



Baltimore Chapter  
Project Management Institute®

## A message from the VP of Programs

Dear PMI Baltimore Chapter Members,

It is my pleasure to have been chosen to serve as your VP of Programs. I have been associated with PMI Baltimore Chapter for the past 6 years. In 2005, I established our Columbia, MD meeting site and have served as Lead Director in Columbia since then. I am a firm believer that our primary mission in this Chapter is to reach out to our membership, where we live and work, with quality project management programs and educational opportunities. This year, in order to expand our offerings, we divided our programs into two groups managed and led by PMI Baltimore Chapter VPs. As VP, Programs, I am responsible for our monthly Site Meetings where we offer presentations on project management topics in conjunction with a meal and networking as well as 1-2 PDUs. John Kos, our VP, Education, manages our PMP Certification training as well as in-depth one and two day educational seminars within project management knowledge areas.

Our Site Meetings continue to be the lynchpin of our training/educational efforts. Last year, we hosted over 2000 participants in 70 Site meetings throughout Maryland. We currently offer monthly meetings, open to all members, in the following locations – Aberdeen, Annapolis, Columbia, Frederick, Fruitland, Hanover, Timonium, and Wallops Island. We also conduct virtual meetings for Unisys worldwide as well as on-site meetings restricted to personnel supporting the Centers for Medicare and Medicaid Services (CMS). We are in the process of establishing additional meeting sites at the Johns Hopkins Applied Physics Lab (JHU APL) as well as the National Security Agency (NSA) for members that work in those locations and we are open to your suggestions for other locations where we can network and promote the project management discipline.

This year, we began a project to automate our registration process for meetings and seminars and have issued PMI Baltimore Chapter ID cards to all our members. While this project is still in flux, we have moved forward with registering PDUs for all of our members that attend PMI Baltimore sponsored events. When you register for an event on the PMI Baltimore website, be sure to provide your PMI and PMP number and we will automatically register your PDUs for you following attendance at the event. This is another benefit of membership in PMI Baltimore Chapter!

We are always looking for volunteers to assist us as Site Directors. These generous members give of their time to plan and execute our PMI meetings throughout Maryland. At the end of June, we will install two new Site Directors, Keith Thompson and Rob Hurley, to manage our PMI Meetings at the NASA facility on Wallops Island. Thanks to both of you for volunteering! If you are interested in assisting us, please contact our Director of Volunteers, Donna Anders, [volunteers-director@baltimore.org](mailto:volunteers-director@baltimore.org).

If you have suggestions or recommendations, or just want to tell me how much you appreciate our Site Directors, feel free to contact me at [mike.berendt@baltimore.org](mailto:mike.berendt@baltimore.org). See you at our next PMI Meeting!

Mike Berendt, PMP, RMP  
VP of Programs  
PMI Baltimore Chapter

# A message from the Director of Volunteers

This year, the Board of Directors has taken on several worthy initiatives which rely on the dedication and skills of volunteers. So far, we have volunteers for endeavors such as a Campaign Fundraiser for the PMIEF (Project Management Institute Educational Foundation), which is a nonprofit charitable organization promoting project management. This mission, which will kick off some time in June and be conducted over a 12 week period, requires volunteers to establish goals, develop a campaign plan, recruit donors, monitor and report results, and recognize donors.

Another popular event the PMI Baltimore Chapter host is the Annual Golf Tournament. Chris Converse is leading the effort again this year and has asked for several volunteers who will be essential for the tournament's success. This event is so enjoyable and popular that last year Chris had to choose from a list of potential volunteers. This year, all interested volunteers will be required to solicit corporate sponsors for the event. Awards and recognition will be presented to volunteers who reach specific sponsorship milestones. Chris will then select a few of those volunteers to work the day of the event.

I received great response for all volunteering needs including a volunteer to be the Project Manager for our 15<sup>th</sup> year anniversary celebration, a volunteer to conduct a feasibility study for a permanent PMI location, and volunteer mentors. However, with so many new initiatives coming up this year, I need to reach out to each of our 2,400 members and ask you to consider the opportunities posted on the Volunteer page of our PMI Baltimore Chapter website. Volunteering will allow you to meet interesting people, network with other successful professionals, and provide experience which may not be available at your job. Volunteering is a great addition to your resume showing potential employer's your skills, dedication, and reliability. Volunteers earn PDU's based on their participation level; in addition, the Board shows its appreciation to all volunteers with an annual recognition celebration. In May, the Board recognized all the volunteers from 2009 with a beautiful and fun dinner cruise around Baltimore Harbor.

