

Al's Angle 1

Jan 14h AM on PM Breakfast Forum 2

So What's New? 2

Upcoming Seminars 3

Podcast of the Month 4

PM Tool Tip of the Month 4

LinkedIn and Twitter updates and AM on PM Summary 5

Welcome to our January Newsletter!



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

Happy new year everyone! I hope you are all feeling recharged and ready to face a brand new year. This is a great opportunity to set goals for yourself—and I mean beyond the 10# we all want to lose. Those that are focused on specific objectives are more successful and productive than those who live life by simply reacting to whatever comes along. Be proactive and set a few SMART goals (remember S-specific, M-measurable, A-attainable, R-realistic, T-Time bounded). Then write them down and show them to someone ("A" can also be accountable). In our PMP/CAPM boot camps we ask people to come up with a specific date for their exam and provide us

with milestones along the way (when the application is submitted, etc.). Again, staying focused is the key as is persistence. I delight in hearing about the success of those who've met their goals—you can meet yours too!

This month we are continuing our theme on Human Resource Management and will be focusing on Team-building. This is one of my favorite topics and I wanted to start the year off on something really interesting and fun.

Note page 2 where we offer ON DEMAND seminars and page 3 where I provide a brief synopsis of PMI's new PDU reporting structure. Of course our AM on PM is January 14th.

Have a great and productive month!

-Enjoy
Joanne



Al's Angle — Four Characteristics of Effective Teams

The Buffalo Bills are once again "team building" as they have been for the last 10 years. I always wonder to myself whenever I hear that an organization is team building, what they mean and what they hope to accomplish.

In the case of the Buffalo Bills is it another season where they don't lose as many games as they did last year, (4 wins 11 lost) or are they really serious about making it to the playoffs?

Where is your organization headed when they have team building exercises, or "configuring" project teams that are truly successful? Does management really understand what team building is all about and what makes up successful project teams or even a team exercise? Team building exercises, while fun and entertaining, need to accomplish a goal. Management needs to realize that for a great team to

be formed the following needs to be addressed and allowed!!

1. Everyone on the team needs to participate in idea generation, problem solving and some decision making.
2. Members of the team must show respect and trust to one another as well as management to the team. If the team loses respect for the sponsor and vice versa where will the project end up.
3. All the actions and work that the team accomplishes must be to meet the project objectives (even team exercises).
4. Inappropriate behavior is not to be tolerated and the team must have a plan on how to manage conflict. It's too late to figure out how to manage conflict when you are in it.

[continued from AI's Angle]

The goal is to be successful in your business and the projects that support the business model.

Teams that don't take into consideration the four steps above only lead to unsuccessful projects. Maybe the Bills can learn something from successful team building, concentrate on what it takes to win games and not continually use team building as an excuse.

-AI

Please send comments to agubiotti@theprojectsolvers.com

AM on PM Forum on Human Resource Mgmt Jan 14th — Team-Building

This month we continue our dive into Human Resource Management with a focus on team-building. Joanne Greene-Blose will be the featured speaker, showing you the ins and outs of team-building and team facilitation techniques. Learn the functional and dysfunctional roles team members play and what to do about it! Share your own tips with us too!

Date: Friday, **January 14th**

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.](#)



So What's New?

Congratulations go out to our recent PMP boot camp alumni, **Bob Finocchio, Alissa Quick, and Christine Principe** for passing their PMP exams in December! We're hoping that your success is also inspiring your classmates to quickly follow suit—great job!

You may have heard that PMI is changing their PDU category system effective **March 1st**. While previously PDUs were classified with a numbering system, the new PDUs

will be classified with letters. The good news is that whereas previously there were 18 different categories, there will now be only 6 making reporting a simpler process (theoretically!). Here's a quick summary:

- There are two main types: Education PDUs and "Giving Back" PDUs. While there is no maximum on the Education PDUs, credential holders can only report a maximum of 45 Giving Back PDUs per 3-year cycle.
- The category 3 PDU that you'd use

for REPs such as **Project Solver's** and for PMI Rochester Chapter meetings will become category "A".

- Non-REPs that were previously category 4 are now category "B"
- Category "C" is for self-study
- Category "D" is for authoring a paper or for presenting on a PM topic

For more including info on Categories E -F visit [this link](#).

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 a special rate if you are unemployed. Contact us directly.

