PMI Central Iowa Chapter

2019 Strategic Planning Session 1/5/19

1. Welcome, Introductions, and Logistics (Craig Hinson – Presenter)
2. Established Parking Lot
3. Reviewed Agenda
4. The efforts of the 2018 Board Members are greatly appreciated!

In Attendance:

Alex Marckmann, ~~Andrea Brunk,~~ Angela Lovan, Brent Humphries, Brian Naaden, Brian Sardou, Candice Banghart, Charity Dunwoody, Craig Hinson, Janet Tan, Jeff Tuttle, Joel Wolcott, John Durman, ~~Jon Hopkins~~, Katie Dietz, Lejla Vehabovic, ~~Linda Cronk~~, Lori Chambers, Lynn Reed, ~~Madhavi Gunturu~~, Margaret Spikes, Mark Havlicek, ~~Mike Hoal, Robert Olinger, Ryan Vanyo, Sarah Otte~~, Stephen Rodriquez

1. Because of the contributions of previous boards and our current members, PMI-CIC is in the best position we have ever been. Let me repeat this, because of the contributions of previous boards and our current members (YOU!!!). Because we have an awesome, exceptional 2019 Board, it is virtually impossible for us to fail in 2019, but since we are true PMs, we are not satisfied with simply not failing.
2. All 2018 projects are considered completed. We are required to adhere to certain business processes to stay within compliance with local, state, and federal governments, PMI Global, and PMI-CIC’s foundational documents. Beyond these requirements, we are free to explore2019 projects with boundless creativity.

The PMI-CIC Letter of Understanding has been reinstated by President Craig Hinson and was handed out to each Board Member in attendance.

\*\*All Board Members are to return the signed and dated form to Lejla by the Thursday, January 10th Board Meeting! Either a paper or imaged copy will work!\*\*

1. President Craig Hinson describes his elevator speech as, “I am a Project Manager that works to increase the odds of a successful project….or that works to reduce the risks that cause a project to fail.” Since projects either solve problems or take advantage of opportunities, we review our required business processes, including Core and Extended Services. Board is asked to strategize on solving significant issues and taking advantage of opportunities.
2. Review of PMI-CIC Mission Statement, Vision, and Values:

Our Mission (why we exist):

To advance the practice and profession of project management throughout Central Iowa in a conscious and proactive manner to all stakeholders

Our Vision (what we want to become):

The PMI-CIC will be the recognized leader in supporting project management stakeholders and in promoting the value of project management throughout Central Iowa.

Our Core Values (what we believe in):

Project Management Impact - Project management is a critical competence that has a positive influence on organization results and society.

Professionalism - Accountability and ethical behavior ensures our commitment to PMI stakeholders.

Volunteerism - Volunteers and effective volunteer partnerships with staff are the best way to accomplish the Institute's goals and objectives.

Community - Bringing members of the global project management community together is the best way to advance the project management profession and facilitate their growth.

Engagement - Encouraging diverse viewpoints and enabling individuals to contribute to the project management profession and to the Institute.

Our Value Proposition (what we offer):

Provide quality education and certification opportunities to advance project management competency.

Foster the largest network of project management practitioners, stakeholders, consultants and educators in Central Iowa to strengthen the profession and its successful practice.

Advocate for the value of project management and the profession.

\*\*The latest version of the PMI Global Performance Management Framework (Catalog of Core and Extended Services), can be found here: <http://leadership.vc.pmi.org/share/documents.aspx>

1. Board identified the Chapter’s Top Risks and Opportunities and determined which VP Team will own the project and who are the stakeholders. \*\*How can we make sure that PMI-CIC is the hub of where Project Management and Leadership “comes alive” and makes a difference in Central Iowa.\*\*

The Executive Board met late in 2018 and concluded that, “The primary reason someone joins PMI-CIC is because they believe it will help their career.” In other words, a member wants to do one of the following:

* Get a Job
* Keep their Job
* Get a Promotion

Also, another significant reason that was uncovered is that members want to give back to others and to PMI because the organization has made a very positive impact on their own careers!

