

Annual Report 2020



**Project
Management
Institute®
Nova Scotia**

PMI Nova Scotia Chapter

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HIGHLIGHTS AND PRESIDENT'S ANNUAL MESSAGE

I want to thank all of our members and volunteers that we have had the privilege of working with and for during this unprecedented year. We started 2020 strong with lots of ideas, plans and goals for our Events, Study Groups, Mentorship Programing, Networking Opportunities, and brand new offerings - but Covid-19 quickly taught us we needed a new balance struck between being accelerant in our approach and navigational. We stepped away from the activity to see what we would need to do to adapt to the uncertain times: so we called on our creativity, innovation, and problem solving. We were very lucky to be able to lean on each other from a distance to still deliver core professional development content with a virtual study group for PMP/CAPM and two (2) virtual events - including one full day welcoming our New Brunswick Chapter neighbours.

We have a few more tricks up our sleeve in 2020 to deliver value to our members and volunteers, and we close this still evolving year with much gratitude to our members and Project Management community where we can continue to promote and support a profession that continues to grow - all across Nova Scotia.

I close my tenure as President of the PMI Nova Scotia Chapter Board of Directors with many thanks and lots of appreciation to my Executive Committee, Board of Directors at Large, Portfolio Volunteers, Volunteers at Large, and most of our our Chapter Members who we value as much as we hope you value belonging to your local PMI Chapter. Let us know how we are doing, check in, and get involved. 2021 will be the year of volunteering and getting involved from within the strength and safety of online presence, so take this opportunity to network and learn new skills with a great group of people from all across the Province and in all types of Industries. We hope we see you.

Thank you all,
Robin England

EXECUTIVE AND PORTFOLIO REPORTS

Programs

Chris Mitchell - Vice President

Events

Denise MacDonald-Billard - Director

The Events Committee is responsible for providing a variety of events to meet the needs of the PMI Nova Scotia Chapter and to promote project management practice in Nova Scotia.

The Events Committee planned to deliver a wide variety of events to the Chapter in 2020 based on feedback from the membership. 2020, however, was the year of COVID-19 and “the Great Pause”. Initially, like most other people we thought we would simply postpone events until we could meet in person. Unfortunately, our worse fears became true and we realized our new normal would require a transition to virtual offerings. With that in mind, we planned an all-day event in October so that members could earn multiple PDU’s in one session. Our plan is to continue with virtual sessions until such time as it is safe for us to be face to face. We greatly miss the in-person networking that occurs at all of our events.

The Events committee is comprised of a team of volunteers who lead and deliver the PMI events. The core group is Andrew Mitchell, Rohum Azarmgin, Michael Waugh, Katie Wright and Suzanne Wilkie. The group meets regularly to plan for upcoming events and to review the past events to identify opportunities to further engage the membership. This committee is also supported by Bev Thiessen, Chris Mitchell, Robin England and Gail Okoh’s team.

To date in 2020, the Events Committee was responsible for the delivery of the following events:

| | | | |
|---------|--|----------------|---|
| Feb. 27 | Lunch & Learn: LinkedIn Development – Maintaining your professional profile as a way to connect with others | Krista DeCoste | Nova Scotia Department of Health and Wellness |
|---------|--|----------------|---|

| | | | |
|----------------|--|--|------------------------|
| <p>Oct. 27</p> | <p>All Day PD Development:</p> <p>Technicolor Team Building – Sustaining Cohesiveness and Productivity of Your High-Performance Project Management Teams</p> | <p>Tyler Hayden</p> | <p>Virtual Session</p> |
| <p>Nov. 17</p> | <p>Virtual Agile Round Table Discussion and Networking Event</p> | <p>Moderator: Brenda Fay</p> <p>Panelists:</p> <p>Katie Wright</p> <p>Shweta Pai</p> <p>Adithya Neyak</p> <p>Andrew Mitchell</p> | <p>Virtual Session</p> |

The committee is committed to reviewing feedback about sessions and venues in order to continue to provide a wide variety of quality events to our members and other participants.

As outgoing Director, I would like to thank the membership for all of the support I received over the past two years. It was a pleasure meeting many of you and it was a great experience working with my dedicated team! I look forward to seeing you all in the future – hopefully at some social events.

