



PMI-New Hampshire President Gary O'Kula, PMP, (left) thanks our October meeting speaker, Steve Devaux, PMP.



From the President's Desk

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

I am pleased to announce the appointment of John Buchta, PMP, as Director of Sponsorship. John comes to us with many years experience with IT and Project Management experience, he holds an MBA degree from Rivier College.

Congratulations to the PMI NH Chapter leadership team in exceeding our 2004 goals. Our goal of 250 members and 90 PMPs for have both been exceeded. We currently stand at 273 members and 103 PMPs!

Our next two meetings are on topics you ask for the most. Using MS Project and Risk Management very popular topics and the next two meetings are on these topics.

Our chapter has a Local Risk SIG Liaison, Rob Cimini, PMP and he will be addressing us at the December meeting describing the new program to the chapter and how we will be able to tap the resources of the Risk SIG.

Our featured speaker for December will be Robert Widomski and he will present, Managing Multiple Projects without Project Server. Mr Widomski, brings with him over 30 years experience in the area of data processing and project management. Bob has over fifteen years experience using Project Management Software, including the use of Microsoft Project, in a practical environment. He has provided consultation, training and software support services to some of America's largest firms.

For our January meeting we have lined up Thomas A. Carbone, PMP to speak on Risk Management Using Failure Mode and Effects Analysis (FMEA) to format to quantify and analyze project risks. Mr. Carbone is a member of ASEM, ASQ, IEEE (SM), and PMI. He is a PMP and a certified Six Sigma Black Belt (ASQ). He has presented at numerous global conferences and PMI chapter meetings. His work has been published by the IEEE, PMI, and American Society for Engineering Management (ASEM).

See you all at the next meeting, Happy Holidays!

Gary A. O'Kula, PMP

President
PMI NH Chapter

If you have any questions or concerns, ideas, or if you would like to volunteer, please don't hesitate to contact me at

president@pmi-nh.org. ■

Next Membership Meeting

December 1st, 2004 – The Yard, Manchester

Speaker: Bob Widomski



Bob Widomski of Boston University, highly regarded PM consultant and trainer, presents "Managing Multiple Projects Without Project Server" This presentation focuses on practical ways to manage multiple projects without a project server.

Join us December 1st at The Yard in Manchester. Networking hour starts at 6. Open to all.

To register: <http://www.acteva.com/booking.cfm?bevoid=77647>

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WELCOME!

We extend a very warm welcome to these newest members of the NH chapter “family.” We hope to see you at a chapter meeting very soon – perhaps on December 1st:

- Nancy J. Brome, PMP
- Paul A. Casazza
- Ira L Grollman
- Kathleen A. Hoesly
- Richard A. Jacques, PMP
- Brian Landry
- Christine M. Maffeo
- Amy Morreale, PMP
- Calvin B Overhulser, PMP
- Lynda M. Sawicki, PMP
- Stephen M. Anderson
- William Forshey, PMP
- David R Johnson
- Martin W. Koechel
- Robert A Mc Ewan
- Erin B McMann
- Joel E. Phelps
- Debra A Repoza-Hogan
- Mitul Shah
- Chris R Thompson

CONGRATS NEW PMPs!

They did it! Congrats to these chapter members who recently passed the PMP exam and earned their letters:

- Susan H Azibert, PMP
- Judy D. Hernandez, PMP
- Kim K. Miller, PMP
- Calvin B. Overhulser, PMP
- Darren J. Stalk, PMP
- Catherine E. Keenan, PMP
- Kim A. Callaway, PMP
- Christine M. Maffeo, PMP
- Neil E. Flynn, PMP

New PMPs are encouraged to help mentor others in the chapter. To volunteer, please email: education@pmi-nh.org

PMI – NH Chapter has 273 members and 103 PMPs.

Data as of October 31st

New Chapter Resource

Local Risk SIG Liaison

At the last two chapter meetings, Chapter President, Gary Okula, PMP mentioned the existence of a new chapter position called the Local Risk SIG Liaison. Some of you may recall that this position was first introduced at the February 2004 meeting in Manchester by Bruce Chadbourne, who delivered a presentation on risk management. He opened up the opportunity to anyone interested and I volunteered to fill the role. Being a new program, which is still under development by the PMI Risk SIG, it has been slow to gain visibility and formal recognition. The program has now matured sufficiently that I'd like to begin the formal introduction process to the chapter membership by answering three basic questions.

- **What is the Local Risk SIG Liaison?**

The Local Risk SIG Liaison has been created to bridge the gap between the PMI Risk SIG virtual membership and the local PMI chapter members.

- **Why create this position?**

Risk management is gaining increasing interest in the project management community as a critical project management tool. Extending the resources of the Risk SIG through this liaison position provides a source of support for chapter members interested in expanding and enriching their practice of risk management and in general to promote further interest in the practice of risk management.

