

Annual Report 2012

November 13, 2012



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 2012 Annual Report to our members. 2012 has been a year of consolidating and building on the foundations we have laid over the past couple of years.

Events

2012 saw some changes to the events we offer and some experimentation with new venues. The purpose of these changes is to better serve our members, so please let us know which changes you like and which you don't. This year saw us run our first Virtual PMP Study group, which proved to be a great success. This approach allows us to offer this program to members who live outside of the Halifax area and also those who may travel. In future years we are planning to run one virtual study group and one in person study group each year.

We also offered a series of free lunch and learn sessions. These were well attended and we received lots of positive feedback on this format. We will be looking to increase the number of these events in 2013, as well as exploring running similar events outside of the downtown core.

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

Your Board

Your board have continued to work hard during 2012. Marketing and Outreach have been particularly successful, with the introduction of some cool marketing material and with the restarting of the sponsorship program. These tools help us to raise awareness of the importance of project management and PMI in the local community.

At the recent PMI Leadership Institute Meeting we presented some of our best practices and it was clear from the reaction of other chapter leaders that PMI Nova Scotia continues to be a leader in innovation.

Operations were also busy this year, with the launch of our new web site (www.pmins.ca) on a new platform that provides a more modern look and allows us to more easily manage the information on it. During 2013 we will be looking to build on the many features offered by the new platform, which could include some integration with the PMI Global site.

Conclusion

As my term as President draws to a close and I prepare to hand the reins over to the very capable Derek Dow, I would like to extend my thanks to all the members of the Board during 2011 and 2012 for their support and hard work. 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 2013 as I start my term as Immediate Past President.

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 2013.

Paul Dean, PMP
President, PMI Nova Scotia Chapter

EXECUTIVE AND PORTFOLIO REPORTS

Immediate Past President

Nancy Muise, PMP - Immediate Past President

My final year as Immediate Past President has gone by way too quickly. We have had a wonderful group of people on the Board this year.

I have been working with PMI Global around the By-Law updates (not completely finished), as they want to move us closer to their template By-Laws.

I have been liaising with a group from each of the Canadian PMI Chapters to see if there is merit in trying to collaborate and look at situations from a “Canadian” perspective. Our first face-to-face meeting was at the Leadership Institute meeting. I was able to share some of our successes, as well as glean some interesting ideas that will be shared with the Board as considerations for the upcoming year.

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 expect to be meeting with the Past President’s Advisory Board again this year, prior to our annual strategic planning session. Last year’s meeting was extremely useful, so the expectation is there for good discussion, with lots of great ideas that will be raised during the strategic planning session for 2013.

I would like to thank Paul Dean and the PMI NS Board for their enthusiasm and effort they put into all the various aspect of the Chapter. Volunteer at the Committee and Board levels has been a wonderful

experience and encourage all our members to consider the volunteer opportunities with PMI NS that may arise over the next year and beyond!

Service Delivery

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

This year saw significant growth for our service delivery group. In response to the challenges of 2011, we revisited our program with the intent of diversifying our offerings.

For the first time ever, the Chapter offered its popular PMP Study Group in an online, virtual format in an attempt to provide service to our members outside of HRM. The course was a complete success with a full roster of participants including a number of people from outside of HRM and even some from outside of the province. The demand for the Virtual PMP Study Group has been such that we plan to continue to offer it regularly in addition to our in-person PMP Study Group.

Turnout for our chapter meetings has been solid, but there is still room for growth. In 2012 we piloted a new form of chapter meeting, the Lunch & Learn. This, no-cost event has been very successful with two out of three reaching capacity. Look for more of this type of offering in 2013.

Planning also has begun for offering events that more accessible to members outside of HRM. Consideration is being given to both satellite meetings and broadcasting of some of our events programs. There has also been discussion between our chapter and the New Brunswick chapter about running a partnered event to service members in the border region.

This will be my last term in Service Delivery group as I will be moving into the President role in 2013. I have very much enjoyed this role and want to thank all of the volunteers that make our events successful. I look forward to seeing what 2013 will bring.

Service Planning

Ruth Blades, PMP - Director

In my first year as Director, Service Delivery Planning, I had the opportunity to work with the Events Committee and the rest of the PMI Nova Scotia board to identify speakers and program partners for a wide range of interesting programs and events for our members. Highlights include the Project Management Forum with seven speakers covering a wide range of topics, the launch of our Lunch 'n' Lean events, training programs with BrenDaniel Productions, and partnering on the Professional Development Summit, Project World, and Nova Scotia Industry Network event. I would like to thank all of our presenters and partners for their contributions in the past year.