Professional Development

Uzo Nnamdi – Director

I would like to use this opportunity to appreciate our team of volunteers - study group facilitators and mentors and coordinators who despite the restrictions necessary for safety in this COVID19 era, still gave of their time to serve and deliver our planned programs in the professional development portfolio.



STUDY GROUPS

Study Group Co-ordinator - Patricia Dauphinee

In the year under review, we successfully completed 3 PMP/CAPM Study Groups, 2 in the winter and 1 in the fall. The two Winter 2020 study groups were held in Cape Breton and Halifax respectively. Both study groups started out on premise but had to transfer online midstream due to the pandemic. The transition from on-premise to virtual delivery was successful at both locations. The fall class was 100% virtual. A total of 30 course participants were trained, with several proceeding on to the PMP Certification. During this period, PMI announced another extension to the new PMP exam content outline from July 1, 2020 to Dec 31, 2020. With this change, the Fall 2020 PMP Study group session was the last to be facilitated based on the current exam content outline.

We look forward to hosting our first PMP Study group based on the new exam content outline in Winter 2021.

MENTORING

Mentoring Coordinator - Kirk MacDonald

The year 2020 saw us closing out the 2019 session of the mentoring program. During the period, mentors and proteges initiated and held meetings using all available media. Most proteges were able to apply information received from mentors, directly in their job roles or in their job searches. Feedback provided by both mentors and proteges showed that the mentoring program is highly beneficial to both parties. This encouragement will spur us on to greater heights in the new year.

Innovation and Partnerships

Kostia Zaharov - Director

Innovation and Partnership portfolio focuses on partnership development with various organizations to create value added for PIM NS Chapter members and increase Chapter presence within the local Business Community.

Team value proposition statement is: "Advance Project Management focused community of new and existing professionals through the facilitation of high-quality Chapter offerings, partnerships and involvement in The Nova Scotian business communities"

This year has been unprecedented for our team as probably for everyone, due to COVID-19 worldwide pandemic. As a result of increased safety measures and utmost importance to the safety of our volunteers and partners, we have experienced a significant slowdown in our activities, specifically with development of new partnerships and in person meetings. Though during the short pre-COVID period, we were successful in creating very positive and fruitful partnership relations with Construction Association of Nova Scotia (CANS).

The “new normal” with heavy focus on online meetings and mostly virtual communication, has introduced some challenges to our team, requiring us to adjust to the new reality and utilize slightly different approaches. While maintaining existing relationships with our partners and friends in the local business and professional communities, we have used this activity slowdown to develop new approaches and identify new potential opportunities for the next year.

For the upcoming year we plan to continue development and strengthen our connections with existing partners and supporting organizations. As well as development of the Academic Outreach Program with Nova Scotian universities and colleges, and exploration of new opportunities with various industry sectors such as Construction, Start-ups, and others present in Nova Scotia.

Operations

Vanessa Greer - Vice President

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, sponsorship, and the management of volunteer recruitment and onboarding.

Sromon Das continued for a second year as Director of Technology. Technology was a new portfolio last year. This year, Sromon continued to manage our website and was instrumental in simplifying our communications request process. He also oversaw the rollout of our new chapter logo and rebranding.

Donna Karsten continued for a third year on the board of directors. This year moving to the role of Director of Sponsorship and Special Projects. The focus of Special Projects for this year was the continued review of the board’s policies and procedures.

We welcomed **Gail Okoh** as Director of Marketing and Communications. Marketing and Communications has been instrumental in keeping our membership informed and engaged during this difficult Covid-19 year and they continue to look for ways to virtually keep our

membership well-informed. Marketing and Communications also introduced a streamlined communications request template to the board of directors.

We welcomed **Jeffrey Bonus** as Director of Membership and Volunteers. Membership and Volunteers has focused on showcasing member benefits and ways to grow our membership during these challenging times. The Membership and Volunteers team have continued to manage the chapter's volunteer requirements by using PMI's official volunteer management software VRMS where interested volunteers can visit regularly to look for new, engaging opportunities to volunteer with our chapter.

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

Sponsorship and Special Projects

Donna Karsten – Director

PMINS events and activities this year have been reduced due to COVID-19 restrictions; therefore, we have not had the need to request sponsorship this fiscal year. We sincerely thank our past sponsors and hope their businesses are making it through the pandemic with as little disruption as possible. We will contact sponsors in the next fiscal year to re-activate our mutually beneficial relationships.