- **How will the local liaison fulfill this function?**

A variety of approaches will be considered for communicating and providing educational and networking services to the local membership. Seminars, presenters at membership meetings, newsletter articles and web broadcasts are typical approaches that may be used. The PMI NH Chapter website will be expanded to contain a page on the Local Risk SIG Liaison for communicating news and activities.

While the PMI Risk SIG will be a rich source of information, ultimately the content, structure and identification of other resources are strictly left to the discretion of the liaison. Therefore, in order to make this position responsive to the needs of the local chapter, input from the membership on specific areas of interest and delivery approaches will be needed. A survey will be constructed to be accessed through the next newsletter using a link to the PMI NH website. Your participation in this short survey will provide the basis for launching this new chapter service. In the interim, please contact me directly for more information and to discuss opportunities on how you may participate in promoting risk management through this new position.

Rob Cimini, PMP
Local Risk SIG Liaison

Fundamentals of Virtual Teaming – Part 1

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

Working with virtual teams is rapidly becoming standard practice, on or off shore. This is the first of a 4 part series on the Fundamentals of Virtual Teaming. In this article we'll focus on what a virtual team is and 2 core principles for success.

In our consulting and training work, we define a virtual team as 'a small group of people from the same or different organizations, who interact through interdependent tasks to achieve a common purpose.' Often these teams are not directly managed, not in the same physical space, not in constant teams (coming together for a particular task) and may include language barriers.

If we compare co-located and virtual teams, some distinctions come to mind. Virtual teams are dispersed, while co-located teams share the same physical space. In co-located teams, it is far easier to talk and show things, communication is often quicker, and you can rely on body language more for understanding. With a virtual team, there is a greater opportunity for misinterpretation of communications, less opportunity to create trust, and most meetings need to be planned in advance.

How do we make our virtual project teams more successful? Two core principles for success we use frequently are:

- a. Make the implicit explicit
- b. Slow down to speed up

a. Make the implicit explicit

In a co-located situation, it is far easier for us to gauge our reactions and behaviors based on those around us. We learn quickly whether or not it is ok to join meetings late or multi-task during a meeting. In the virtual space, team members have fewer interactions and cues to rely on.

An important step in making things explicit for your virtual teams is creating operating agreements. Operating agreements allow anything that would have been implied in a co-located team to become explicit. If we look at virtual meetings, we can make them run more smoothly by creating and agreeing to meeting protocols. Meeting protocols could include: come prepared; voice opinion, but allow others to do the same; eliminate background noise; say name before speaking; be as precise and succinct as possible; no multi-tasking.

b. Slow down to speed up

With all the pressures on today's projects (budget, schedule, political), we often feel the need to charge forward. Slow down to speed up means taking the time up front to make sure things are set up properly. This could include defining operating agreements, ensuring the necessary technology is working properly and project staff is trained to use it, or planning extra communication into your schedule to ensure all team members are focused on the right activity. For instance, if we take the time to define when status reports need to be turned in, what they must include, what format they must follow and how they are to be delivered, we reduce the possibility of re-work being required.

Next month we will focus on the virtual project team as a living system and how identity plays a role...

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. ■

Looking for additional PDUs?

Submit a newsletter article! For more information please contact Tiana Clavette, Director of Communications
communications@pmi-nh.org



Presents: "Neil Whitten's No Nonsense Advice for Successful Projects." On Tuesday, December 14th, 2004

Location: National Grange Mutual (NGM) 3rd Floor, 55 West Street Keene, NH

Popular speaker and best selling author Neal Whitten takes leadership and project management to a personal level and reveals leading-edge best practices that make all the difference between leading consistently successful projects and playing the victim with troubled projects.

The evening will include: Dinner, Neal Whitten's Presentation and a chance to win Neal's new book.

The meeting is from 5:30 until 7:00pm and the cost is \$15.00 (to cover Dinner). Reservations are required by December 10th. Prepayment is appreciated. Please mail your payment to: Keene PMI; PO Box 403; Keene, NH 03431. Reservations can also be made by e-mailing deirdre.forte@peerless-ins.com or by calling Dee Dee Forte at (603) 358-4126.

International Institute of Learning (IIL), and the Mass Bay and Central Massachusetts PMI Chapters Present:

Best Practices in Project Management with Dr. Harold Kerzner.

January 10th, 2005 7:30am to 3:30pm in Tyngsboro, MA

Key Issues Covered:

- The Project Management Maturity Model (PMMM)
- Engagement in Project Management
- Enterprise Project Management
- Project Management Competency
- Case Studies from Leading Organizations

Pricing

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PCI Global now offers a **flexible, on-line, self-scoring practice exam** you take anytime, anywhere - with immediate feedback on results!