While turnout for some of our events was lower than anticipated, 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 2013. 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 2012 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, Derek Dow, Ron Singer and Ruth Blades.

Events Committee Members:

Glenn Bannon, PMP

Mary McLaren, PMP

Karen Murnaghan, PMP

Michael Waugh, 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 and also offered the use of their meeting facilities.

The Events Committee was responsible for the delivery of 3 Dinner and 1 Breakfast Meeting, 1 Professional Development Summit (in partnership with IIBA), 1 Project Management Forum event, and 2 Partnered Events. In addition, this year, based on some new changes made by Service Delivery, we tried a new event which was the “Lunch and Learn”. We had 3 different sessions (Feb, May and Sept) and they were all very positive and well attended

The PMI NS Chapter Events for 2012 are listed below:

DATE	EVENT	SPEAKER
February 8, 2012	Lunch and Learn -State of Project Management in Nova Scotia	Paul Dean
February 17, 2012	Partnered Event -Presentations for Project Managers	Daniel Fay
March 7, 2012	Dinner Meeting -Managing Through Generational Gaps	Brian Duggan
April 18, 2012	Professional Development Summit	Various Speakers
April 18, 2012	Dinner Meeting - PMs and BAs Working Together as Equals	Andrew Mitchell
May 16, 2012	Lunch and Learn - Agile Project Management	Paul Dean/Katie Wright
July 11, 2012	Breakfast Meeting - Virtual Learning - Embracing A New Approach to Project Team Development	Daniel Fay and Steve Andrews
Sept 12, 2012	Dinner Meeting - What to do With a Lump of Concrete –new NS Power Building	Paul Currie
Sept 26, 2012	Lunch and Learn - Earning and Reporting PDUs	Bev Easton
Oct 3, 2012	Project Management Forum	Various Speakers
Oct 12, 2012	Partnered Event - Change Management	Brenda Daniels & Robin Delorey – England
Nov 13, 2012	AGM/VAN (Volunteer Appreciation Night) Networking Event	Crane Stookey

This year we held events at the Dalhousie University Club, Technology Innovation Centre and the Halifax Club in addition to the World Trade Centre in order to try some different venues based on feedback and increases in costs. 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

Beverley Easton, MBA(IT), PMP, Director

The PMP Study Groups continue to be successful events for our Chapter. Demand exceeded capacity this year, with both Spring and Fall offerings filled to capacity with a waiting list. The first online Virtual Study Group was offered in Spring 2012, allowing us to better serve our membership outside of HRM as well as allowing us more flexibility with scheduling. We had online participation from across Nova Scotia, Newfoundland and PEI. We will e-offer this format in the Spring 2013 session. Other Chapters have shown an interest in this delivery format. Special Thanks to Canada Post and the Department of Labour and Advanced Education for generously donating classroom space for our study group sessions.

Professional Development Committee Members:

Jamie Bourque, PMP

Angela Kerr, PMP

Alaa George, PMP

Lisa Letto, PMP

Micheline MacKay, PMP

Alan Barnhill, PMP

Peter Hope, PMP

Jacqueline Mercer, PMP

Chris Henkleman, PMP

Ron Singer, PMP

Andrew Morrissey, PMP

Tim Peach, PMP

Derek Dow, PMP

Lianne Giswold, PMP

Marketing and Outreach

Ron Singer, PMP - Vice President

2012 has been a very exciting year for PMINS starting one Saturday afternoon in January with our newly appointed Bard of Directors to discuss strategic and tactical plans. The Marketing, Communications & Sponsorship team wanted to improve how PMINS markets and communicates value to new and aspiring PMI members.

As a first step, the Board wanted to foster PMINS Core Values:

- Professionalism
- Knowledge Sharing
- Thought Leadership
- Social Responsibility
- Inclusiveness
- Passion for Project Management

Our prime goals included the development of new marketing materials; supported the development of a new web site, and seek new ways to entice event participation. For example, free lunch and learn sessions were offered throughout the year.

“Getting projects to end on time, on budget and to specification is hard work. Far too many projects fail for all sorts of reasons. Projects, which embedded a disciplined project management

emphasis, are significantly more likely to succeed than fail. Why take such a risk? – For all your projects, insist on a certified Project Management Professional.”

- Paul Kent, President and CEO of the Greater Halifax Partnership

I want to sincerely thank my fellow Board members Brenda Fay, Director Sponsorship and Katie Wright, Director Communications for the significant contributions support of our mandate.

