Student Project Management Club was investigated within local universities with the assistance of volunteer Ivan Kurylenak. The purpose of this initiative was to work with groups of business school students to introduce project management best practises and hone skills via self-directed meetings and through events such as a campus book fair. Talks with Nova Scotia Community College (Dartmouth) have started including volunteer Fady Nashat to explore potential for similar interests and potential at that location. Two Remote Chapter Sub-Groups were established in 2013 with the assistance of Board Director Brenda Fay, Executive Derek Dow and Ron Singer (PEI), and volunteer Michelle Mercer (Sydney). Each has local volunteers (Darrell Gallant and Art Gennis) participating in the Event Committee planning meetings.

Preliminary discussions to investigate potential and possible benefits for PM Orientation presentations within business and municipal groups were held. Director John Corbett had a discussion with the Municipality of Bridgewater. A number of local businesses were considered and may be pursued in 2014. SIGs are self-directed groups for those interested in topics of common. Initially promoted by Director Brenda Fay, interest has been expressed for SIGs in the following areas: IT, Construction, Medical IT, Engineering, Research, Building Energy Efficiency, and Education. The Building Energy Efficiency SIG is off to a start with Gilbert Walters on point. If you are interested in learning more or helping out, contact (John)

We appreciate and thank all concerned for their efforts for the progress achieved during 2013 and look forward to moving these initiatives forward in 2014.

Sponsorship

Brenda Fay, PMP – Director

In 2013, PMI Nova Scotia was greatly supported by its sponsors. On behalf of the chapter, I would like to thank our sponsors: Concertia Technologies Inc., Barrington Consulting Group, Global Village Consulting Inc, Modis Consulting, Dalhousie University College of Continuing Education, Fleetway Inc., Diversified Business Communications Canada, Sierra Systems, Canada Post Corporation, the Department of Labour and Advanced Education, and ILL Printing.

These sponsors actively promoted the value of project management in Nova Scotia and Prince Edward Island through both their monetary funding of the chapter and their providing of facilities and materials for the chapter's events and programs. Their support was instrumental to the chapter's success of 2013.

The chapter website shows sponsors' logos on the right-hand side of the home page, on a rotational basis; that is, each time you open the page the sponsors' logo is refreshed.

I would also like to thank the Board, in particular the Marketing and Outreach team (Ron Singer, Vice President of Marketing and Outreach; Robin England, Director of Marketing and Communications; John Corbett, Director of Outreach) and Sponsorship Volunteers Selicia Douglas and Daniella Gomez for their tremendous support.

Committee Members:

Selicia Douglas, CAPM

Daniella Gomez

Marketing and Communications

Robin England, MA – Director

2013 has been an exciting year for PMI Nova Scotia as we celebrate our first 15 year milestone as a Chapter. "The Year of the Member" has given us opportunity not only to welcome new social and learning events, but also to ask our members what they would like to see and receive out of your local

Chapter. This year we welcomed an updated website with new content, updated our email and newsletter system, welcomed a diversity of new followers on LinkedIn, ventured to PEI and Cape Breton, high fived recent PMP member graduates with a shout out in the Provincial newspaper, and designed new marketing materials giving PMI NS a fresh look. We would like to thank everyone who contributed to making 2013 a success – especially our valued membership.

Drop us a line anytime to let us know how we are doing and what would bring you value from your membership with PMI NS as a Project Management professional in Nova Scotia.

Committee Members:

Jennifer Liu, CAPM

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.

Membership and Volunteers

The year 2012 has seen an increase of 6 members to the PMI Nova Scotia Chapter numbers. We now have a total of 499 members.

The number of members with their Project Management Professional (PMP)[®] designation has increased by 73 in 2013. Those members with their Certified Associate in Project Management (CAPM)[®] designation have also seen an increase by 2. Two chapter members have received there PMI Agile Certified Practitioner (PMI-ACP)[®] certification.

The following is a breakdown of membership with designations:

PMP [®]	320
CAPM [®]	24
PMI-ACP [®]	2
PMI-RMP [®]	1

Volunteers are key to the chapters success. The chapter currently has 44 voluneers serving on various committees and as board members. If you interested in volunteering please contact any of the board members.

Technology

Dylan Boudreau, PMP – Director

With the move to Proteon and Paypal completed in 2012, the initiative for 2013 was to implement a new collaboration tool for the board. After reviewing several platforms the decision was made to move to Google Docs. A trial of the product was initiated in May of 2013 and a decision was made to go forward with the full implementation in June. Over the past few months the board has become more familiar with the product and we are now using it for both document sharing as well as email. This has provided the board with a single, seamless platform to work from.

In addition to the deployment of the collaboration site, the decision was also made to upgrade the website to the latest version of the platform. While the functionality of the site remained largely unchanged by the upgrade the driving force in the upgrade was increased support for mobile devices. Through the use of Google Analytics we were able to determine that an increasing number of our members were accessing the PMI Nova Scotia website. With the upgrade to the software that runs the site we are able to take advantage of Adaptive Navigation which dynamically adjusts the width of the website to the screen it is being viewed on.

Committee Members:

Michelle Forrest

Treasurer

Nancy Muise, PMP – Director

For the Treasurer role, this has been a long, slow year of transition. We have made many strides in the right direction, including hiring a bookkeeper to help in the financial management and record keeping.

We will continue to get our financial house in order, and plan to have the last couple years' financial statements ready soon.

Committee Members:

Herb Thiessen

Appendix A: Financial Statement

The financial statement will published after it has been audited.