Project Manager Professional Development

Southern New England Chapter of PMI

Project Charter

Maximizing Benefit

Of

Membership

Project Manager: YOU

Key Stakeholders:
Southern New England Chapter of PMI,
YOUR career,
and YOUR Organization

Version **1.0**
Date: 1/11/2008

Document Revision Summary

This section specifies the revision history of the Project Charter. Revisions are to be detailed in this section once the baseline of the Project Charter has been established including all signoffs.

Revision No.	Revision Date	Revision Details	Revised By	Approved By
Draft	10/10/2007	Initial	Radocy	
0.1	11/05/07	Various updates	Radocy	
0.2	12/10/07	BOD comments incorporated	Radocy	
0.3	1/1/2008	Minor updates	Smith	
1.0	1/11/2008	Added SNEC-PMI Vision Statement and gained approval by BOD	Radocy	SNEC-BOD

1. Project Overview

1.1. Summary of Project

As a professional operating in the project management career space, affiliation with the organization that founded the standard for project management is an important indicator to portray one's dedication to the profession. Leverage the strength of the PMI organization and your local Southern New England Chapter to build a support network of Project Management professionals, maintain proficiency, build leadership skills, and obtain/maintain certification.

1.2. Vision

By becoming a member of PMI you will build relationships, improve your skills, gain access to the most up-to-date knowledge and learn from some of the best in the field.

- SNEC-PMI Vision Statement
  - SNEC will be recognized for enriching the professional and personal communities of our membership by demonstrating the value of Project Management to business

1.3. Personal/Chapter Objectives

Personal Objectives:
- Membership in PMI and the Southern New England chapter demonstrates to your peers that you are:
  - Dedicated to best practices and results
  - Enthusiastic about quality, productivity and return on investment
  - Serious about your own professional and personal development
  - Committed to ethical business practices
- Contribute to community
  - Sense of belonging to groups with similar goals and objectives.
  - Assisting fellow colleagues in career and learning opportunities
- Networking
  - Form and foster relationships with project management professionals
  - Create local and global relationships
- Personal Development
  - Attend chapter sponsored training
  - Hone leadership skills through volunteer efforts
- Resume
  - Professional society membership and involvement
- Certification (and maintenance)

- For PMP's and CAPM's, leverage opportunities to gain professional development units (PDU's) to maintain credentials

Chapter Objectives:
- Continual growth of the chapter to benefit it's membership
- Accomplish initiatives that support the chapter's strategic plan
- Succession Planning

1.4. Scope

- Take steps necessary to become a member of PMI and SNEC.
  - Access the PMI.org web site to become a member of PMI and SNEC
- Attend SNEC-PMI sponsored events
- Become an active participant in the SNEC-PMI organization, volunteering for various activities to assist the chapter to bring value to me and it's other members
- Take advantage of the many programs offered by SNEC-PMI
- Open doors to become involved at a global level

2. Maximizing Membership Parameters

2.1. Job Alert

- Job alert attracts local businesses that have active openings for project management opportunities to gain access to SNEC-PMI members.
- SNEC-PMI members are able to sign up for "alerts" that will send an email to them whenever a company is looking for candidates.

2.2. Volunteering

- Active volunteers are the lifeblood and foundation of PMI. They are working in their communities and organizations, in hundreds of cities all around the world, to spread the word about the benefits of project management. Volunteering with PMI is not only a way to enrich your membership experience; it also expands your professional network, improves your knowledgebase and helps to hone your leadership skills. The dynamic growth that PMI has experienced since its inception, as well as its ambitious goals for the future can be attributed in large part to the volunteers. Various volunteering opportunities exist:
  - Local Chapter Committee opportunities
  - Local non-elected Leadership opportunities
  - Local elected Board opportunities
  - Global opportunities

2.3. Educational and Programs

- SNEC-PMI Educational and Programs opportunities are listed on our SNEC-PMI website: http://www.snec-pmi.org

2.4. Networking

- Make and maintain industry connections to promote career growth and longevity
- Networking is the systematic process of building and maintaining a web of professional alliances that you will use and refer to during your entire working career
- PMI involvement can extend to global communities

3. Stakeholders

Name	Title	Organization	Interest / Expectations
You	Project Manager	Yours	Networking with others, gaining education, learning from each other.
Members, committee members	Project Managers	Many	Networking with you
Committee Leads, Event PMs	PM, contributor, etc	SNEC-PMI	Volunteer opportunities to grow and hone leadership skills
Board of Directors	Board members	SNEC-PMI	Lead strategic and tactical initiatives
PMI Global Leadership	Component leaders, Board of directors, various committees	PMI	Growth and education of the project management profession Involvement at a global level