Marketing & Communications

Gail Okoh – Director

The Marketing & Communications team started the year out strong by welcoming new volunteer Liz Charnley Mason as e-Blast Coordinator. Liz's strengths, combined with leadership from Tanya Dent, Lead Social Media Coordinator and Simranjit Singh, Social Media Coordinator, set the team up for success in 2020 despite the many challenges brought upon all of us during the pandemic.

PMINS underwent a branding change early 2020, consistent with new PMI Global branding protocols. The team launched a communications campaign to inform members of the change and coordinated the timely transition of all communications and social media platforms to the new logo.

The team developed an online tool that leveraged the functionality of PMI's content management system (CMS), Joomla. All Board members can now complete an online application form for their communication needs. The online form is then routed to the committee members who edit, update our web site and ensure all of our members are up to date on the latest news and information about PMINS. Our communication channels include our PMINS website, PMINS Newsletter, LinkedIn, Facebook and Twitter.

The team ended the year with the news that Tanya Dent, Lead Social Media Coordinator will be joining the Board of PMINS in 2021. While we are going to miss her, we are thrilled to know she will have a role in the ongoing leadership and direction of the Chapter. We will be welcoming a former Volunteer, Isaac Joseph, back in 2021 rounding out the team again.

Our goals for 2021 include continuing to learn about and leverage the capabilities of our CMS. We also want to build stronger relationships between all Chapter portfolio volunteers and leaders with the goal to support a more integrated and collaborative approach to communication activities and member engagement throughout the year.

Membership and Volunteers

Jeffrey Bonus- Director

Membership and Volunteers

Jeffrey Bonus – Director

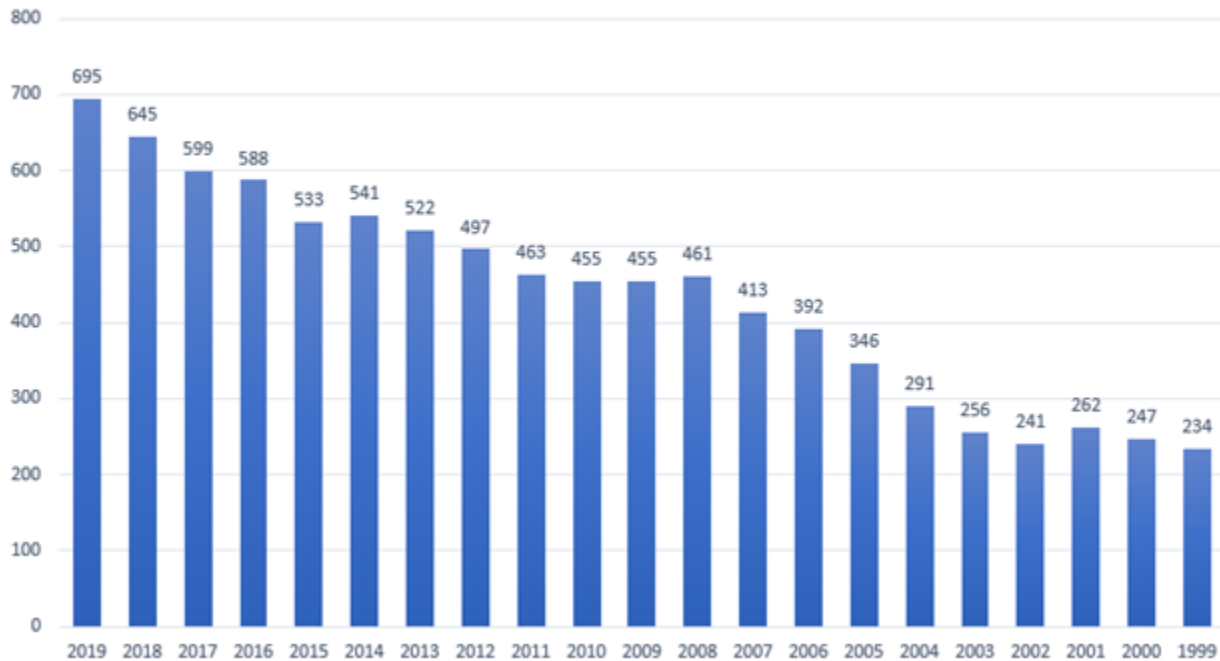
Membership By-the-Numbers

Year-ending 2019 (December 31st):