So, if you are interested in volunteering, please review the Volunteer page of our website. More importantly, if you want to be first to hear about new opportunities, send me an e-mail at [volunteers-director@pmibaltiore.org](mailto:volunteers-director@pmibaltiore.org) and you will receive details on upcoming openings as they become available.

I look forward to working with you and celebrating all of the Chapter's successful endeavors in 2010.

Sincerely,

Donna Anders, PMP

### **Site Directors Assistants Needed**

The PMI Baltimore Chapter is looking for volunteers willing to assist Site Directors to plan and execute our monthly PMI meetings. Each site has a Program Director, Finance Director, and Logistics Director.

You will find a description of the responsibilities below, as well as a list of the sites on the *Officer and Board Members* tab of the website ([link here](#)).

If you have additional questions prior to making a commitment, feel free to send me an e-mail ([Donna Anders](#)), and I will answer them promptly.

Director of "Site":

Responsibilities:

- Meeting Introductions & Procedures
- Introduce the speaker (Bio) and the topic for the Meeting.
- Accountable for the meeting logistics (insure that we have at least one other Director to collect money for meals and act as backup for Director of Logistics)
- Greet members during networking sessions.

Director of Logistics "Site":

Responsibilities:

- Ensure that the IT logistics are operational (projector and laptop are operational prior to the meeting with the speaker)
- Address any issues with the restaurant staff on last minute decisions.
- Act as a backup for Director of the subchapter and identify a backup member for Director of Finance.
- Print nametags and receipt and attendance list.
- Distribute Surveys and collect at the end of the meeting.

Director of Finance "Site":

Responsibilities:

- Collect Members Meal Money
- Issue nametags and receipt for meals
- Accurate account for monies collected, attendance, and deposit money in account.
- Fax details of meeting to VP of Finance & VP of Programs. Attendance, deposit information

## **The 4 Secret Ingredients to Passing the PMP Exam**

By Cornelius Fichtner, PMP

The Project Management Professional (PMP) exam is developed and administered by the Project Management Institute (PMI) to measure and assess an individual's ability to apply project management skills in six different domains. Initiation, planning, execution, monitoring and controlling, closing the project, as well as professional and social responsibility are evaluated. Don't be intimidated! While the material may seem overwhelming, there are a few important factors to consider when preparing to successfully earn your PMP certificate. Experience, understanding of project management principles, developing a solid study plan and reliably sticking to it, as well as practicing exam-taking strategies are essential ingredients for PMP exam success.

### **Secret Ingredient #1: Project Management Experience**

Perhaps one of the most solid foundations for successful completion of the [PMP exam](#) is actual project management experience. Learning on-the-job with specific situations that develop a wide array of project management skills is an excellent way to retain information and far superior to rote memorization or passive reading. PMP test takers with project management experience are able to draw upon a database of information that is relevant and often easier to retrieve due to its personal nature. Recalling the small details of that last-minute project at work that your supervisor needed yesterday makes all of those grueling hours a worthwhile investment.

Before applying to take the PMP exam, PMI certification requires at least 4500 hours of experience in project management and 35 hours of documented training. This ensures that test-takers have the required skills to be successful and maintains the credibility of the certification.

### **Secret Ingredient #2: Understanding of Project Management Principles**

Specific principles addressed in the PMP exam include communication, cost management, human resources, integration, procurement, quality, risk, scope, and time management. Each of these topics is covered in A Guide to the Project Management Body of Knowledge (*PMBOK*® Guide). You must understand them individually and how they work together to ensure overall

successful project management. It is essential to use the most current version of the *PMBOK®* Guide for studying and review.

### **Secret Ingredient #3: Having a solid plan to study for the exam & sticking to it**

As with all standardized examinations, the PMP covers a wide variety of material in a relatively short period of time. Don't be discouraged! Remember that careful planning and structure are essential to your exam success. It is important to develop a PMP Exam Study Plan to reduce the amount of intimidating material into manageable portions. People often find they work well with a structured exam preparation course that provides focused instruction over a specific timeline. One of the requirements of the PMP examination (35 hours of project management instruction) can be met with an online or in-person class. If you select an online course, ensure the class provides an "end of course assessment" and gives you written certification of participation and completion of required instruction hours.

