



Baltimore Chapter
Project Management Institute®

Reminder: Don't forget to complete the Membership Survey by **4/9/2010** and get your name in the drawing for a **FREE PMI Baltimore Seminar!** Go to our Chapter Website to access your link to the survey (<http://www.pmibaltimore.org>). Thank you for helping us B'More in Baltimore!

PMI Baltimore — Aberdeen Meeting Seats still available!

April 8, Thursday

[Dinner and Networking Meeting](#) (Aberdeen, Maryland)

What Have We Really Learned From Lessons Learned?

Presented by Bill Gundrum, PMP

[More Details](#)

Many of us don't conduct lessons learned sessions, and when we do, the document usually gets lost and others don't get to learn from your valuable experiences. Hear about the challenges we all face with lessons learned and how we might do better: why lessons sessions are difficult, techniques to encourage participation, methods to capture and share results - so you can truly learn from past lessons and experiences. Bill Gundrum is a project management and PMO consultant and founder and president of CV Projects, Inc., an online project management system. Throughout his career, Mr. Gundrum has consulted to many mid-size and Fortune 500 companies, establishing project management processes and Program Management Offices, frequently remaining a hands-on project manager. He specializes in portfolio and project management tools, with a unique ability to apply project management theories, techniques, and tools, making them practical to work in the real world. Mr. Gundrum is a long-time member of the Project Management Institute (PMI). He has been a volunteer and presenter with several programs and events, and a contributor to PMI's Practice Standard for Earned Value Management book, published in 2005. He holds PMI's Project Management Professional certification, and a degree in Computer Science from Penn State.

**ALSO: SEE CARL PRITCHARD AND GET PDUs in
FREDERICK**

PMI, Baltimore Chapter, Frederick, MD Site,

Presents

A 2 Day Workshop, featuring Carl Pritchard

April 14 and April 15, 2010

Red Horse Restaurant and Banquet Facility

996 West Patrick Street, Frederick, MD 21703

<http://www.redhorseusa.com/>



Baltimore Chapter
Project Management Institute®

Communications Management/Presentation Skills

14 PDUs

Project communications are a make-or-break proposition for most projects. Communicate well, and the project will succeed. Communicate poorly, and even the most efficient efforts may be misperceived, misunderstood and poorly valued. In this intense two-day workshop, participants hammer through the components of project communication and discover new tools to improve their ability to identify who they should be talking to, how and when. This workshop also covers, in-depth, the rudiments of facilitation and presentation to take meetings and presentations from the ordinary to the extraordinary through the effective use of stories, analogies and team participation.

\$399 for PMI Baltimore Chapter Members, \$499 for all other PMI Members, \$599 for all Non PMI Members

Continental Breakfast, Lunch, and all materials are provided each day.

Lodging is available at the Comfort Inn for only \$65.00 per night. Mention the PMI Workshop when making reservation.

Space is limited! Reserve your spot now! For more details and to register today, go to:

<http://www.pmibaltimore.org/events/index.php>

...A Note from our President

Fellow Members,

I hope this note finds our membership well and full of hope as we enter a new year. It is my intent to deliver a **Quarterly Chapter Status** to our membership so I can communicate to you how we are progressing as a chapter and to report our accomplishments, plans, and concerns going forward. We are also reaching out to our membership via our annual survey which was released this week. Please take the time to participate so you can help us help you in meeting your expectations as being a member of our Chapter.

Our membership status for the last 3 months continues to hold in the 2,400 range. We did notice a 5% increase in new PMP's for this quarter. Our objective through our recruiting efforts is to increase our Chapter Membership by 10% annually as well as increase our retention of time by improving our offerings to the Chapter membership. Some of the efforts to drive this increase are the Chapter's support to local academia by providing an industry bridge to respective universities and leverage the experience and knowledge which are membership offer. We are currently in the process of



incorporating both a Mentor/Protégé program as well as an internship program which will support the needs that have been identified.

I am happy to report that we are currently working with the University of Maryland – Baltimore County (UMBC) and have agreed to move our Hanover Site meeting to UMBC once every semester. We have our first meeting set for April 22, 2010 at UMBC and we have already reached our maximum for this event which is 100. The format will remain the same as far as our normal meeting, yet this will be the first time the Chapter will be promoting student membership as well as special promotions for student members which include scholarship opportunities and potential Grant funding for interested education institutions.

The Chapter's Education Seminar continues to roll quite smoothly. The Chapter will have delivered 3 PMP Prep courses by mid April as well as 2 Corporate PMP Training courses. If you or your organization is interested in this type of training, please contact John Kos at jkos@pmibaltimore.org. The Chapter will have also delivered 2 knowledge area specific training opportunities which include Risk Management Boot Camp offered by our friend Carl Pritchard and Earned Value Management using MS Project which is delivered by our partner Steve Edwards of Edwards Project Solutions. Shortly, we will be posting our 2010 full schedule of Seminars and training events so you can plan and budget for the remainder of the year.

