

Next Chapter Meeting

September 21st, 2005 – The Yard – Manchester

Join us September 21st at The Yard in Manchester. Networking hour starts at 6. Open to all.

To register: <http://www.acteva.com/booking.cfm?bevaaid=85393>



From the President's Desk

Gary O'Kula, PMP
NH Chapter President
president@pmi-nh.org

Hello PMs,

Hello all, sorry to I missed you at the last meeting. I want to thank Mike Gregowske for filling in for me at the April board and chapter meetings.

We have received nominations for the President-Elect and Recording Secretary open officer positions. Chapter members will be seeing an announcement on the election process soon.

There are still some very important positions not on the ballot that need to be filled. Our Director of Education and our VP of Professional Development position is unfilled.

We have a special voluntary opportunity assisting with our June Chapter meeting. We are looking for some one to organize and emcee our Jeopardy game show portion of the meeting. We want to make it fun, educational experience with lots of prizes.

If you are interested in volunteering, please contact me at president@pmi-nh.org.

See you all at our May and June meetings.

Gary A. O'Kula, PMP
President
PMI NH Chapter

When you check in at the registration table, PMPs will be asked if they want electronic PDUs (in PDF) and, if so, to verify their email address for this purpose. Just another way we're trying to make life easier for our members. ■

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"It's that time of year again! – The 13th Annual Cigna Road Race"

The 13th Annual Cigna road race will be held Thursday, August 11th at 6:20pm in Manchester. This will be the 4th year that PMI NH has agreed to sponsor a team! If you are unfamiliar with the Cigna road race, it is a 5k, run through downtown Manchester and proceeds from the race go to the Special Olympics. It is also one of the largest New England races with more than 5000 participants. You do not have to run !!!! There are hundreds of walkers!

If you are interested, go to <http://www.coolrunning.com/cigna/index.shtml> and register under 'Teams', on the left-hand side of the page.

Our team is PMI-NH and the password is Cigna. Select 'Corporate Team Member Registration - pay by check'.

You do not have to pay the registration fee, the Chapter is paying for the team. I am the team Captain and will deal with our shirts and any other questions that come up.

Please feel free to contact me at davedownes@yahoo.com. I'd like to get 20 of us to go, last year we had 13

PMI NH Chapter PMP Prep—Study Group

Location: YMCA Merrimack, 6 Henery Clay Dr, Merrimack , NH 03054

Start Date/Time: Tuesday, 12 July 2005 6:30-8:30 for 12 weeks

The study group is formed to help guide your own learning of the Project Management Body of Knowledge (PMBOK) focused on the exam. The group structure will be to go over topics that we feel were most represented on the exam, and to discuss issues and concepts that the team is having difficulty understanding. Practice exams will be discussed and reviewed during each session and highlights reviewed.

Costs. There are a couple of costs that will be incurred during the course of becoming a PMP which are outlined below:

- Joining of PMI. This is required by the start of the study group. The current yearly rate is \$119.00. The link for online membership is below: http://www.pmi.org/info/GMC_IndividualMembership.asp
- Joining of the NH Chapter. Also required by the start of the group. The current yearly cost is \$25.00
- Cost of the actual study group is \$100.00.
- Course materials. There are two items that will be required for the session. One is the **PMBOK (Project Management Body of Knowledge - 2000 Revision)**. The other is **PMP Exam Prep, 4th Edition by Rita Mulcahy**. The PMBOK can be purchased from just about anywhere, and is available in PDF form from various locations. The PMP Exam Prep will range from \$60.00 to \$90.00 depending whether new or used is purchased. There are always additional study materials that can be purchased, but the class requirements will solely revolve around these two items. Both items can be purchased from PMI's site (www.PMI.org) or from other sites like Amazon (www.Amazon.com).

Extra incentive to get your PMP!

Scholarship drawing. A \$100 scholarship drawing will be held at the [21 September 2005](#) membership meeting. All non-PMP attendees will be eligible to enter the drawing. The scholarship is to be used to assist the winner with Study Group costs. The winner is responsible for all other study group costs, including PMI membership costs (if applicable) and book costs.



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Fundamentals of Virtual Teaming – Part 4

Written by: Kevin P. Micalizzi, HeiterConnect, Inc.

Working with virtual teams is rapidly becoming standard practice, on or off shore. This is the third in a 4 part series on the Fundamentals of Virtual Teaming. In this article we'll focus on the virtual project team as a living system and how information plays a role.