The number and type of questions on the exam are: initiating the project (11%), planning the project (23%), executing the project (27%), monitoring and controlling the project (21%), closing the project (9%), and professional and social responsibility (9%). Many people often divide up their study time in a similar manner, giving more hours to those topics that are tested more heavily. Others take practice exams and note specific weak areas in their knowledge, choosing to focus more review time on those topics. Your plan of attack will be personal and best suited to your own strengths, weaknesses, and timeline.

Most resources recommend spending one to two hours each day for four to eight weeks in preparation. Some people will require more time and others will require less. Work out a schedule with a manageable amount of material to cover each day. Be realistic in how much can be covered in one to two hours so that the schedule can be followed closely and certain areas don't slip, get skipped, or left out completely. Remember that most of us can't afford to neglect our day job during this study period and still have external commitments and responsibilities. Set weekly goals and regularly take practice exams to chart your progress. It's also very important not to forget to take refreshing breaks to do something you enjoy.

### **Secret Ingredient #4: PMP Exam-Taking Strategy**

The PMP exam is made up of 200 multiple choice questions conducted on a computer at a Prometric testing center during normal business hours from Monday to Saturday. Test-takers

are given a 15-minute tutorial and four hours to complete the exam. 25 pre-test questions remain ungraded, as they are used for future exam purposes. Inside the examination center, test takers are provided with rough sheets of paper and pencils. If needed, there are a variety of translation materials available upon request as the exam is only administered in English.

Mock questions and simulation exams are available from a variety of test preparation websites. Practice exams help future test-takers become familiar with the style and format of questions and enhance the endurance required for four-hour exams. It is commonly recommended that consistently scoring above 80% on mock exams is a strong indicator of success on the real thing. Gauge your progress on a weekly basis and determine how comfortable you feel with each topic area. Arriving on exam day with confidence means half the battle is already won.

Specific tips for test day strategies include sleeping well the night before, eating a healthy breakfast, wearing comfortable clothing, and arriving early. Before beginning the exam, many test-takers like to utilize the provided rough sheet to write out things like formulae, lists of processes with their inputs and outputs, as well as tools and techniques that will be useful throughout the exam. Consider taking two breaks spaced evenly throughout the exam. Don't waste too much time on a single question; mark it for review and move on.

Applying these four simple steps thoroughly and intelligently will ensure that the valuable time and money spent on the PMP exam is not wasted. Successful completion of the PMP depends on a test-takers ability to put their project management experience to work, to understand and apply project management principle, to thoroughly prepare with a solid study plan, and to bring everything smoothly together on a stressful exam day. Preparation is the key to reducing stress and guaranteeing success.

*About the author:* Cornelius Fichtner, PMP is a noted PMP expert. He has helped over 10,000 students prepare for the PMP Exam with *The Project Management PrepCast* at <http://www.pmp-prepcast.com>.

# PMI Baltimore Chapter Upcoming Site Events!

**July 12, Monday**

[Virtual Meeting](#)

*The Acropolis Museum Construction Project*

Presented by Mr. Giotis, PMP, MSc, Ph.D. Candidate, is the President of PMI Greece, CEO of 12PM Consulting, and co-Founder & CEO of ITEC

[More Details](#)

The Acropolis in Athens Greece was completed during the 5th century BC and is known throughout the world. 25 centuries later, the Acropolis of Athens was formally proclaimed the pre-eminent monument on the European Cultural Heritage list of monuments in March 2007. The Acropolis Museum, envisioned in 1976 by the Greek Prime Minister, cost \$175 Million to build and was completed in June 2009 after 8 years of construction. Mr. Theofanis Giotis, PMP will present a case study of the Acropolis Museum construction effort.

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**July 15, Thursday**

[Dinner & Networking Meeting](#) (Timonium, MD)

*Code Breakers and Makers: WWII Management Lessons For Today's Managers*

Presented by John L. Emond

[More Details](#)

This presentation highlights the use of codes throughout the ages to represent and protect information. It provides an overview of the effort of British code breakers at Bletchley Park, England and Navajo code makers during WWII who served in the Pacific Theater. Lastly, the presentation will explore some of the management decisions made establishing the code breaker and code maker communities, and how there may be lessons learned for today's managers and leaders.