- **Membership: 695**
 - Individual 675
 - Student 16
 - Retiree 4

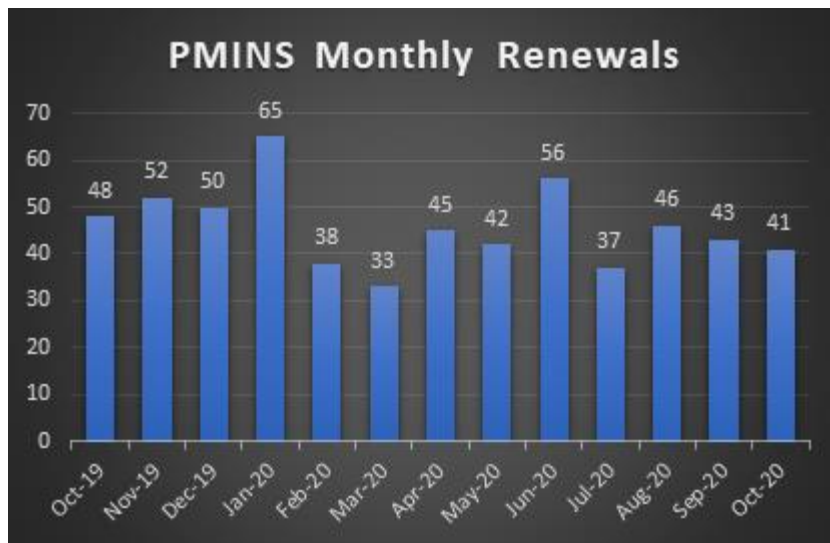
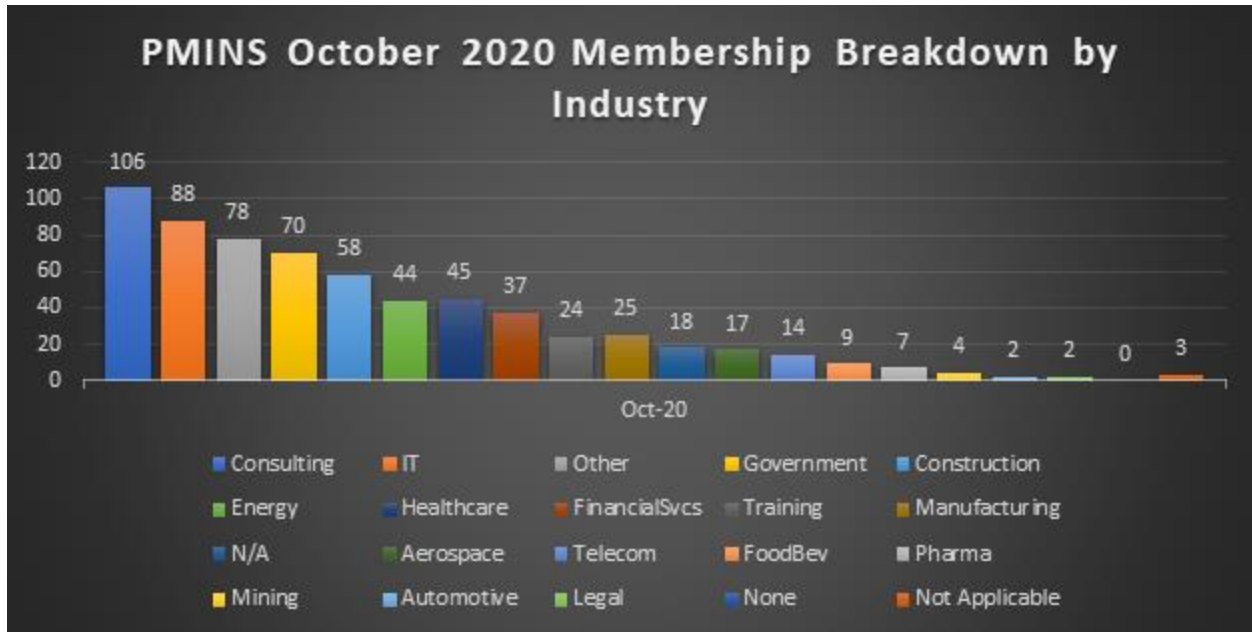
- **Membership growth 2018 to 2019: 7.7%**

