

Annual Report 2017

November 2017



PMI Nova Scotia Chapter

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HIGHLIGHTS AND PRESIDENT'S ANNUAL MESSAGE

It is my pleasure to present the 2017 Annual Report on behalf of PMI Nova Scotia Chapter Board of Directors to our valued members.

I am very grateful for our Board and portfolio volunteers, all of whom have given their time freely throughout the year. Their efforts continually demonstrate how volunteering for the chapter provides a good opportunity to network, learn new skills and potentially advance one's career. Without the assistance of volunteers, the chapter would not be able to successfully serve its members.

As we near the end of 2017, I wanted to highlight a few important accomplishments this past year.

As we approach our 20th year in 2018 it was important to modernize some of our policies and procedures, starting with our by-laws. Over the last 18 months, members of our Executive have worked closely with PMI Global to modernize our by-laws as the last ones on file with them dated back to our incorporation. At our AGM this year we will be presenting our newly revised by-laws for adoption. In addition to this, we are working to update policies and procedures to allow the chapter to run more efficiently and consistently as the direction of the organization and profession has evolved.

Earlier this year in April, we partnered to help deliver the full day Professional Development Summit and we will be partnering to deliver this event for the 11th straight year in 2018

The Chapter's PMP/CAPM Study Group is once again a success and is in progress at Nova Scotia Power. We will be opening the winter session for registration in December with updated materials compliant with PMBOK v6 which was released in September. We have also spent this year planning for and sourcing materials for a PMI-ACP study group. This new offering will also be launching this winter in response to results from our annual survey.

We recently closed the 2017 Mentorship program with a group of 20 mentors/mentees and will be launching a new iteration of this program in the New Year.

At our fall major event, we hosted international speaker Michael J. Hughes where he discussed the power of networking in ensuring your project is a success. We have delivered a diverse range of events this past year that have provided varied professional development and networking

opportunities and will be further diversifying the options available to our members in 2018. As in years past we will continue with our popular lunch and learn events all over HRM and we thank all of the hosting companies.

Finally, I want to thank our 2017 Board and the many chapter volunteers, who are indeed the backbone of the PMI Nova Scotia chapter. Their dedication is very much appreciated as they freely contribute their time, hard work, and expertise. As an organization, we strive to provide learning and networking opportunities for all of our members, and volunteering is one of the top opportunities for members to grow professionally in Nova Scotia.

Please check our website <http://www.pmins.ca/> for a full list of events.

We are delighted to have the following sponsors for 2017 and we thank them for their valued support to our chapter:

- Gold – Concertia Technologies
- Silver – Barrington Consulting Group
- Silver – Citco Canada Inc
- Silver – NTT Data
- Silver – ProjectWorld*BusinessAnalystWorld Atlantic
- In-Kind – Halifax Global
- In-Kind – Nova Scotia Power
- In-Kind – Sierra Systems

This year saw the retirement of three of our standing board members. Special thanks to Darren Spinney, who served as Director of Programs and VP Programs over the last 2 years and Michelle Mercier who served as Director of Events over the last three years. The third member of our board who is moving on is Ron Singer. Ron has served in numerous roles on our board including VP Marketing and President. Ron is stepping down from the Past President role to move on to a role with PMI Global as Region Mentor for Region 3 (North Eastern US and Canada). I'd like to personally thank Ron for his years of service to the chapter and wish in the best of luck in this new and exciting role.

I'd also like to acknowledge Mohamed El Agha, who was appointed to our board in January of this year for a 12 month to assist with supporting our Technology. Due to relocation for work reasons he was unable to formally run for a position this year.

EXECUTIVE AND PORTFOLIO REPORTS

PROGRAMS

Darren Spinney - Vice President

I would like to thank the dedicated volunteers that stepped up at each and every event to ensure delivery went smoothly. This year we were able to deliver 15 events which includes our summer and holiday socials and the return of a full day symposium. Due to their popularity we continued to focus on our Lunch and Learn format over traditional dinner meetings. Our Lunch and Learns would not be the success they are without the support of the local business community (Bell, NTT Data, Mobia, Coors) who has generously provided space to deliver these sessions. These events continue to be popular and we'll continue to expand on their success in the new year and look for new places to hold them.