Watch the schedule for our next weekday boot-camp!

Our **January PMP/CAPM boot camp** is Thursday and Fridays for two consecutive weeks.

[Click here for more on the Jan 26th, 27th, Feb 2nd, 3rd 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



MS PROJECT 2007, Basics and Beyond Earn 16 PDUs!

Next offered January 10th and 11th

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.

[Click here to register or for more info.](#)

Finance for Project Managers Earn 7 PDUs!

Next offered January 21st

Learn financial concepts and techniques in order to better manage your project costs. Provides an overview of the role and terminology of finance and accounting in order to better understand the impact on financial decisions.

[Click here to register or for more info](#)

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

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!

Podcast of the Month - Team-Building by PPC Online and ASME

This month's podcast is by the Professional Practice Curriculum (PPC) Online from ASME.

This 30-minute podcast discusses types of teams, what circumstances would warrant the creation of a team, how to develop a team, the requirements for an effective team, who should be on a team (the mix of personality types a la Meyers-Briggs and why a variety of types is important), what

the stages each team goes through are, pitfalls to watch for, specifics around the virtual team, and working with global, culturally diverse teams. Quite a bit packed into this! If you listen to the full podcast you can also qualify for 0.5 PDUs!

[To hear the podcast click here](#)

Additional info, including a

teambuilding quiz can be found at <http://professionalpractice.asme.org/Information/Podcasts.cfm>

Said at December's AM on PM Forum:

"They can be an anchor or they can be an engine."

- Mark Wasserbauer referring to one's project team and the importance of their buy-in .

PM Tool Tip of the Month: Team Commitment Exercise

The exercise below is part of a free team-building exercise series by www.leadership-tools.com Visit their website for additional exercises and info on team-building.

Purpose of this activity: To raise the awareness of your team members regarding their personal commitment to the team. This self-assessment will ask important questions that will make employees re-think what they can and should be doing more of, less of, better or different. Provide the survey with the following team building ideas to each team member: *(Team members must rate themselves on each question on a scale of 1 -5; 1 = Never, 5 = Always)*

- Fully participates in team meetings?
- Demonstrates a positive attitude?
- If I have an issue I deal with it directly with that person rather than complaining to a third party?
- I listen openly to new ideas?
- I sincerely celebrate others success?
- I follow through on anything I agree to do?
- I represent my team positively to non-team members?
- I willfully share the load?
- If facts are not clear, I check for clarity rather than make assumptions?
- I look for opportunities to make others stars?
- I meet deadlines?
- I take the initiative to do whatever needs to be done?

After each team member has completed their self-assessment, ask your team to now put the name of another team member by each question on the self-assessment that they feel best fits the perfect example. *(By doing this, you will be able to reward and recognize your best team members while at the same time establishing your expectations with your entire team.)*

As a group, identify your top three or five objectives that you want to accomplish as a result of this exercise. Keep in mind that your team benefits simply by having a positive discussion of these important team building ideas.

AM on PM December Summary, Corporate Culture

[Excerpt from LinkedIn AM on PM Breakfast Forum group]

Another good forum today! Cheri Warner, PMP, MS, CSBB was our featured speaker discussing corporate culture.

Cheri started by asking us to define corporate culture and she elicited the following list from us:

- a way of communicating/interacting
- an environment that fosters individuality but still allows for membership of the whole
- unwritten rules and behavior
- the sum of people's backgrounds
- the set of regional, departmental, ethnic, and religious backgrounds of the members

These items demonstrated the complexity of culture, because it can be so many different things.

Cheri talked about differences between what behavior is espoused vs. what is actually performed. For example, Enron's corporate values are commitment, respect, integrity, and excellence. It's apparent though that these are espoused and not followed!

We were given some very good quotes including; "Culture isn't just one aspect of the game - it IS the game.", Jack Welch, CEO of GE

ing; "Culture isn't just one aspect of the game - it IS the game.", Jack Welch, CEO of GE



Cheri discussed how Denison characterized culture with four states:

- 1) adaptability, 2) Mission 3) involvement 4) consistency.

The first two are external to the company - how well do you listen to the market? What need is your company filling? The second two are internal to the company - how engaged are your people in their jobs? Are there systems in place?

[Click here to see the remainder of the summary](#)



Visit us at
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 .