Back in January, our membership received a PMI Baltimore Chapter Membership Card, which was the first step in introducing the Chapter Mechanization Project. The objective for this effort is to offer to our membership the through our Event Registration System ability to post all PDU activity for our membership in support of Chapter specific activities. Originally it was only approved for 1 / 2 PDU events. Through the hard work of Bob Wallace, the Chapter was able to receive approval that all Chapter Sponsored events, of any PDU value, the Chapter can provide electronic submission and validation that our memberships participated in a particular event. This is a new benefit to our membership and as of 5 events; the system is stable and working well. An example of the success, our last Columbia Site meeting was held on March 22. Of the 87 attendees, which happed to be our largest Site Meeting record to date; 50 of those attendees who are Chapter members used the card and were quite impress. The remaining 37 who were not members suddenly became very interested in becoming members because of the special member benefits. A special thanks to Bob Wallace for the development of this system as well as providing ongoing support and Mike Berendt for coordinating training for our various sites and their respective volunteers.

The Chapter has released an RFP to support the facelift of our website. This improvement will take advantage of social media capability, improve interactivity, and enhance our ability to reach out to you. Responses are due March 31 and we hope to have an award by April 15th.

And finally, a special acknowledgment to Bob Wallace, who has served on our Board for close to 6 years has stepped down as VP – Finance due to extended work obligations and not enough time to provide the Chapter the time its needs to oversee the position responsibilities. Bob will remain on the Board as Past President and will fill the role as described in our By-Laws. Amber Roy, PMP and current Timonium Site Director who has supported the Chapter for the last 6 years has agreed to fill the role until elections take place the end of this year.

As always, my availability is always open. I am open for comments and suggestion as to how we can better serve our membership.

Eric W. Perlstein, PMP
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Volunteer Recognition Dinner: Save the date to Set Sail

On May 20th, the Baltimore PMI Chapter will recognize our esteemed volunteers who work so diligently to make our Chapter the BEST!!

Email notifications will be going out soon to the number of you who will be recognized. You will be treated to a dinner cruise on the Spirit of Baltimore. This is the Board of Directors' means of thanking you for your donations of your time and talents.

So watch your email and RSVP to join us this evening.

Membership PMP®, PMI-RMP® Exam Prep, and General Project Management Training Courses (Seminars)

If your goals include obtaining formal Project Management Professional (PMP®) status, then the PMI® Baltimore Chapter can help you achieve your goal.

The Baltimore Chapter will be conducting PMP® Exam Preparatory courses throughout the year. Courses cover all the Knowledge Areas and include in class practice testing.

Students will also earn the required Professional Development Units (PDUs) or training hours, which are PMP® Exam Requirements.

Courses are conducted, by experienced Certified PMP®s and focus on both factual knowledge and situational analysis, during the Saturday or week day sessions.

Each student is expected to have both a suitable background in Project Management Fundamentals and Practical Experience. A copy of the current PMBOK® Guide, the courses' presentations and other study materials will be provided to each student. Furthermore, courses include real time in class practice tests, results and group discussions on situational analysis.

General Project Management Training Courses are for certified PgMPs, PMPs, RMPs and SVs that are looking to improve their skills and maintaining their certification. The 2010 Training Courses are as follows to allow you to plan for your training needs:

April 17, 2010 -- PMI-PMP Prep (Six Saturday), Timonium – PMI BC Instructors

May 6-7, 2010 -- PMI-RMP Prep, Timonium – Carl Pritchard

May 13 & 14, 2010..Basic Microsoft Project Course - Steve Edwards

May 17, 2010.... Coaching and Inspirational Leadership – Lee Lambert

June 10 & 11, 2010.. Microsoft Project EVM Course - Steve Edwards

July 16, 2010....Recovering Trouble Projects – Lee Lambert

August 2 & 3, 2010 - EVP Prep, Columbia – Carl Pritchard

September 11, 2010 -- PMI-PMP Prep (Six Saturday), Timonium– PMI BC Instructors

September 25, 2010 -- PMI-PMP Prep (Six Saturday), Columbia – PMI BC Instructors

September 16 & 17, 2010.. Microsoft Project EVM Course - Steve Edwards

October 4 & 5, 2010.... Advanced Risk, Timonium – Carl Pritchard

October 19, 2010 PM Skill Building – Lee Lambert

November 11 & 12, 2010.. Microsoft Project EVM Course - Steve Edwards

December 3, 2010...Value Added PM Techniques – Lee Lambert

If questions arise please send email to [John T. Kos](mailto:John.T.Kos), VP of Education.

PMI® Research and Education Conference 2010

Gaylord National Hotel & Convention Center

11-14 July 2010

Washington, D.C., USA

PMI® Research and Education Conference 2010 brings together the audience of scholars, senior practitioners and students of project management and allied disciplines. It provides the opportunity for attendees to present and discuss new project management research findings and teaching methods.

The conference will feature over 60 paper presentations, symposia and poster sessions that will cover various topics in project management research and education.

To facilitate networking and preserve the sense of intimacy, we have traditionally limited the event to 400 attendees. In 2010, however, we will increase the number of possible attendees to 500 to accommodate the growing interest of the research and education community. The conference registration will be available on a first-come, first-served basis. [Register before 9 April 2010](#) and save hundreds of dollars on your registration fees and ensure space is available.

