

PMI WA-Chapter Newsletter

May 2009

Volume 2009, May Issue

Our President's Remarks

Dear Members and Friends,

The PMI Code of Ethics and Professional Conduct states that **"As practitioners of project management, we are all committed to doing what is right and honourable.**

We set high standards for ourselves and we aspire to meet these standards in all aspects of our lives – at work, at home and in service to our profession".

This code was developed by practitioners from around the world.

It is anchored by the four key values of responsibility, respect, fairness and honesty.

Each value puts forth both aspirational and mandatory behaviours.

The aspirational standards describe the conduct that we strive to uphold as practitioners.

Although adherence to the aspirational standards is not easily measured, conducting ourselves in accordance with these is an expectation that we have of ourselves as professionals—it is not optional.

The mandatory standards establish firm requirements, and in some cases, limit or prohibit practitioner behaviour.

Practitioners who do not conduct themselves in accordance with these standards will be subject to disciplinary procedures before PMI's Ethics Review Committee.

The PMI Code of Ethics and Professional Conduct does not attempt to define every possible situation an individual might encounter, nor does it try to provide the single "right answer".

Its purpose is to establish goals for and limitations on behaviour, enhance relationships among practitioners and throughout organizations and provide guidance for decision-making.

When it comes to ethics, the right decision or direction to take is rarely clear.

Dilemmas arise when you least expect them and doing the right thing can be very difficult.

The Code is there to guide you.

To review the code or find out more information on ethics please go to the Governance Section of www.PMI.org.

Nigel Rarp, PMP
President
PMI WA-Chapter

Survey Winner !



Congratulations to Dr. Christopher McCappin, the prize winner of the PMI WA Chapter on-line survey.

The winner was selected at random by the guest speaker during the WA-Chapter meeting on the 11th March.

Dr. McCappin is congratulated here by Nigel Rarp, the PMI WA- Chapter President, and is presented with the prize, an IPOD Touch.

The PMI WA-Chapter Board thanks all the 145 members who took time in completing the survey and presenting with useful information and feedback that will be used to build an improved service offering.

If you missed out to "have your say" in the survey, we welcome your feedback by email or before/after Chapter events.

Board members can be contacted by email through the PMI WA-Chapter website.

Chris Rowlands, PMP
Membership Director
PMI WA-Chapter

Special Point of Interest!!

Projects-in-Action Program 2009

Building High Performance Project Teams will be held on Friday May 22 .

Jane Tempest will facilitate this workshop.

For further information, please go to <http://www.wapmi.org.au/education/index.php#pia>

Clinton in't Veld, PMP
Education Director
PMI WA-Chapter

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Whom Will You Nominate?

The PMI Australian Chapters **professional awards** were established in 2003 by the Australian PMI Chapters (APC) to honour and recognise excellence and outstanding performance in project and project related activities in Australia.

One of the key objectives of this Awards program is to recognise the contribution of the PMI members and project management professionals for their activities in Australia.

Whereas PMI's Awards have an international focus, PMI Australian Chapters Awards focus on contributions at local, regional, or national level.

PMI Australian Chapters - Project Manager of the Year Award (PMOTY)

This Award will recognise and honour a project manager for outstanding contribution(s) to the development and advancement of the project management profession for the previous calendar year in Australia.

PMI Australian Chapters - Distinguished Contribution Award

This Award will recognise and honour a particularly significant achievement or sustained performance by an individual who contributes to the advancement of the project management profession or PMI in Australia.

To nominate, or for more detail, go to <http://www.pmichapters-australia.org.au/awards.htm>

Effective Project Meetings !!

Almost all of a project manager's time is spent attending meetings.

Meetings are the backbone of project development.

They are the place where aspects of the project are discussed, facts are reviewed, and decisions are made.

However, meetings are also time-consuming and can be looked upon as inefficient, to a point where key attendees avoid meetings.

This leads to discussions being postponed because the right people are not in attendance to make decisions.

Few stakeholders and members of the project team mind attending a meeting as long as it is productive.

It is the responsibility of the project manager to design a successful meeting.

Here are factors to consider when holding a meeting:

1. Set a time limit for the meeting, it should be no longer than an hour.
2. Avoid scheduling meetings at the end of the business day.
3. Take a break if refreshments are served and if the meeting lasts longer than an hour.
4. Invite only people who can contribute to the meeting and reschedule the meeting if a key attendee is not present, e.g., if he sends a representative instead of attending himself. The substitute is likely not authorized to make decisions. Instead, he is there to take notes and report back—and could inadvertently misrepresent information presented at the meeting.
5. Create a short agenda and distribute it with the meeting announcement so attendees can prepare to address the topic.
6. Make decisions in a meeting as a group. This enables any misunderstandings to be clarified immediately and lets the decision-making process continue.
7. Keep the discussion on the topic. Don't let anyone babble without making a point related to the topic.
8. Never end a meeting by saying that "We'll reconvene." It is the project manager's responsibility to moderate the meeting so a decision is made there.
9. Realize when the meeting is not going well. You'll notice the room becomes quiet, people squirm, the subject is changed, and everyone looks away. Ask questions to encourage participation.
10. Take notes, write down decisions and send the information to all attendees after the meeting.
11. Start the meeting by introducing everyone, make small talk, and explain why you called the meeting. State the objective of the meeting, then place the first issue on the floor for discussion.
12. Stop the meeting immediately if everyone isn't in the right mind to address the issue.
13. Avoid using catchall phrases. These can lead to misunderstandings and may not convey your intent.
14. Clarify terms that have multiple meanings by describing your intent in simple words. Use examples to make your point.
15. Repeat your understanding of what is being said. This enables others to correct your interpretation.
16. Think of what you want to say before saying it. Pause to give yourself time to formulate your thoughts. If you are unsure of what to say, then remain silent. Your words are similar to a bullet. Once the bullet is fired, you can't take it back.
17. Present your facts in a way that leads a reasonable person to reach your conclusion.
18. Give everyone time to absorb what is being said at the meeting before you call for a decision.