4. Assumptions and Constraints

- **Assumptions**
  - Interest in the project management career path
  - Interested in advancing your career
  - Desire to learn additional and sharpen current leadership and project management skills and competencies
- **Constraints**
  - Time: You need to determine how much time you are able to dedicate to advancing your career and the SNEC–PMI chapter
  - Opportunities: Strategic initiatives will change as the needs of the chapter change

5. Feasibility

5.1. Risks

- Others that take advantage of the various opportunities within SNEC-PMI and PMI global have the potential to get preferential treatment when seeking employment opportunities
- Over extension – Be true to yourself and your team mates regarding how much responsibility you are able to commit to.

5.2. Career/Networking Benefits

Career Benefits

- Having PMI credentials and involvement on your resume will open opportunities
- Showing chapter involvement and certification (PMP) will demonstrate your dedication and commitment to the project management profession
- Education opportunities are not only course work and books, but experience. Working with fellow project managers will provide un-paralleled experience
- Participation in a professional organization outside the workplace offers employers a more rounded individual

Networking Benefits

- Build professional network of PM professionals on a local and global level
- Multi-industry network of professionals that assist one another in career pursuit

Cost Benefits

- **Savings** – SNEC-PMI members receive discounts on educational opportunities.
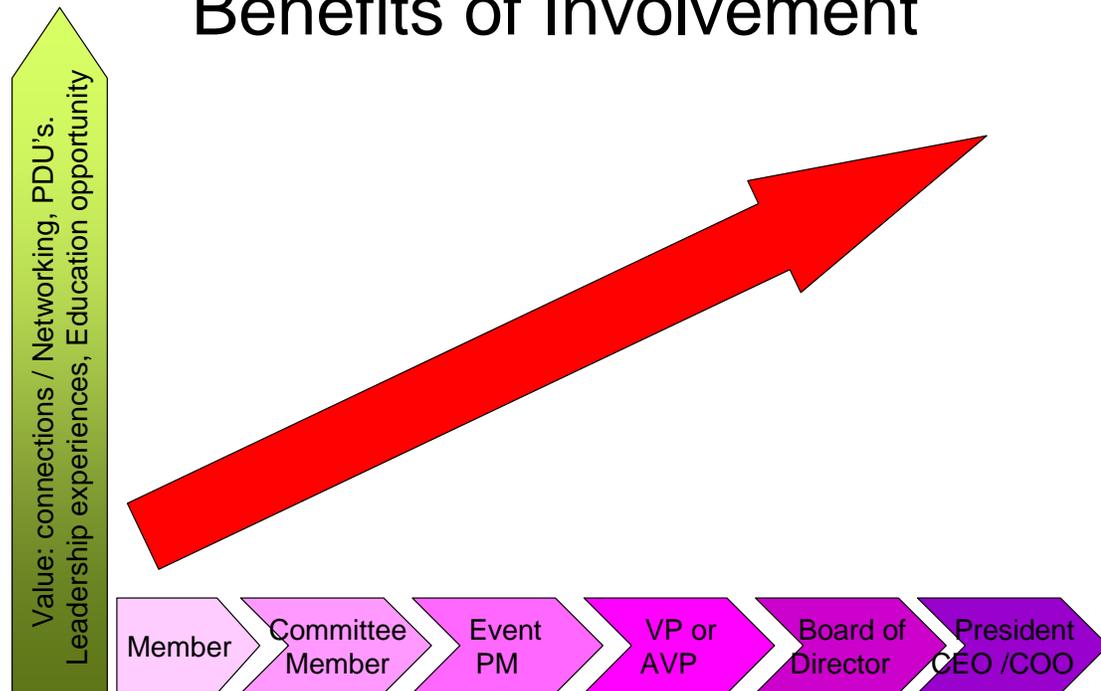
6. Plan

6.1. Project Approach, Planning, & Delivery Strategy

The General approach to this project will include an understanding of:
1. Current career network, skills and competencies
2. Desired career network, skills and competencies

The more you get involved, the more value you receive from your membership:

Benefits of Involvement

Value: connections / Networking, PDU's. Leadership experiences, Education opportunity

Member | Committee Member | Event PM | VP or AVP | Board of Director | President CEO /COO