Our PMP/CAPM Study Groups continued to be every popular, with near capacity for both sessions. This year based on members survey comments and industry trending we expanded our Professional Development offering by creating our Agile PMI-ACP Study group and will continue to offer both study groups next year.

i would like to extend a special thank you to Michelle Mercier Director of Events who stepped down from her role this year to pursue other opportunities; thank you for your dedication and support to the chapter.

Events

Sandy MacMillan - 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 2017 based on the detailed plan from PMI NS Service Delivery.

The Events committee is made up of a 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 in order to identify areas for change and improvement. The Events Committee is also supported by Bev Thiessen, Darren Spinney, and Ron Singer.

I would like to thank our Corporate Sponsors. They provided generous contributions to various PMINS Chapter events this year. Our Sponsors provided financial support, meeting space and facilities for PMI NS events. It was greatly appreciated.

For 2017, the Events Committee was responsible for the delivery of 2 Network and Learn events, Volunteer Appreciation Night Dinner, and 7 Lunch and Learns. We also had a full day workshop in October. We partnered with several other Professional organizations to deliver the annual Professional Development Summit (PDS) in May. We also worked with Project/ BA World as a sponsor and help promote their upcoming Moncton conference and provide a discount rate for our members. As well, this year we hosted another successful Summer Social and will be hosting a PMI Holiday Social in December.

The PMI NS Chapter Events for 2017 are listed below:

Feb 7	Lunch & Learn - Presidents round table – building PMI NS for 2017 and beyond	Dylan Boudreau	
Feb 24	Lunch & Learn – MS Excel Tips & Tricks for Project Mgmt.	Siddhartha Goelq	NTT Data
Mar 22	Lunch & Learn – Improving Project Performance by Asking the Right Questions	Julie Grabb	Coors Training Center
Mar 29	Network & Learn – The Agile Mindset in Project Management with	Andrew Mitchell	Delta Halifax

May 16	Lunch & Learn – The Job Seekers Series	Michelle Murray	Bell Office
July 13	Summer Networking Social		The Red Stagg
Sept 20	Lunch & Learn – Agile Case Study on Cardio Care	Mike Duff	Mobia Office
Oct 4	Full Day Workshop – Networking for Results for Project Managers and Lunch & Learn on ‘Now of Networking	Michael Hughes Chantel Brine and Genevieve Belben of Venor Recruiting	
Oct 18	Lunch & Learn – Optimal Performance with Recruiters for Project Managers	with Koreen Clements of Talentworks	Halifax Central Library
Nov 15	2017 AGM and Volunteer Appreciation Dinner ‘Gratitude in the workplace	Steve Foran	Royal Artillery Park
Nov 23	Network & Learn – Using MS Project for Agile Project Management	Steve Caseley	Delta Halifax
Dec 6, 20	PMI Holiday Social Event	The Auction House	

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.

Committee Members: Andrew Mitchell, Eugene Krimnuz, Michael Waugh

Professional Development

Chris Mitchell – Director

Two PMP/CAPM Study Groups were successfully completed in 2017, educating 30 students on the PMBOK methodologies of project management. The fall session was our last run with the 2015 material, as the PMBOK has changed and the PMP exam is scheduled to change on March 26, 2018. The course

material provided to students will be getting an overhaul by the vendor to ensure compliance to the new material. The PMBOK, a coursework booklet, quick reference study guide and workbook with practice problems and mock exams will continue to be provided to students based on the positive feedback received.

Our volunteer facilitators will be provided with updated instructor materials which also adhere to the updated exam material. After each study group, our facilitator network increases by two or three volunteers. This clearly demonstrates not only is the exam adding values to members looking to write the PMP exam, but also increases volunteer engagement and the spread of project management knowledge in the community.