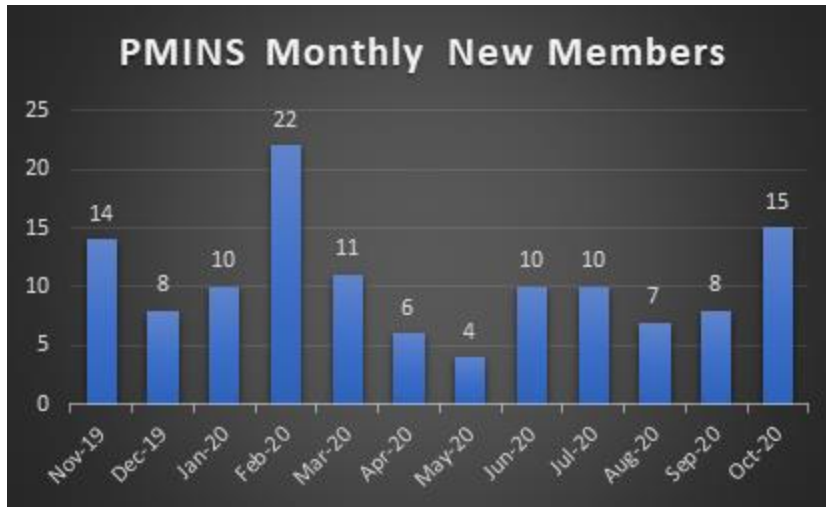
PMI Nova Scotia Year End Membership #s



Current Membership 2020 – month ending October 2020

- **Membership: 653**





Credential Holders as of November 2nd, 2020

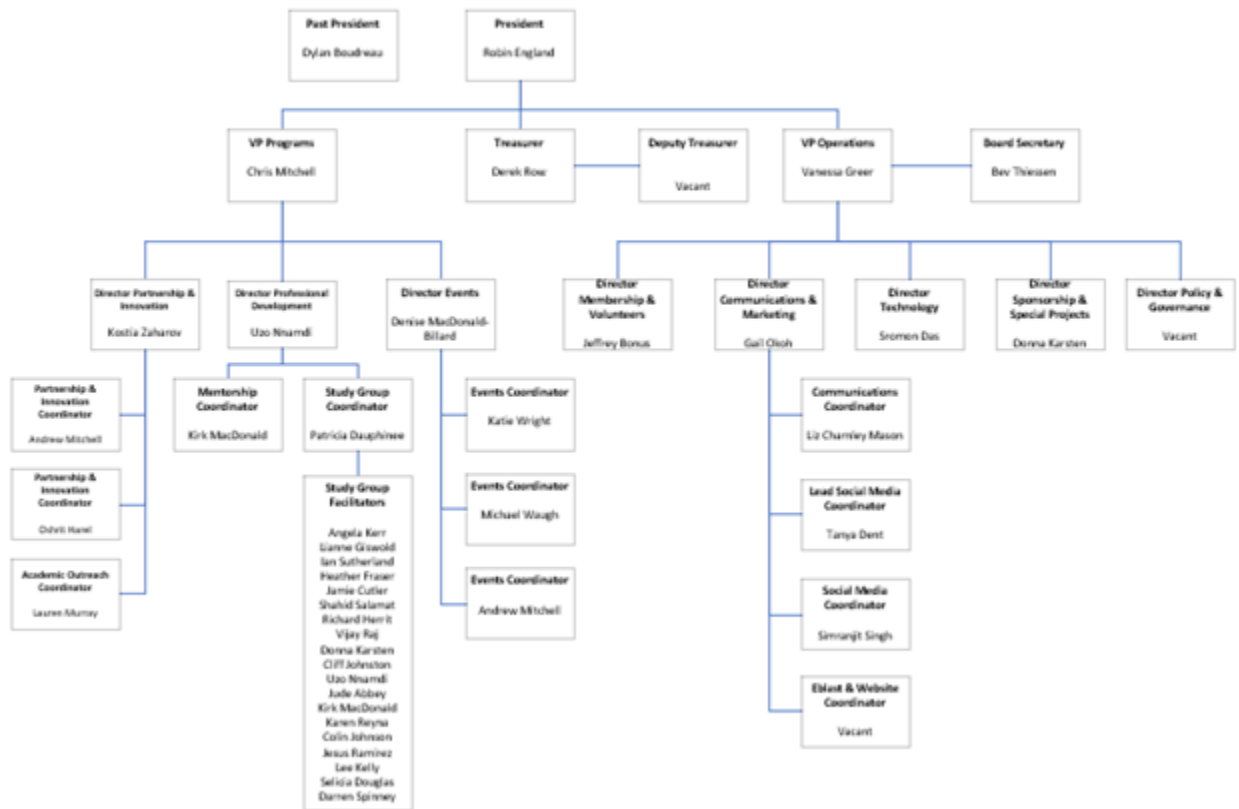
| Credential | Credential Count |
|--------------|------------------|
| PMP | 429 |
| CAPM | 23 |
| PMI-ACP | 14 |
| PMI-RMP | 7 |
| PMI-PBA | 6 |
| Total | 479 |