Last month, we discussed how identity is critical to the success of our project team as a living system. As we look at the role of information, we turn again to "The Irresistible Future of Organizing", by Margaret J. Wheatley and Myron Kellner-Rogers. Wheatley and Kellner-Rogers explain that sensitive information-processing exists in "the edge of chaos," a place where new information enters without the team losing its identity. The information appears chaotic but is the "nutrient of self-organization."

As Wheatley and Kellner-Rogers show, "Only when information belongs to everyone can people organize rapidly and effectively around shifts in customers/partners, competitors and environments. People need access to information that no one could predict they would want to know. They themselves didn't know they needed it until that very moment."

To ensure the success of our teams we must find better ways to increase this information sharing. When our project teams worked in the same physical space, we could rely on team libraries, bulletin boards, and informal discussions among team members. In the virtual space, we need to leverage available technologies to ensure all team members have the information they need.

Regularly scheduled conference calls and web conferencing are very commonly used vehicles for information sharing. Web conferencing technology allows us to supplement the audio call with shared visuals, giving participants a chance to see and hear what is being discussed. We may share a presentation, collaborate on a document, or demonstrate something relating to the topic being discussed. This approach is also very effective for "brown bag" or more informal learning sessions among team members.

Among some teams, email is still a heavily used tool for information and knowledge sharing. You may create an email alias that allows team members to send things to one email address that gets forwarded to the entire team. Managing email can be a difficult challenge for many team members, but unlike conference calls it does provide a "written" record that can be referred back to.

We improve our chances of successful interactions using team collaboration spaces and email by both establishing shared protocols with the team and making sure the team is properly trained. As a team we need to agree how the technology will be used, how frequently it should be accessed, and what issues and information are appropriate. You may want to collectively decide how many electronic interactions on a contentious issue are allowed before the issue needs to be resolved in another way, maybe with a call. An ongoing spiral of emails or messages that doesn't appear to be advancing the issue towards any resolution may cause the team to be less inclined to use the tool. Not everything can be expressed effectively using these technologies. Be explicit about what should be done in those cases; some issues may require the added cues of real-time interactions, such as the telephone.

As you plan your projects with your virtual team, it is even more important for you to clearly define your transitions or handoffs. These are critical points within your project; in the virtual space it is possible that a less clearly defined handoff may be missed. In addition to defining tasks and dates, we should define with the team how handoffs will happen. You may want to ensure a more formal handoff happens via phone or email. For example, in the case of email, it is important that the receiver acknowledges they received the handoff.

Finally, remember it's not always about the technology and the plans. Take time to celebrate successes with the team. Expressing your appreciation to the team on a conference call still goes a long way. Team lunches together to celebrate are difficult to arrange when team members may be thousands of miles away. If you have taken the time to get to know your team, you may see other ways to reward them. Small tokens of your appreciation can still find their way to remote team members. It may take a call to someone at their local site to help make arrangements, or you may want to go online and arrange some surprise be shipped to them. Regardless of what approach you take, don't miss the opportunity to celebrate successes with the team.

Thank you for joining me in this four-part series. Adjusting to managing virtual teams is a challenge, but one that can be managed. Start with our two core principles: 1. Make the implicit explicit; and 2. Slow down to speed up. Take a look at your team as a living system. Are the three conditions (identity, information, and interaction) being met? If they are not, this series should help you get started.

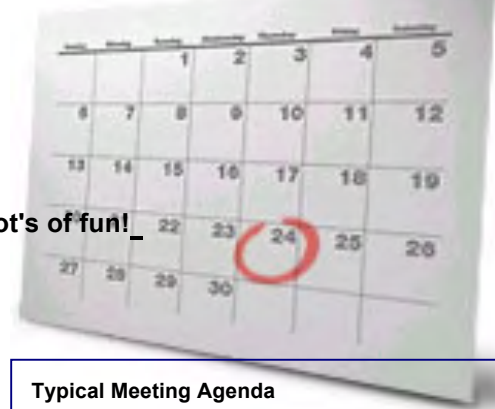
Kevin P. Micalizzi – Consultant and Business Development Manager for HeiterConnect, Inc., has over 8 years experience working with virtual teams. Kevin is a frequent host of the HeiterConnect, Inc. weekly MiniConnect free one hour webinars (<http://www.heiterconnect.com/miniconnect.htm>). As a leader and project manager Kevin has met the challenges of leading effectively across cultural and geographical boundaries. He has developed teams in medium and large companies with hierarchical and matrix organizations, including IBM Rational software and Sybase. An excellent communicator and facilitator, Kevin received his Bachelor's degree from Ithaca College in Speech Communication, with a focus on interpersonal, small group, and intercultural communication. Kevin can be reached at kmicalizzi@heiterconnect.com. ■

