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Welcome to our February Newsletter!



The Project Solvers' office is located at The Old Pickle Factory, Suite 216A, in Pittsford.

Hi all! We're likely the only ones in the country to have escaped the "Blizzard of 2011"; it's almost as if the storm went out of its way to avoid us. That's OK though, the alternative is what's happening in Boston where they are piling up snow 5 stories high and don't have any place left to store more (my husband suggests that they dump it in the ocean—hmm, why not?).

For the rest of us though we will be content in knowing that **Punxsutawney Phil** has NOT seen his shadow meaning we'll have an early Spring. For a Project Manager that is almost like having a schedule come in early—does it ever happen? But speaking of schedules our

theme this month is from the Time Management Knowledge Area. We have an excellent speaker for our AM on PM, **Angelo Arcoleo**, and a cool 10 minute podcast as well as some tips and news as usual. We have a request out for two people, as in help wanted, if you go to the So What's New section you can learn more.

Have a great and productive month!
-Enjoy
Joanne



Al's Angle — Time Well Spent

When Joanne asked me to write my February newsletter article on Scheduling and Time management, I told her it would be a very short article. Project managers need to schedule their project tasks and their time and they must report the time against these tasks for themselves and the project. End of article---wrong!

Determining the time that will be required to complete a project or for that matter the time it will take you and your team to determine the duration of the project, is one of the most important aspects of project management. Many projects never get off the ground because best guess estimates for the project were way out of line for the 25/75 rule. Instead of using past project performance and experience, often a "wild guess" was given to management. You said it was a "wild guess" and management/sponsor interpreted it as a estimate coming from a professional. Do not be tempted to give a wild

guess. Use what you have learned in your PMP training and your experience as a PM to defer the question so that you can make an educated response.

A question came up, you are managing your time as well as the time of your team members to determine a schedule. should you report this time spent—the answer is yes. All the time you spend as a PM should be counted. You are a certified professional, and much like a lawyer or an accountant, your time is an asset that must be tracked and scheduled. If you adopt this mentality, you will report your time more accurately and on a more frequent basis.

So we have covered two actions of a PM, Time and Scheduling, both of which go hand in hand. **Time** is a management principle, while **scheduling** is an action to be taken. Manage your time, determine your schedule and those of the project and the team.

[continued from AI's Angle]

-AI

Please send comments to
agubiotti@theprojectsolvers.com

AM on PM Forum on Human Resource Mgmt Feb 11th — MS Project Scheduling tips

This month we are honored to have among us **Angelo Arcoleo, PMP** who is a Master Scheduler at ITT GeoSpatial Systems. He is also the president of the Rochester chapter of MPUG and we look forward to hearing from him.

Date: Friday, **February 11th**

Time: 7:30am-9:00am

Location: Medaille College,
1880 Winton Rd, Rochester,

NY

Cost: \$10

Pre-registration is appreciated for accurate headcount.

Bagels and Coffee Provided.

[Click here to register.](#)

Note: if you are having trouble with the web and cannot register then please send an email to joanne@projectsolversofamerica.com and you will be able to pay at the door. We do need a count however so please let us know. Thanks!



So What's New?

Congratulations go out to our recent PMP boot camp alumni **Rashika Sinha, Mark Hippert,** and **Jim Harper** who passed their exams recently! Also congrats to **Laura Zufelt,** a CAPM alum who passed her exam recently as well. Good luck to all those of you who are about to take the exam—you can do it! Please let me know when you pass—I hope I haven't missed anyone!

On the topic of PMP exams, [do you](#)

[know anyone who would like to teach our PMP exam prep boot camps?](#) The requirements include the ability to teach either weekdays or Saturdays, have excellent communication skills, have your PMP certification and are comfortable with the 4th Edition of the PMBOK. Previous teaching experience is a plus. Pass the word along—if you know of anyone.

You have probably seen by now that we are still having website issues—yikes! So while you're out spreading

the word about our teaching opportunity how about spreading the word for [anyone who is comfortable with Joomla?](#) We could really use someone who has some experience with the Joomla content management system.

Last but not least, we want to congratulate **Varsha Diwale** and her husband who welcomed home a baby girl within the last week—congrats and God Bless. Send pictures!

On Demand Training offerings: PM Fundamentals & TechniHunt!

We now offer several courses on an On Demand basis. If you have a group of at least four you can schedule these seminars at a date and location of your choosing. Incidentally, all of our public offerings can also be offered on demand. Simply give us a call at (585) 764-5663 to arrange.

Pricing: Call or email for special discounted pricing

Project Management Fundamentals

Target Audience: This course in

intended for those new to project management, as well as for those who would like to transition into project management. It is also useful for those who have never had formal training in project management.

Overview: The basic fundamentals of project management are described, from initiating a project, planning, executing, monitoring and controlling against the plan, to closing the project.

Duration: 1 Day

Technihunt Team-Building Workshop

Target Audience: existing teams or teams that are just forming.

Overview: Use your teamwork skills, wits and creativity to find a series of hidden clues in a race against the clock and another team! After observing your team in action we provide you with a customized teamwork analysis that shows your team's strengths and areas for improvement.