2020 Volunteers

- **Board Members:** 12
- **Events:** 3
- **Communications and Marketing:** 3
- **Innovation and Partnerships** 2
- **Professional Development:**
 - **Mentors:** 11
 - **Study Group Facilitators:** 20

- Total Volunteers:** 51

PMI Nova Scotia Organizational Chart 2020



Technology

Sromon Das – Director

The first major project this year was rebranding the PMINS logo and brand in accordance with PMI Global's directive. This involved rebranding relevant sections of the website as well as the entire inventory of PMINS marketing and communications material.

The chapter also implemented Google Analytics modules on our website to analyze the preferences and behaviours of our website visitors, helping us make better decisions regarding website content and communications.

We also created electronic/ pdf fillable evaluation forms, allowing us to go paperless and generate efficiency gains. This signalled a trend towards providing increasing electronic services to our members, one that will continue through 2021.

The chapter is currently partnering with Dark Rhino to migrate our website to a new Content Management System platform which will enable us to offer a wider range of services to our members.

Treasurer

Derek Dow – Treasurer

Financially, the Chapter has fared quite well in the face of an extraordinarily challenging year. In light of the global pandemic, many of our major annual expenditures, such as R3 and LIM conferences, were cancelled or reformatted to be virtual. We were also successful in transitioning our PMP Study Groups to a virtual format allowing us to continue with this revenue stream. As a result, we are projecting a budget surplus in the order of \$20,000 (compared with a budgeted surplus of \$5,927.95).

For 2020, the Chapter continues current with CRA with respect to HST reporting. As noted in previous reports, the Chapter had not consistently reported HST filing since 2010. We are also current with our status on the Registry of Joint Stocks in Nova Scotia.

Our 2019 Financial Statements have successfully completed review by our Auditors with no significant issues being reported. Below is the summary of our financials for the year ended 2019 as well as year-to-date for 2020:

2019

Net income: \$12,445
Net assets: \$133,907

2020 (Projected)

Net income: \$20,000
Net assets: \$153,907

Early this year, Sage Accounting, our online bookkeeping provider, informed us that they were discontinuing the product we were using. Sage did not provide an easy way for us to transition our data to another product. As a result, we decided to go back to market for a cloud bookkeeping service. In the end, we decided to transition to Quickbooks online. This transition was completed prior to Sage's shutdown in May. Quickbooks has proved to be an effective provider for us, allowing the automation of much of our regular bookkeeping. As part of this transition, we loaded our financial information for 2020 and 2019 into Quickbooks. We were also able to download our legacy data from Quickbooks back to 2015. Going forward, Quickbooks should also allow us to provide more granular financial reporting to the board on events and other revenue and expenses.

As I announced last year, 2020 will be my last year as Treasurer (and as elected member of the Board). We have been successful in recruiting a new Treasurer to the board, Hamza Haneef. In order to provide Hamza with sufficient support through his transition, I will remain with the board this year in a Director-at-large capacity.

I would like to take this opportunity to thank all of the board members I have had the opportunity of serving with over the years. We have shared many great experiences and I look forward to chatting with you at future Chapter events.

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2019 Approved Financial Statements

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