



## CENTRAL IOWA CHAPTER

### 2019 Program Charter

- 1) **Date Last Updated:** 02/13/19
- 2) **Date Initially Created:** 01/05/19
- 3) **Program/Initiative Name:** 2019 Program Charter
- 4) **Accountable Board Member:** Craig Hinson, President
- 5) **Program Sponsor:** Craig Hinson, President
- 6) **Date Approved by Program Sponsor:** 02/13/19
- 7) **Executive Sponsor:** PMI CIC Board
- 8) **Date Approved by PMI CIC Board:** 02/13/19
- 9) **Brief Description:** In 2019, in addition to providing our Required Core Services, we are going to focus on providing services that will enhance our members' careers. This year is unique in that it is PMI's 50<sup>th</sup> Anniversary, and we will use this to help us achieve our objective.
- 10) **What problems are we trying to solve, or what opportunity are we wanting to take advantage of?**
  - a. One of the main reasons our members join PMI CIC is because they want to advance their careers by (1) getting their first project management related job, (2) learning additional skills so they continue to be valuable to their employer, or (3) taking actions to get a promotion in their project management career. Even though in years past, we have supported services that assisted our members in these endeavors, we would like to consciously and proactively take advantage of opportunities to give this more focus.
  - b. There has been significant confusion about how the PMBOK and Agile Methodologies are indeed congruent. With the 6<sup>th</sup> Edition of the PMBOK and supporting materials PMI has made a significant effort to address this confusion, we at PMI CIC would like to add to this conversation and promote the value of all project management methodologies,

including agile methodologies.

**11) How does this support and promote PMI CIC's Vision and Mission?** "To advance the practice and profession of project management throughout Central Iowa in a conscious and proactive manner to all stakeholders." (This is PMI CIC's Mission Statement.) See 10a. And "... be the recognized leader in supporting project management stakeholders and in promoting the value of project management throughout Central Iowa." (This is PMI CIC's Vision Statement.) See 10b.

**12) What is the high level scope?** See the individual Project Charters.

**13) Are there any significant Risks, Assumptions, Constraints, and Dependencies?** See the individual Project Charters.

**14) What will we use to measure and confirm the success?** At the end of the year, we will survey our members, and they will confirm that in 2019 we have improved in providing services that either helped them get a job, if they were looking, or enhanced their career experience.

**15) Which Board Members will need to be involved? (Specify names and their Board titles.)**

- a. This will take the focus of the entire Board.
- b. We will need Craig Hinson, President, to consciously and proactively serve in a way that is consistent with this Program Charter by
  - i. Acting as the corporation Chief Executive Officer and Chair of the Board of Directors
  - ii. Ensuring the PMI CIC Charter Agreement, Articles of Incorporation, and By Laws are upheld and enforced
  - iii. Ensuring Chapter business is being done legally and ethically
  - iv. Providing general guidance to PMI CIC and its officers
  - v. Calling and presiding over PMI CIC meetings
  - vi. Overseeing PMI CIC finances
  - vii. Making necessary appointments as specified in the PMI CIC bylaws
  - viii. Facilitating communication among all PMI CIC members and the central Iowa community
- c. We will need John Durman, Director of Strategic Planning, to make sure we have a strategic plan that focuses on successfully implementing this Program Charter.
- d. We will need Candi Banghart, Past President, Joel Wolcott, Trustee, Mark Havlicek, Trustee, and Shelly Lawrence, President Elect to use their past experience and seasoned skills to provide contributions that consciously and proactively advance this Program Charter.
- e. We will need Brent Humphries, VP of Communication and Marketing, to lead the charge for his team to make sure our internal and external communication and marketing efforts consciously and proactively advance this Program Charter.
- f. We will need Charity Dunwoody, Director of Communications, to ensure effective execution of communications associated with the scope of this Program Charter.
- g. We will need Alex Marckmann, Director of Marketing, to lead the charge for those involved in acquiring sponsors to generate sufficient receivables so we can accomplish this Program Charter with a balanced 2019 budget.
- h. We will need Janet Tan, Director of Publications, to ensure effective execution of publications associated with the scope of this Program Charter.