To see a short narrated presentation go to and to a [short \(1.5 min\)](#).

[From Member Mary McNally](#)

[Four I.D.E.A 's for Preparing Effective Presentations](#)

We've all been in that situation...the one where we learn that we're making the important presentation to management at a corporate meeting....or to a potential customer. It can be stressful, especially for managers who are more comfortable with operations than public speaking.

FOUR SIMPLE AND EFFECTIVE PRACTICES

There are four steps to help anyone prepare effective presentations. Using them will make you appear confident and comfortable – even if you don't feel that way. Miss any of the steps and you risk appearing unprofessional. There's even an easy way to remember them. Here's the **I.D.E.A.**

Identify the audience -- Define the content -- Enhance the presentation -- Add an agenda

Identify The Audience: Knowing your audience's expectations is crucial. No presenter wants to spend valuable time preparing the wrong presentation; no audience wants to sit through one. Ask questions. One good source of information is the person who tasked you with the presentation in the first place. Determine your attendees' expectations and why they are attending the meeting. Did they volunteer to attend, or is their attendance mandatory? What knowledge and experience are they bringing to the meeting? Once you know this, you are better able to determine their information requirements.

Find out what you can about the meeting's location to assess your audience's needs. Learn the physical specifics about the room you're presenting in. What infrastructure does it provide to help you? Do you need any flip charts or white boards? AV equipment? Audio support? Will the venue have sufficient food/drink services (and the restrooms required afterwards)? How long will the meeting last? Participants in lengthy meetings sometimes welcome breaks designed for them to keep in contact with their own offices. Is your audience going to require any technology support? With this information you're prepared for the next **I.D.E.A.**

Define the Content: Understand the purpose of the meeting before designing your presentation. What are you trying to accomplish? What take-aways do you want the audience to remember? What action do you want them to take afterward? Don't begin your content preparation until you set these goals. You may even want to ask for input from other attendees at this stage to ensure you're on the intended track. For example, if you determine the purpose of the presentation is to report on the progress of your project, be sure you focus on that. You can avoid wasted effort and present only the project information that will help you accomplish your goal (i.e. forecast, progress, status, variance or earned value report). If you're preparing for a project kickoff meeting, focus on achieving alignment toward the shared goal and

developing relationships with team members. With the content defined, it's time for the next **I.D.E.A.**

Enhance the Presentation: Visuals enhance verbal presentations, but many presenters lack the necessary expertise to create them. So ask for help and make sure you're prepared to take full advantage of it. You're responsible for the content, so edit your text. Stay on topic. The most effective visuals, e.g., PowerPoint slides, are the frequently the simplest, so if you can express yourself in ten words, don't use eleven! Effective visuals support and enhance your verbal presentation. They reinforce what you're trying to say and help audiences to remember it. They help listeners concentrate on the key points you're making and even help them take notes. Remember that your primary goal is to connect with the audience and keep them physically and mentally engaged in what you're saying. So strive for simplicity, keep the information brief and precise, but don't be afraid to add some pizzazz! It's easier to remember that way. Your job is to grab their attention and keep it throughout your presentation. Keep the presentation alive by illustrating your key points with graphics, quotes, statistics, and examples. Get your audience mentally and physically engaged by asking them to share personal information to support or supplement your presentation. If you have to present a lot of data, provide handouts. Don't try to force too much information into a visual. Once the presentation is ready, you can move onto the next **I.D.E.A.**

Add an Agenda: An agenda is an essential document to add structure to your meeting. A clearly thought out agenda conveys your preparation and intent to use the participants' time efficiently. Who wants to attend a poorly planned or conducted presentation? One of the best ways to ensure that doesn't happen is to introduce your presentation with some ground rules. With the consent of the audience, you get the buy-in you need. Some meetings simply can't work without a prepared audience. If you're planning to ask for some informed feedback, for instance, send your agenda out to the meeting's participants beforehand. Make sure your audience is as prepared as you need them to be, and don't put anyone on the spot without some notification. Distribute any required reading beforehand. Presenters who maintain control of the meeting, stay on topic and adhere to the agenda actually provide themselves some flexibility. Focused meetings allow for interaction and feedback that can help all of the participants. Don't forget to schedule time on the agenda for questions and answers. Assign someone the responsibility of taking notes and summarizing action items if appropriate. That resource should also take on the responsibility to distribute meeting minutes afterwards, but you're responsible to make sure it's done promptly. After all, once you've made an effective presentation, you're the one the audience will remember.

Try to master these simple steps and use them each time you need to make a presentation. Thorough preparation helps you to feel more in control. Remember, it may not have been your idea to stand up in front of an audience and make a presentation, but this **I.D.E.A.** can help you succeed.

Mary McNally, a leading authority on Project Management Professional (PMP®) certification, can be reached at 866-417-2908, MMcNally@ProjectTrainingPlus.com or www.ProjectTrainingPlus.com

Project Training Plus

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- Earn PDUs for Recertification
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For more information contact:

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(410) 668-3966

Training@ProjectTrainingPlus.com

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LEAD TOMORROW.**

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