With agile project management becoming increasingly popular in today's market, PMI Nova Scotia have educated facilitators to prepare to launch a PMI-ACP exam prep course in Spring 2018.

Volunteers:

Heather Fraser, PMP

Ian Sutherland, PMP

Lianne Giswold, PMP

Suzzane MacDonald, PMP

Angela Kerr, PMP

Shahid Salamat, PMP

Ashley MacPherson, PMP

Vijay Raj, PMP

Denise MacDonald-Billard, PMP

Donna Kristen, PMP

Wayne Given, PMP

Darren Spinney, PMP, PMI-ACP

Chris Mitchell, PMP, PMI-ACP

Mentorship Program

Elizabeth McNamara

The mentorship program continued in 2017 with Barrington Consulting acting as the sponsor for the program again this year. The program started early in the year with a kick-off meet and greet session taking place on January 25th at the Halifax Regional Municipality Board Room located in Duke Tower. A total of 26 people participated in the program. Once the pairing matches were completed, the individual groups met to outline their meeting schedule and discussion topics. In addition to the individual

meetings, there were two group sponsored sessions this year. The first took place at the Humani-T Café on South Park Street on Thursday, March 30th. A second session took place on June 14th at Gahan House located on Lower Water Street. Both of these sessions included discussions on project management topics such as sponsorship engagement, stakeholder relations, and closing out a project. The wrap up session took place at Good Robot on October 25th. Feedback has been requested from all the participants and will be used to improve the program in 2018.

Committee Members:

Darren Spinney

Elizabeth McNamara

Chris Mitchell

OPERATIONS

Robin England - Vice President**Operations**

The Operations Team directly platforms the delivery of PMI NS programs and events from administrative support, marketing and communications (eblasts, social media, website administration, etc), membership support, management of volunteer recruitment and onboarding, relationships with local businesses and groups via our successful sponsorship team, and corporate and academic outreach.

In 2017 our Sponsorship team led by last year's Volunteer of the Year winner **Vanessa Greer**, Director of Sponsorship, had another incredible year exceeding its target by midterm.

Marketing and Communications changed leadership in 2017 when **Mohamed El Algha** took over the reins in January. Mohamed saw the Chapter through an important and much awaited website upgrade which will launch in time for 2018 including first time and member value-add single sign on alignment with PMI.org. Mohamed had to step down over the summer months due to relocating to Ontario with his family. In interim I stepped in as former Director of Marketing and Communications to oversee coordination. We were thrilled to welcome our new Social Media Coordinator **Tanya Dent** to the team in September 2017. In November we welcomed **Mohamed Etemad** to the role of IT/Website Administrator

for the Chapter, and we are further looking forward to welcoming our new Content Coordinator to the team later this month.

We welcomed **Murray Tate** to the role of Director of Membership, Volunteering and Outreach in 2017. Murray’s team has consisted of three coordinators for the three streams of his portfolio: Membership Coordinator, Volunteer Coordinator, and Outreach Coordinator. Volunteer (volunteer@pmins.ca) was the first stream to get up and running with its new email address for interested volunteers and training in PMI’s official volunteer management software VRMS where interested volunteers can visit regularly to look for new, engaging opportunities to volunteer with our chapter.

The Operations Portfolio worked diligently on creation of an Awards Program model for the Chapter this year resulting in an exciting model we are looking forward to piloting soon. Special thanks and recognition to this hard working committee who gave considerable time and effort to see this happen: **Tammy MacDonald (Project Manager), Li Lei, Dilan Watson, and Kosta Zaharov.**

Selicia Douglas moved into an integral role of Director of Policy and Governance, importantly overseeing development of key chapter and board policies following completion and approval of the Chapters’ updated Bylaws.

As always, a most special and appreciative shout out to our administrative cornerstone and life line **Bev Thiesson** for her continued support to the Board of Directors and Chapter members.

Sponsorship

Vanessa Greer – Director

We continue to engage corporate institutions not only for financial support, but more importantly to provide awareness and general support towards the project management profession.