- i. We will need Jeff Tuttle, Director of Outreach & Public Relations, to ensure effective execution of outreach & public relations associated with the scope of this Program Charter.
- j. We will need Lynn Reed, VP of Membership and Volunteerism, to lead the charge for his team to make sure our membership and volunteerism efforts consciously and proactively advance this Program Charter.
- k. We will need Lori Chambers, Director of C2S, to ensure effective execution of C2S activities associated with the scope of this Program Charter.
- l. We will need Linda Cronk, Program Manager of C2S, to ensure effective execution of C2S activities associated with the scope of this Program Charter.
- m. We will need Brian Naaden, Director of Membership, and the accountable person for three of our Required Core Services, to lead the charge in implementing (1) Welcome, Confirmations, Acknowledgements, Renewal Letters, (2) Member Recognition (New Members, PMI Credentialed Recognition, Volunteer Recognition and Awards), and (3) Member Introduction and Benefits Package that consciously and proactively advance this Program Charter.
- n. We will need Ryan Vanyo, Director of Mentoring, since his role and responsibilities are uniquely aligned with the career aspect of this Program Charter, to lead the charge in consciously and proactively making sure our members that are involved in the mentoring program are aware of and have opportunities to take advantage of the services associated with this Program Charter.
- o. We will need Robert Olinger, Director of Military Engagement, since his role and responsibilities are uniquely aligned with the career aspect of this Program Charter, to lead the charge in consciously and proactively making sure our military members are aware of and have opportunities to take advantage of the services associated with this Program Charter.
- p. We will need Lejla Vehabovic, Director of Volunteerism, and the accountable person for one of our Required Core Services, to lead the charge in consciously and proactively attracting and recruiting volunteers that support this Program Charter.
- q. We will need Stephen Rodriguez, VP of Operations, to lead the charge for his team to provide an effective website, which is one of our Required Core Services, and other infrastructure that consciously and proactively supports the efforts of Board Members and other volunteers as they advance this Program Charter.
- r. We will need Angela Lovan, Director of Logistics, to ensure effective execution of logistics activities associated with the scope of this Program Charter.
- s. We will need Margaret Spikes, Director of Registration, to ensure effective execution of registration activities associated with the scope of this Program Charter.
- t. We will need Jon Hopkins, Director of Technology, to ensure effective execution of technology activities associated with the scope of this Program Charter.
- u. We will need Brian Sardou, VP of Professional Development, to lead the charge for his team to provide educational events that consciously and proactively advance this Program Charter.
- v. We will need Linda Cronk, Director of Certifications, to ensure effective execution of certification activities associated with the scope of this Program Charter.
- w. We will need Sarah Otte, Director of PDD, and the accountable person for one of our Required Core Services, and her Team Members to implement a theme and select speakers that support this Program Charter.

- x. We will need Madhavi Gunturu, Director of Programs, and the accountable person for one of our Required Core Services, to select Chapter Meeting speakers that support this Program Charter.
- y. We will need Katie Dietz, VP of Treasury and Finance, to consciously and proactively lead the charge for Board Members to be financially responsible as we advance this Program Charter.
- z. We will need Karen Adamson, Director of Audit, to ensure effective execution of Audit activities associated with the scope of this Program Charter.

**16) Will we need to collaborate with others besides Board Members, and if so, who?**

- a. PMI Global needs to provide marketing materials that PMI CIC can use to consciously and proactively take advantage of the fact that 2019 is the 50<sup>th</sup> anniversary of PMI.
- b. PMI CIC volunteers, including Board Members, need to be aware of this Program Charter so they can understand and more effectively focus their efforts as they contribute to the advancement of this Program Charter.
- c. PMI CIC Members need to be aware of this Program Charter so they are able to more consciously and proactively take advantage of the associated services and provide feedback on how the Board can implement this Program Charter.

**17) Are there any hard and fast deadlines we need to meet?** We need to finalize and approve all 2019 Project Charters and Project Plans in a timely manner, hopefully by February 28<sup>th</sup>, so we have time in 2019 to implement them.

**18) What are the most significant milestones that we can use to track the progress?**

- a. Once we have an approved Program Charter, hopefully by February 13<sup>th</sup>, we need to begin getting the word out to our members about our resolve to accomplish this Program Charter.
- b. Prior to our Annual Meeting, we need to conduct a survey to find out how our members think we did with this Program Charter, so we can (1) include it as an agenda item at our Annual Meeting, and (2) use this information in preparing future, annual Program Charters.

**19) What is our initial budget estimate, both disbursements and receivables?** To be determined, hopefully by February 13<sup>th</sup>.