We continue to establish long-term relationships with our community members, corporate sponsors and seek new opportunities to enhance our overall visions and goals. I would like to acknowledge our valued sponsors of PMI, namely Concertia Technologies Inc; ; Dalhousie University College of Continuing Education; Bell Canada Fleetway Inc;; Diversified Business Communications Canada; and Norex.

We have commenced discussions with other PMI Chapters to compare best practices that can be offered to the members and non-members of PMI NS. We have commenced discussions with members in PEI and other areas of the NS to help plan local events in their respective communities.

We are looking forward to strategically expanding our knowledge and communication reach in the 2013 year. We would very much appreciate and welcome your support Please do not hesitate to contact us at any time.

Marketing and Communications

Katie Wright, PMP – Director

In 2012, we continued to leverage our existing Constant Contact system to send out regular email notifications and our quarterly newsletters. In 2013, we hope to leverage more of the new communication tools provided with our new website. I would like to thank Paul Dean, Brenda Fay, Dylan Boudreau, Derek Dow, Robin England, Doris Fox, D’Arcy Dennehy, and all of those who helped with communications this year by providing content.

Sponsorship

Brenda Fay, PMP – Director

In 2012, PMI Nova Scotia was fortunate to be supported greatly by its sponsors. On behalf of the chapter, I would like to thank Dalhousie University College of Continuing Education and Concertia Technologies Inc. for providing Silver-level sponsorship to the chapter, Bell Canada and Fleetway Inc. for providing Bronze-level sponsorships, and Diversified Business Communications Canada for sponsoring a chapter dinner. I would also like to thank Norex for putting together the outstanding new PMI Nova Scotia brochure and bookmark.

As well, Canada Post and the Nova Scotia Department of Labour and Advanced Education provided facilities for the chapter’s PMP Study Groups. Sierra Systems continued to assist the chapter by providing the location for the monthly Board of Directors’ meetings. T4G provided backing for board

members to attend PMI leadership conferences. Thank you all for your tremendous sponsorship and encouragement.

Sponsorship money goes towards events and services provided by the chapter to members. As well as providing monetary, facilities, and other support, sponsors actively promote the value of project management.

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.

Thank you again to our sponsors. Your contribution has improved services for the membership and acknowledged the support for project management in the community.

Committee Member:

Johanna Voerman Khisa

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.

Committee Member:

Debra Power

Membership and Volunteers

Elizabeth McNamara, PMP – Director

The year 2012 has seen an increase of 31 members to the PMI Nova Scotia Chapter numbers. We now have a total of 493 members.

The number of members with their PMP designation has increased by 6 in 2012. Those members with their CAPM designation have also seen an increase by 4 in their numbers. There was a decrease by one member with their PMI-RMP designation. The following is a breakdown of membership with designations:

PMP	293
CAPM	26
PMI-RMP	1

An e-mail communications is sent to each member at the time of their membership renewal from the PMI Nova Scotia Chapter. The annual membership survey was available through our Chapter website during the month of October. Responses to this survey will facilitate chapter event planning in 2013.

The volunteer Board of Directors meets on a monthly basis and they along with 30 other dedicated volunteers assist with various chapter events and initiatives throughout the year. Volunteers are recruited by various committees as required and we attempt to match interests and skills with any volunteer opportunities which are available. I thank all our volunteers for their work on behalf of the chapter as they are vital to the success of our chapter.

Technology

Dylan Boudreau, PMP – Director

Building on the technology review project completed by past Director of Technology, Brad George, it was a busy year technology wise for the chapter. We entered into a new agreement with Proteon Software to move our website from the existing OnePMI platform to their platform. This has provided us with several new and improved features in addition to a modern look and feel to the site. As part of the migration of the website we also took the opportunity to register pmins.ca as a new domain name. The existing domain of pmi.ns.ca will continue to work and be redirected to the new site.

The migrating of the site was a large undertaking that started in April with the site going live in late July. As part of the move to the new site we are now using a new registration platform as well as a new survey module and will roll out an enhanced newsletter early in 2013. We are also in the process will be to change our credit card payment system to PayPal. With the move to Paypal, users will see a more integrated look to the checkout process as well as the enhanced reliability of using the #1 online payment processor in the world. Overall feedback on the new site has been positive and we are continuing to work with Proteon to improve/enhance the functionality moving into the new year.

Technology Committee Members:

Michelle Forrest



Appendix A: Financial Statement

The financial statement will published after it has been audited.