In 2017, we managed 6 corporate event sponsorship.

We advanced our operations by clearly defining roles and responsibilities for the sponsorship committee team members and have included role and responsibilities for the many other portfolios that contribute to delivering our sponsorship benefits package.

PMI NS is very grateful to the following sponsors for 2017:

Sponsor Organization	Sponsor Category	Event
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Concertia	Gold	Summer Social and October Major Event
NTT DATA	Silver	AGM / Volunteer Appreciation Night
Barrington Consulting Group	Silver	Mentorship
Citco	Silver	October Major Event
ProjectWorld*BusinessAnalys tWorld	Silver	October Major Event
Barrington Consulting Group	Silver	Mentorship
Interuniversity Services Inc	In-Kind	Meeting Space for the BOD Planning Day
Sierra Systems	In-Kind	Meeting Space for the monthly BOD Meetings

Special thanks to our 2017 volunteer Account Managers: **Chi Pierre, and Zara Palevani.**

Marketing & Communications

Mohamed El Algha – Director (report unavailable in 2017 due to Director Absence - please refer to VP Operations summary for Marketing & Communications annual summary)

Membership and Volunteers

Outreach, Membership and Volunteers

Murray Tate - Director

In 2017, a new Director for Outreach, Membership and Volunteers was introduced to the role. The focus was to recruit volunteers to act as Volunteer Coordinator, Outreach Coordinators and Membership Coordinator. The roles were developed and the team built.

The initial focus of the Outreach role was to introduce PMI to organizations where our membership numbers tend to lag such as the Construction Industry. An introductory meeting with the Construction Association was had early in the year. Multiple discussions with staff and executive within the NS Department of Transportation and Health have been held to introduce PMI as a profession with credibility. As of writing, it should be noted that the Department has recently introduced language into a tender requiring the assigned Project Manager be a PMP. Multiple members have shown interest in the Outreach component and made presentations to Universities within Halifax.

- Review current policies for consistency and compliance with PMI Global Policies, Government and Industry standards.
- Review and Update Board Roles, Volunteer Functions and accompanying org. structures
- Propose new policies that seek to improve processes in chapter administration. Some specific areas of policy focus include: Chapter Advertising, Chapter Partnership, Chapter Sponsorship, Dealing with Conflict of Interest, and Member Discipline, amongst others.
- Prepare Policy Manual for publication on the chapter's website

Treasurer

Derek Dow – Treasurer

The Chapter has again had a positive year financially with forecasted profits above \$10,000. This has been driven primarily by healthy sales of the PMP Study Group and greater than expected sponsorship revenue. On the expenses side, the Events team has done an excellent job in reducing the costs associated with running events, further reinforcing the surplus. Gains were offset slightly by less than forecast registrations for Dinners and the PMI-ACP Study Group.

Significant surpluses in the past two years have left the Chapter in excellent financial position with member equity in excess of \$120,000. With the finalizing of financial statement reviews last year, I am confident that the Chapter has a very strong foundation and will be financially stable for years to come.

As of 2017, the Chapter is now in good standing with the NS Registry of Joint Stock and is fully current with CRA HST filings. The 2016 financial statements are currently under review by our auditors, Lyle Tilly Davidson and will be available prior to the close of this year. The end of year 2016 P&L Report and year to date 2017 P&L reports can be found in the appendices of this document.

My goal for this year was to bring the Chapter current with all filings and to institute regular financial reporting. With this complete, I plan to focus next year on shoring up the Chapter's financial policies, streamlining the budgeting process and bringing onboard a volunteer role to provide consistency in bookkeeping as people transition in and out of the Treasurer role.

Immediate Past President

Ron Singer - IPP

2017 marks the end of my journey as an elected PMINS Board of Director. It has been an honour and a privilege to serve on the Board as a Director in various roles, Vice President, President and finally as Immediate Past President working with fellow Board members and volunteers. Over the past year I have supported President Dylan Boudreau with his mandate as noted with this report. I have continued throughout year to attend and support our events. I have participated as a mentor in our annual mentorship program.