John Emond received a B.A. in History from Clark University in 1974. His early career was in the social service field primarily engaged in youth work including service as a Vista Volunteer. He received a Master's in Public Administration from the University of Connecticut in 1982. Through their graduate program Mr. Emond was nominated and became a Presidential Management Intern at NASA/Goddard Space Flight Center, 1982-1984. He was a contract specialist at Goddard Space Flight Center from 1984-1987 when he joined NASA Headquarters Office of Commercial Programs in 1987 as a policy analyst. Since that time Mr. Emond has held positions as a senior policy analyst and program manager at NASA Headquarters. He is presently a collaboration program coordinator within the Innovative Partnerships Program office, NASA Headquarters, with a primary focus on fostering interagency collaboration in technology development and application. Mr. Emond is also the agency representative to the Federal Lab Consortium Mid-Atlantic Region.

The Federal Lab Consortium is a national organization chartered by Congress to foster the transfer of technology from federal research labs to the private sector and other organizations.

6:00pm - Networking; 6:30pm - Dinner; 7:30pm - Presentation

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## **July 15, Thursday**

[Dinner & Networking Meeting](#) (Frederick, Maryland)

*Achieving Project Management Success in the Government*

Presented by Jonathan Weinstein, PMP

[More Details](#)

"Achieving Project Management Success in the Government" is based on the research and experience of the authors of the book of the same name. The session will provide attendees with practical lessons from real success stories across all levels of government, different organization types, and across the spectrum of project management processes and practices. This information provides insight for project management practitioners in the government or in service to the government, as well as a view into where the discipline is heading in the largest enterprise in the world - the US Government. Jonathan Weinstein, PMP, has worked in a variety of roles in the project management and management consulting arena in his nearly 20 year career. His project experience spans the private sector organizations from insurance to IT and the public sector including agencies at all levels of government – local, state, and federal, civilian and defense. Mr. Weinstein has been a featured speaker at US and international conferences and seminars. Jon and his business partner, Tim Jaques co-authored, "Achieving Project Management Success in the Federal Government" (Management Concepts, 2010), as well as chapters in two recent books and numerous articles on project management and other topics. Jon and Tim are founding partners at Line of Sight ([www.line-of-sight.com](http://www.line-of-sight.com)). The firm delivers project management, process reengineering, and organizational change management services to government and private sector clients.

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## **July 26, Monday**

[Luncheon Meeting](#) (Columbia, MD)

*7 Ways to Leverage SharePoint 2010 for Project Management Success*

Presented by Dux Raymond Sy, PMP

[More Details](#)

In this presentation, you acquire the practical knowledge of how SharePoint 2010 can address common project management challenges such as inefficient communication among stakeholders, poor document management practices and undefined project collaboration standards that can compromise project success. SharePoint 2010 provides a framework that can empower project managers to create a standards-based PMIS. In this presentation participants will be able to: - Identify the benefits of leveraging SharePoint 2010 as a PMIS - Quantify the advantages of using SharePoint 2010 as a PMIS compared to other tools - Enhance project team collaboration and communication with SharePoint 2010 With over 15 years of experience in

Information Technology and Project Management, Dux (you're right, it's pronounced as "ducks") has earned a reputation as among the leading experts in leveraging technology to enhance project management. A certified Project Management Professional (PMP), he is currently a managing partner and the chief evangelist of Innovative-e, Inc., a Microsoft-certified, business technology consulting and services company that employs a business-first approach to successfully implement SharePoint for clients. As a thought leader in maximizing project team collaboration, he is the author of "SharePoint for Project Management" published by O'Reilly Media. He is focused on empowering organizations on how to leverage the benefits of SharePoint technologies with quantifiable goals such as: Increasing productivity and efficiency, decreasing collaboration redundancies and streamlining electronic communications.

### [Unique Training Opportunity with Carl Pritchard, PMPR, EVP](#)

Join Carl Pritchard, PMPR, EVP in a two-day excursion into knowing what you need to know to know you'll pass the Project Management Institute's PMPR Certification Exam. He'll walk through the resume process (and warn you about some of the "red flags" they look for in audits), and through each of the nine knowledge areas (plus professional responsibility) with tools, tips and techniques to brace yourself for the joy that is the PMPR exam.

July 13-14, 2010

<http://www.carlpritchard.com/regform-July10-SSC-MC.pdf>

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