Clinton in't Veld, PMP
Education Director
PMI WA-Chapter

Project Management
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A U S T R A L I A



The Western Australia Chapter of the Project Management Institute (PMI®) was established in December 2001 as a not-for-profit Australian organisation.

PMI is the largest international professional organisation for the project management profession and is well known for its international defacto standard publication called the "Guide to the Project Management Body of Knowledge" (PMBOK®).

The WA Chapter's vision is "To be the leader in promoting Project Management best practice, professional development, and standards in Western Australia."

www.wapmi.org.au

Member contributions welcome.

Please contact the Editor at: communications@wapmi.org.au

Errors and omissions to communications@wapmi.org.au

Herman Veltkamp, PMP
Communications Director

Building professionalism in project management.™

Project Management Institute



What a Deal !

The PMI WA-Chapter has a limited number of PMBOK 3rd Editions available at the below-cost sale price to PMI members of \$50 each.. GET IN QUICK !

The 4th Edition is now available at \$75 each. Changes from the 3rd to 4th Edition are minor.

Chris Rowlands, PMP
Membership Director
PMI WA-Chapter

Project-aware Organisations

A couple of newsletters ago, the PMI WA-Chapter announced that it was considering an 'outreach' program to engage with organisations to promote project management, and the importance of skilled and accredited staff in pursuing business objectives in challenging economic times.

Since then, there has been contact from some organisations who have registered their interest and are seeking engagement with the WA-Chapter aligned with this direction.

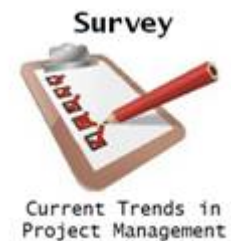
I am currently in the process of determining a presentation schedule, and collating some associated material that may be of use for organisations who wish to explore how having a project management aware and supporting culture may assist in their business.

Further, the benefits of having PMI aligned knowledge and certifications will be explained in a short presentation that will assist management understand the benefits of supporting staff through the PMI journey.

If your organisation may benefit from such a presentation, or if you have a relationship with an organisation who may do so, please contact myself at marketing@wapmi.org.au.

Alden Lee, PMP
Marketing Director
PMI WA-Chapter

New Survey !!



Leading Project Management academics in the UK, Canada, and Australia, need our help in updating the study into current trends in project management.

Please take 15- to 20-minutes out of your busy day to complete the anonymous survey.

Encourage your friends and colleagues in Project Management to complete the survey.

The more data gathered, the better the results.

<http://www.zoomerang.com/Survey/survey-intro.zgi?p=VWEB228ZEZ95S26>



PM Ed 09 - The Most Relevant Event This Year !

Invitation to Sponsors

PM Ed offers your organisation a fantastic opportunity to raise your profile in the Australian project management community.

Sponsorship of PM Ed positions your company as one that promotes and supports professional development and certification for project management professionals.

Refer to our website for further information and to request a sponsorship prospectus .

www.pmed.com.au

July 7 - 8, 2009 Esplanade Hotel Fremantle

The PMI WA Chapter is proud to be once again hosting this year's PM Ed being held at the prestigious Esplanade Hotel, Fremantle. Don't miss this chance to join some of Australia's leading project management and business facilitators presenting a range of professional development seminars and workshops.

PM Ed comprises a series of full one or two day cutting edge seminars. Participants are able to select to attend one, 1 day workshop, two 1

day workshops or one 2 day workshop. Attendees can select from a program deliberately designed to provide something for all levels of practitioner across the broad spectrum of industries involved in project management.

PM Ed 2009 promises to be a valuable learning and networking experience providing real skills and tools that can be applied immediately upon return to your workplace.

All attendees receive comprehensive course material for their selected seminar(s),

arrival, morning and afternoon tea & coffee, lunch, conference show bag and an invitation to the social and networking cocktail party at the end of day one.

PMP's earn up to 14 PDU's

Register before May 29 to receive the Early Bird Discount.

PMI WA Members receive a further 10% discount.

Register online or download a registration form from www.pmed.com.au

Program of Events

Two Day Seminars (July 7 - 8)

The Science and Art of Effective Communication
Dr Lynda Bourne PMP

Optimising Project Outcomes in Your Organizational Zoo
Arthur Shelley

Managing your Project Scope (PMBok 4th Edition)
Dr Keith O'Shea PMP

1 Day Seminars (July 7, 2009)

Characteristics of a Successful Project Manager
Ighsaan Davids

Becoming a Project Coach and Transforming the Project Culture
Todd Hutchison PMP

Corporate Improvement Process (CIP) for PM Organisational Maturity
Murray Gough

1 Day Seminars (July 8, 2009)

Project Management Best Practices
Ighsaan Davids

Establishing and Managing a Robust PMO
Todd Hutchison PMP

Competency Based Assessment System (CBAS) for Project Management
Murray Gough

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