Upcoming Chapter Events – 2005 Calendar of Meetings

LAST MEETING - WED., JUNE 15 - NH CHAPTER MEETING END OF YEAR CELEBRATION

The Yard, 6 pm
1211 S. Mammoth Road
Manchester, New Hampshire

It was our end of the year extravaganza! With Games, awards, and lot's of fun! _



Driving directions:

Heading North on Interstate 293, take exit 1 (The Mall of New Hampshire exit). Turn left at the traffic light at the end of the off ramp onto Route 28 south (South Willow Street). The Yard Restaurant is approximately 1.9 miles from the off ramp and is on the left side.

Heading South on Interstate 293, take exit 1 (The Mall of New Hampshire exit). Turn right at the traffic light at the end of the off ramp onto Route 28 south (South Willow Street). The Yard Restaurant is approximately 1.9 miles from the off ramp and is on the left side.

NEXT MEETING:

WED., SEPTEMBER 21, 2005 - NH CHAPTER MEETING

The Yard, 6 pm
1211 S. Mammoth Road
Manchester, New Hampshire

Typical Meeting Agenda

6:00 – 6:30: Registration & Networking
6:30 – 7:00: Dinner
7:00 – 7:15: Welcome / Introductions & Job Postings
7:15 – 8:30: Guest Speaker
8:30 – 8:45: Adjourn

Upcoming Chapter Meetings

* September 21, 2005	* March 15, 2006
* October 19, 2005	* April 19, 2005
* December 7, 2005	* May 17, 2005
* January 18, 2006	* June 21, 2006
* February 15, 2006	

2005 Scholarship opportunities. Up to two \$100 scholarships will be awarded to separate individuals to cover study group costs. Members meeting the following criteria and who are interested in applying for the scholarship are encouraged to contact [Bob Blaney](mailto:education@pmi-nh.org) PMP, Director of Education (education@pmi-nh.org) to obtain an application. Scholarship awards will be announced at the **21 September 2005** membership meeting.

- * Applicant must demonstrate financial need for assistance in written form on the application.
- * Applicants must demonstrate a strong interest in earning PMP Certification in written form on the application.
- * Applicants must have successfully completed the study group during the 2005 calendar year.
- * Applicant must be a NH Chapter member who is in good standing.
- * All information provided by applicant must be accurate and complete.
- * Applicants must complete and submit the scholarship application by **1 August 2005**.

Merrimack Study Group is starting 12 July 2005! Don't study for the PMP exam alone. Join your chapter members and study with friends. Two heads are always better than one, plus you will have access to Mentors who have already passed the exam. Learn from their experiences. The 12 week study group will be held every **Tuesday** from 6:30 -8:30 pm **at the Merrimack YMCA**. Please contact [Bob Blaney](mailto:education@pmi-nh.org) PMP, Director of Education (education@pmi-nh.org) to reserve your spot. Cost is \$100 plus study books. Participants must be NH chapter members.

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HOW TO CONTACT US

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Portsmouth, NH 03801
Website: www.pmi-nh.org

For sponsorship, advertising or job placement ads and inquiries, please e-mail us at sponsorship@pmi-nh.org.

General E-mail Addresses

- information@pmi-nh.org
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➤ *Study Group Update*



Education Corner
Rick Hogan, PMP
Education Director, NH Chapter
education@pmi-nh.org

PMP Exam Study Group Update

Merrimack Study Group – This was completed and as of now, two people have already passed their PMP exam! Congratulations to Charles Firth, PMP and Mary-Michael Stave!

Anyone planning to take the PMP certification exam prior to October 2005 should prepare themselves based on PMBOK-2000, NOT the recently published 2004 edition.

Are you interested in joining a study group to help you prepare for you PMP Exam? Contact the Education Director today at education@pmi-nh.org. Cost is \$100 plus study books. Participants must be NH chapter members.

Are you interested in becoming a mentor for a study group? Being a mentor will give you PDUs to maintain your PMP status, provide additional networking opportunities and keep you up to date on Best Practices and cutting edge methods in the Project Management field. ■

For more information about upcoming study groups, becoming a mentor or PDUs please contact Rick Hogan, PMP, at education@pmi-nh.org.



PMI-NH is proud to be a Registered Education Provider, meaning we’ve earned the right to award PDUs for our quality meetings, workshops, seminars and classes.

PMPs need to earn 60 Professional Development Units (PDUs) every three years to stay certified.