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(four hours - one shot) immediate scores

2) Stop and Start Exam \$29
(one week) Take the entire exam or just parts with immediate scores. Retake the test with immediate feedback.

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(one month) Select one domain, take that part, get your score and identify areas to improve. Take it again, move to another area and repeat as often as needed.

If you need more formal training to master PMBOK® (latest edition) and pass the PMP® Exam the first time, PCI's **Project Management Certification Curriculum** prepares you with 6 - 1 day courses. In fact, 99% of PCI participants that took the exam passed the first time **and you can too!**



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Upcoming Chapter Events – 2004 Calendar of Meetings

WED., DECEMBER 1 - NH CHAPTER MEETING

The Yard, Manchester, 6 pm
 1211 South Mammoth Road
 Manchester, NH 03109
 Phone (603) 623-3345



Bob Widomski, of Boston University will present on **Managing Multiple Projects Without Project Server.**

Most of us today manage multiple projects, but not everyone needs or has the resources to buy or maintain a Microsoft Project Server environment.

This presentation focuses on practical ways to manage multiple projects without a project server, including: How to imbed sub-projects in master projects, cross-linking projects, connecting projects with just deliverables, consolidating multiple projects for reporting purposes, tips and tricks to manage multiple projects and resource pools and more. FTP site links will be provided for convenient downloading of the presentation and data files so you can put some tips into action right away.

About the Speaker: Mr. Widomski, PMI member and highly regarded PM consultant and trainer, brings with him over 30 years experience in the area of data processing and project management, and 15 years with project management software. He has developed and delivered training programs and seminars for more than 7,500 employees of major firms throughout the United States, Canada and Europe. He has also authored courseware on hardware and software products, including *Program Management Using Advanced Microsoft Project Techniques*.

Meeting Sponsor: Special thanks to sponsor Boston University.

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.

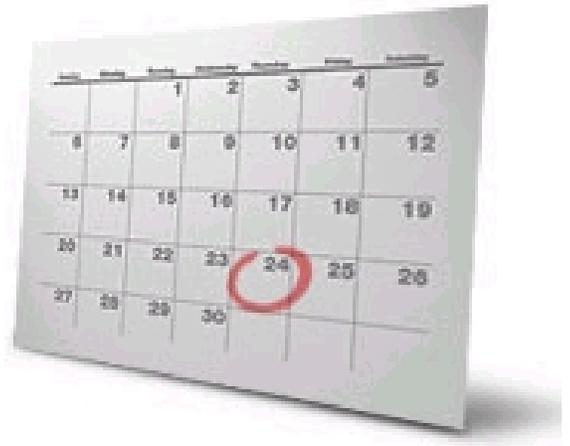
Heading South on Interstate 293, take exit 1 (The Mall of New Hampshire exit). Turn right at the traffic light at the end of the off ramp onto Route 28 south (South Willow Street). The Yard Restaurant is approximately 1.9 miles from the off ramp and is on the left side.

WED., JANUARY 19 - NH CHAPTER MEETING

The Inn at Hampton, 6 pm
 Galley Hatch Conference Center
 US RT 1
 Hampton, New Hampshire

Speaker: Tom Carbone

Topic: Project Risk Management Using the Project Risk FMEA



2004 – 2005 Events Calendar

Event	Date	Location
<input type="checkbox"/> December Chapter Meeting	12/01/04	Manchester
<input type="checkbox"/> January Chapter Meeting	01/19/05	Hampton
<input type="checkbox"/> February Chapter Meeting	02/16/05	Manchester
<input type="checkbox"/> March Chapter Meeting	03/16/05	Hampton
<input type="checkbox"/> April Chapter Meeting	04/20/05	Manchester
<input type="checkbox"/> May Chapter Meeting	05/18/05	Hampton
<input type="checkbox"/> June Chapter Meeting	06/15/05	Manchester

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

DID YOU KNOW –

Vegetarian meals are an option when signing up for chapter meetings? PMI-NH really cares and wants to bring our members what they are asking for. So now we offer the option of a vegetarian meal when you register online. ❖

PMI – NEW HAMPSHIRE

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HOW TO CONTACT US

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P.O. Box 4496
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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Proud to be your local project management connection.
PMI-NH is a member-supported nonprofit organization.

PMI NH can help you study for your PMP and maintain it!

➤ *Study Group Update*



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

PMP Exam Study Group Update

Merrimack Study Group – The group came to a close after meeting for 12 weeks, we hope to hear about who passes their certification tests soon!

Portsmouth Study Group – The group took place this past summer and had 10 students. So far we’ve heard from 5 people that took the test and they have all passed! We hope to hear from the rest of the Portsmouth students soon.

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.