6.2. Maximizing Benefits Plan (typical)

1. Access the PMI.org web site to become a member of PMI and SNEC
2. Become active in the SNEC PMI organization volunteering for various activities to assist the chapter to bring values to me and it's other members
3. Take advantage of the many programs offered by SNEC-PMI, such as:
   - Job Alert Program
     - Receive job announcements via e-mail for positions with premiere Southern New England and national employers who are actively seeking qualified candidates
     - Request to receive job notifications or post an open position by submitting a request via the SNEC-PMI.org web site at the "Job Alert" tab.
   - Networking Lunches
     - Attend networking lunches held monthly at different Southern New England locations, invitations sent to registered members according to the proximity of their registered work address
     - Meet other project management professionals in your geographical areas and share professional experience
   - Professional Development Seminars
     - Attend Seminars at a reduced price
   - Dinner Meetings
     - Attend Chapter Dinner Meetings at a reduced price
   - Volunteer Opportunities

       o Earn up to ten (10) PDUs for fulfilling a Chapter Board position over the course of a year in areas such as Marketing, Communications, Education, etc.

       o Email volunteer.advocate@snec-pmi.org and complete a volunteer application to find out how to get involved and make a difference

4. Leverage involvement with SNEC-PMI to identify opportunities at the global PMI level

6.3. SNEC Member Involvement Phases/Milestones

Role Detail	SNEC Member	Committee Volunteer	Event Project Manager	VP or AVP	Board Member	Chapter President/CEO
Description	The beginning of getting involved with the chapter. Learning what the chapter is and has to offer.	Team member of a chapter sponsored project or initiative	Project Manager of a chapter sponsored event	Appointed Leader of a chapter sponsored project or initiative	Elected position on the chapter board of directors	Chief Executive Officer for the chapter
Tasks / activities involved in	• Attend chapter meetings and events • Network with event project manager, committee heads, board members • Read chapter newsletters • Visit chapter website	• Providing/driving assigned project deliverables • Attending team meetings and conference calls • Proving status on assigned tasks	• Project managing a chapter event • Working with the facility on menu, accommodations, and logistics • Point of contact for speakers and sponsors • Participation in Communication team meetings; provide status • Overseeing the event; tend to issues • Performing close-out activities, lessons learned	• Lead and manage chapter projects • Leading the project team • Developing the project Charter; drive board sign-off • Preparing project budget; tracking spends • Project execution • Board status reports	• Attend monthly board meetings • Attend chapter events • May participate in trade shows; PMI events • Developing chapter vision and strategic planning • Chapter direction decisions • Cost benefit analysis • Portfolio Budget Preparation	• Main contact for the chapter • Liaison with PMI HQ, Components, and other organizations • PMI renewal charter • Chair board meetings • Offer general leadership to the chapter

Role Detail	SNEC Member	Committee Volunteer	Event Project Manager	VP or AVP	Board Member	Chapter President/CEO
Leadership Skills Gained	• N/A	• Team work • Communication • Self confidence	• Organization • Leadership	• Project Management • Team building • Mentorship	• Risk Management • Scope Management • Direction setting • Robert's Rules of Order	• Negotiating • Networking • Collaboration
Typical time commitment	• 2 hours a month	• 2-5 hours a month	• 20 hours a month	• 5-10 hours a month	• 10-20 hours a month	• 20+ hours a month
Duration	• As desired	• Chapter program year – July through June or project duration	• 1 or more months	• Chapter program year or project duration	• Two year term • Chapter program year	• Two year term; progress to honorary board member
Key Competencies / Skills	• None required	• Team work	• Thoroughness • Communication	• Some understanding of the chapter	• Strategic vision • Leadership	• Accountability • Political savvy • Resourcefulness
PDU opportunities	• Varies (typically 1.5)	• 1, 3 or 5 PDU based on duration.	• 1, 3 or 5 PDU based on duration.	• 1, 3 or 5 PDU based on duration.	• 10 PDU per year	• 10 PDU per year

6.4. Communication Approach

Internal Communication Approach

- Meeting involvement
- Volunteer recognition
- Newsletter articles
- Website updates

External Communication Approach

- Networking with fellow professionals
- Recognition at work

6.5. Change Management Approach

- Continuous improvement through the networking, volunteering, and leadership experiences gained by being an active member of SNEC-PMI.
- Seeking increasingly challenging new experiences will ensure continued growth and learning.

7. Signatures

Name	Roles	Signature	Date
You	Project Manager SNEC-PMI Member Volunteer Committee Lead Board Member		