Duration: 1 Day

Upcoming Public Seminars



INTRODUCTION TO AGILE PROJECT MANAGEMENT— Earn 8 PDUs!

Thursday, Mar 10th, 2010

You are familiar with the concepts of traditional project management and may have used the concepts to manage multiple projects. For projects in which the requirements are continuously changing, you may need a more proactive project management approach; Agile!

This course is intended for anyone who wants to efficiently manage projects that experience frequent changes in user requirements or desires to learn about Agile.

[<<Click here for info or to enroll>>](#)

'PMP IN FOUR' EXAM PREP BOOTCAMP— Earns 35 Contact Hours/PDUs!

Take the accelerated path to your PMP by way of our bootcamp in four consecutive weekdays OR four consecutive Saturdays. It's part of our 'PMP in Four' initiative which brings you alternate scheduling options that will fit your schedule. Note: we offer discounts for groups of 5 or more!

Watch the schedule for our next weekday boot-camp!

Our **March PMP/CAPM boot camp** is Mondays and Tuesdays for two consecutive weeks.

[Click here for more on the March PMP](#)

offering.

We are also offering our CAPM bootcamp during the same week.

The Certified Associate in Project Management (CAPM) is a fairly new credential and now you can get training for the exam here in Rochester. This course is designed for:

- The new project manager
- Those wanting to make the transition into project management

[Click here for more on the March CAPM](#)



MS PROJECT 2007, Basics and Beyond Earn 16 PDUs!

Next offered: TBD

Learn what's new in Project 2007. Learn the basics as well as advanced techniques such as resource sharing, creating budgets and tracking costs, customizing views, and interfacing with other applications. Note that [we are offering this seminar at a special rate if you are unemployed.](#)

Coming this year as a new training offering is a 1-day Seminar on Leadership !!

ONLINE: The Successful Leader: Leading and Managing Change

Cost: \$79.00

Whether adopting new technology or adapting to a drastic shift in an organization's core focus, managers play a fundamental role in effecting changes. Based on D. Quinn Mills' book, Leadership: How to Lead,

Have you seen our Online Training offerings?

ONLINE TRAINING:

Project Management for Information Technology (4th Edition)

Cost: \$499

25 PDUs!

Project management refers to the art, or science, of directing projects. This course, Project Management for Information Technology, focuses more specifically on how project management concepts can be applied to IT projects, as well as on project man-

agement issues that are unique to IT projects.... [more](#)

PMP 11 - PMP® Practice Examinations & Exam Strategies

Cost: \$90.00

This course contains two 200-question PMP® Practice Exams covering the Project Management Institute's standard, A Guide to the Pro-

ject Management Body of Knowledge (PMBOK® Guide) . The practice exams provide a comprehensive review of the PMBOK® Guide . Learners will also review key... [more](#)

Go to Page 2 of this newsletter for info on our ON DEMAND training offerings!

**Said at
January's AM on
PM Forum:**

"Do, there is no try"

- Alan Uthman paraphrasing Yoda from Star Wars, in response to an analogy by Joanne of changing your team's attitude to be more success-oriented

Podcast of the Month - The Student Syndrome

This month's podcast is another one from pm411.org as produced by Ron Holo-han. Ron gives us one of the reasons that schedules—and it has to do with a phenomenon called "The Student Syndrome", which is a type of procrastination. You may be familiar with this if you've ever saved an assignment to the absolute very last minute.

But how to overcome this phenomenon (and by the

way, it is actually defined in wikipedia!) ? Ron provides a couple techniques that we can all easily do. Let us know what you think. I'm not sure about the "relay runner work ethic" method because that assumes there's a lot going on in sequence, or series, but for sure the other technique he gives us makes a lot of sense.