Through reflection, we confirmed that PMI is able to do this because of the foundation our past global and local leaders have laid. Craig proposed and it was confirmed that the 2019 theme is:

Building on a Solid Foundation

Also during the Executive Board discussion, we acknowledged, as PMI Global has through the 6th Edition PMBOK, that in order for our organization to remain relevant, we need to incorporate Agile methodologies.

\*\*\*\*\*To clarify, research has shown that in most organizations only 30% of projects will benefit from using Agile Methodologies! A discussion and affirmation ensued after this announcement.

After the Executive Board discussion, each VP took this info and held collaboration sessions with their teams to prepare for this Strategic Session.

* What Core and Extended Services do we need to give attention sooner than later?
* Outside of Agile, what significant risks and opportunities do we want to add to our Backlog?
* Other items?

Each VP held a break out session to finalize presentation. Ideas are listed under each VP and lists were prioritized at the end of the meeting. We also ended with a few items in the Parking Lot.

**VP of Professional Development – Brian Sardou**

Coffee Talks

Sponsorship package – PDD spot, Chapter Meeting presence, Job Fair

System/new equipment – prints out name tags, registration tracking, surveys

Videos for education/PDUs – similar to September meeting

PDD event date 2019 September 27th/2020 sometime in March or April

PDU automatic reporting

All PMI-CIC meetings within a 3 year time frame will add up to PMP’s required amount of PDUs within triangle

**VP of Membership – Lynn Reed**

Update auto Email communications

Quarterly Milestone recognition

Membership surveys

500 club – free membership to Global members (non CIC members)

Nametag dots for identification of professional needs

Junior Achievement

Job Fair

Local Speaker Series

**VP of Marketing and Communications – Brent Humphries**

Process Improvement with Calendar of Events

Partnership with IIBA and other organizations to gain PM members – cross promotion- show them we are the most valuable organization to be a part of.

Gamification of website – steer members to focus on certain habits, goals, and metrics through challenges on website (the most PDUs, read the most blog posts, volunteer hours, etc.)

Stronger engagement with Corporate Partnerships

**VP of Operations – Stephen Rodriquez**

Improve communication inflow and outflow from Operations department

Use volunteer form to apply for open roles

Increase relevance, look, and impact of website

Risk assessment – hardware, records, etc.

Decreasing expenses by holding more meetings at Corporate partner locations

Improve meeting attendance – possible breakfast meetings

Email reminders to Chapter meeting registrants

**VP of Finance – Katie Dietz**

Always turn in reimbursements with the month that you incur them!

Keep to budget

**Executive Board**

Work to incorporate agile into Chapter by using common verbiage – list will be formed

**Prioritized Listing of Focus Areas – which will help members get a job, keep their job, and get a promotion?**

* Agile incorporation – establish messaging to state mission, vision, values to support agile methodologies
* Outside Corporation involvement (PDD sponsorships, Chapter Meetings, IIBAD)
* Buttons/Spots/Icons on Chapter Meeting Nametags/Job Fairs/Increase attendance at meetings/events
* Implement Gamification
* Auto record of PDUs and over 3 years all Chapter meetings/events will cover PDU triangle requirements
* 500 club
* Surveys gathering feedback and Data Analytics Director to help implement changes/member desires
* Speaker Series/Coffee Talks
* Global recognition of our Chapter/Quarterly recognition of members
* Risk Assessment (Website, Hardware, Records)
* Update Auto Email Communications
* New dates for PDD to attract more attendees
* Visual presence of website
* Decrease expenses (meetings at business partners, website vs. Eventbrite)
* Education Series (Mark, Joel, Norm)

**Parking Lot**

What did we learn from the recorded September Meeting? Video?

Data Analytics or new Director Role for creating surveys, fielding data, and helping to implement suggestions

Global Recognition of our Chapter

1. As we prepare for our first BOD meeting of 2019, Craig’s recommendation is that we utilize a Kanban Board to track our Initiatives/Projects. If everyone concurs, we will ask Operations to research and implement this.

* Backlog Refinement – New, Ready to Size, Sized, and Ready to implement
* Up next
* In Progress
* On Hold
* Done

1. Cleared Parking Lot
2. Strategic Meeting Adjourned

Minutes recorded by Charity Dunwoody, Director of Communications 1/5/19