As I leave my role in our local chapter, my PMI journey will continue for a few more years. I am honoured to be offered a volunteer role with PMI Global Operations Centre as the Region 3 Mentor, who liaises with all 18 PMI Chapters in North Eastern United States and Canada.

I would like to thank Dylan Boudreau, the Board of Directors, the volunteers and all PMINS members for their contributions. I would encourage you to consider joining PMI or be a volunteer from which you will gain many professional and human insights, and, of course, many lifelong friends. Joining PMI was the best career decision I have made!

APPENDIX A: FINANCIAL STATEMENTS

2016 Approved Financial Statements

PMI Chapter

P&L Statement - Fiscal Year 2016

A/C	Description	Actual 2016
310	Program / Event Income	\$ 8,131.72
300	Study Group Revenue	\$ 33,130.13
301	Sponsorship Revenue	\$ 5,955.60

302	Memberships Dues	\$ 19,365.30
303	FX Revenue	\$ 9,704.68
	TOTAL INCOME	\$ 76,287.43

Program and Event Expenses

400	Bank Fees and Interest	\$96.57
401	Consulting Fees	\$ 3,314.17
402	Licenses and Registration Fees	\$ 3,157.73
403	Professional Fees	\$ 4,000.00
405	Meeting Expenses	\$ 983.60
406	Conference Expense	\$ 13,131.46
407	Advertising	\$ 61.47
408	Printing, Postage, Delivery and Office Supplies	\$ 302.68
409	Meals and Entertainment	\$ 172.98
410	Credit Card Charges	\$ -
411	Equipment (Rentals, Services, Tech)	\$ 1,830.93
412	Speaker Fees	\$ 750.00
413	Transportation / Travel Fees	\$ 674.74
414	Misc Expense	\$ 338.45
415	Depreciation	\$ -
416	Foreign Exchange	\$ 613.38
417	HST Expense	\$ -
418	Event Expenses (Food / Service & Door Prizes/Gifts)	\$ 21,192.66
419	Study Group Expenses	\$ 15,686.86
	TOTAL EXPENSES	\$ 66,307.68
	NET INCOME	\$ 9,979.75

2017 Year to Date (YTD)

PMI Nova Scotia Chapter P&L Statement - Fiscal Year 2017

Description	Budget 2017	Actuals- to-date <i>(as of 7-Nov-17)</i>
Program / Event Income	\$ 9,950.00	\$ 4,679.02
Study Group Revenue	\$ 36,900.00	\$ 27,825.74
Sponsorship Revenue	\$ 6,000.00	\$ 7,412.40
Memberships Dues	\$ 24,426.00	\$ 21,930.54
TOTAL INCOME	\$ 77,276.00	\$ 61,847.70
Program and Event Expenses		
Bank Fees and Interest	\$ 200.00	\$ 138.68
Consulting Fees	\$ 3,500.00	\$ 1,067.60
Licenses and Registration Fees	\$ 6,879.00	\$ 4,974.17
Professional Fees	\$ 2,500.00	\$ -
Meeting Expenses	\$ 1,600.00	\$ 872.00
Conference Expense	\$ 15,071.20	\$ 14,347.27
Advertising	\$ 500.00	\$ -
Printing, Postage, Delivery and Office Supplies	\$ 400.00	\$ 334.65
Meals and Entertainment	\$ 2,850.00	\$ 1,344.94
Transportation / Travel Fees	\$ 700.00	\$ 190.53
Misc Expense	\$ 1,250.00	\$ 26.09
Event Expenses (Food / Service & Door Prizes/Gifts)	\$ 23,948.50	\$ 8,403.02
Study Group Expenses	\$ 20,910.36	\$ 10,731.40
TOTAL EXPENSES	\$ 80,309.06	\$ 42,430.35

NET INCOME

- \$ 3,033.06

\$ 19,417.35