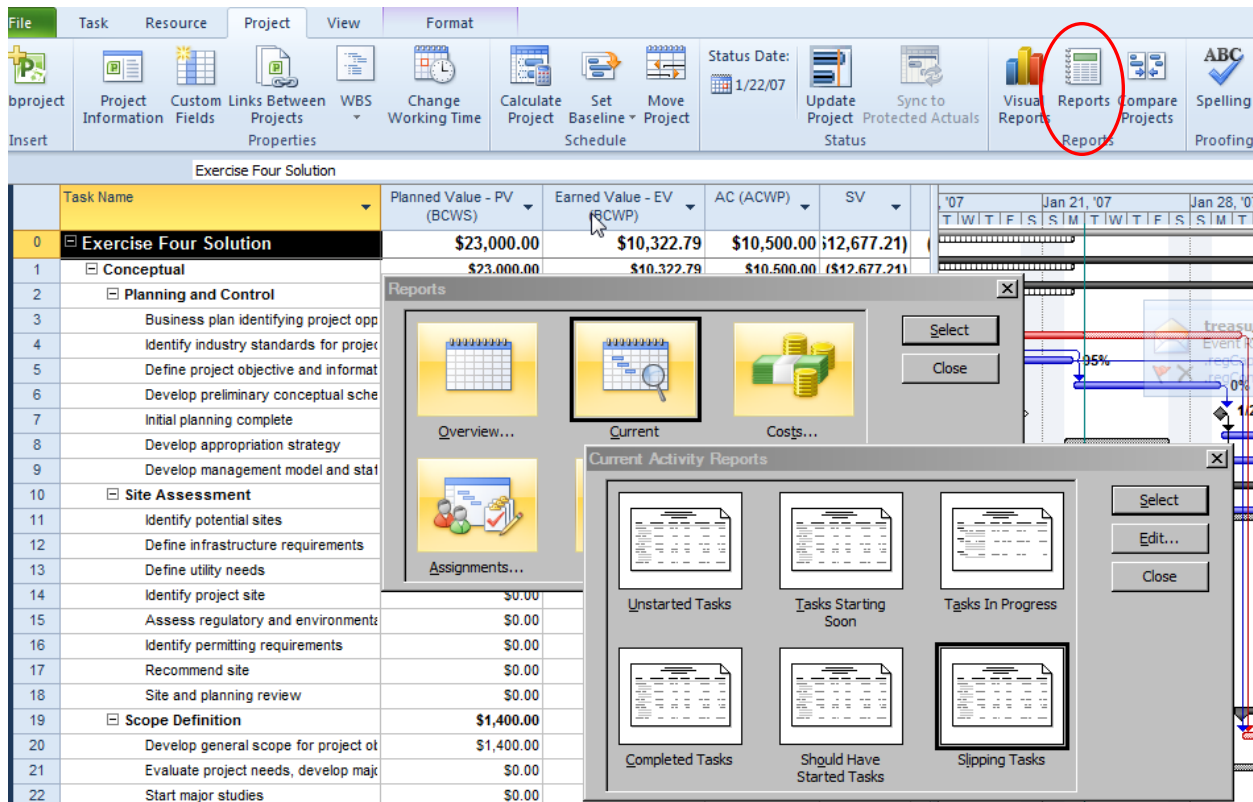
This is a short podcast that you can listen to in under 10

minutes so take a minute now and listen!

[To hear the podcast click here](#)

PM Tool Tip of the Month: Current Activity Reports built into MS Project

If you keep your project's schedule in Microsoft Project you may be interested to know that virtually every version out there has a report to see those tasks that are starting soon, in progress, done, slipping, or should have started. The screenshot below is portraying how to see these reports with MS Project 2010. There are no more "Report" pull down menus. Now you will go to the "Project" tab and from there select Reports (note the red circle), Then Current.



Once you've selected Current you'll see the Current Activity Reports dialog box and will find the six status reports just described.

AM on PM January Summary, Dysfunctional Teams

[Excerpt from LinkedIn AM on PM Breakfast Forum group]

Team-building is one of my favorite topics so I was happy to present at this month's Forum. We've all experienced in particular what it's like to be on a dysfunctional team. As a matter of fact, author Patrick Lencioni (*The Five Dysfunctions of a Team*) says that EVERY team is dysfunctional. Don't feel as if yours is the only one! He says that improving teamwork is very simple in theory but very difficult in practice.

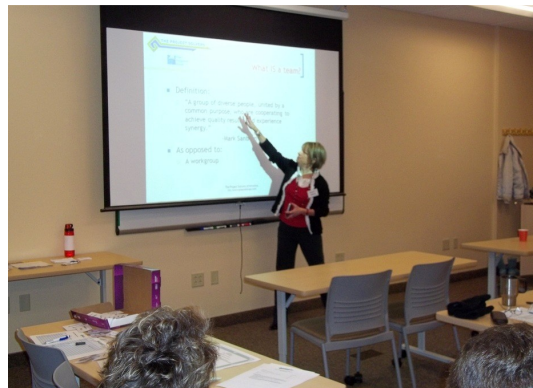
I started the presentation describing our TechniHunt teambuilding workshop and how I've observed that the kids who go through this workshop far outperform the adults. The reason is that kids are much more collaborative and cooperative. They share information and support each other, something that is not done to the same extent with adults who are letting egos get in the way.

I then presented a powerpoint presentation that I've developed that highlight Lencioni's 5 dysfunctions followed by Benne/Sheats work on team roles. We first began with a quick exercise though where each person had two paperclips and had one minute

to write down all possible uses for them.

They were then to count the number of uses they came up with. The greatest number was 8. Next, each person was teamed up with someone and they had an additional minute to come up with a combined list of unique uses (couldn't count the same idea twice). The highest number was 17 indicating that even a team of two can generate synergy.

We spent some time discussing Lencioni's 5 dysfunctions which are : [\[click for full text\]](#)



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www.theprojectsolvers.com

Do you use LinkedIn, Facebook, or Twitter?



We have an AM On PM Group on LinkedIn! From linkedin.com simply do a search on groups looking for "AM on PM" as the keyword to search. Put in a request to join and we'll get you right in.

The AM on PM group serves as a repository for our summaries as well as a place to add to the discussion and get updates on the next session.

Follow Joanne on Twitter! My Twitter name is "**projectsolvers1**". I am using Twitter for Project Solvers' announcements.

send an email to joanne@theprojectsolvers.com .