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June 2011 Newsletter

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## Welcome to our June Newsletter!



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

Hi all! Is it really June already? I've had my nose to the grindstone with my Master's classes and have had little time to come up for air (hence the lateness of our newsletter). However after the 25th I'll have a couple of months off for the summer before I start in again with the Fall session. Looking forward to it!

Hope you stopped by our booth at the PMI Rochester PDD—look inside for pictures. It was a beautiful day.

We have an Intro to Agile PM class coming up at the end of this month (June 29th); you can go

the website [www.projectsolversofamerica.com](http://www.projectsolversofamerica.com) to register or for more info. Of course our **AM/PM** is back this month after a one month hiatus and please note that it will be held at **St John Fisher College**, Wegmans School of Nursing, in room 209. Medaille is closed on the 10th but SFJC is a great location.

The Project Solvers has a PMI regional event to attend June 10-12th. We have a booth there and will be meeting chapters from the northeast in Saratoga. We'll have pictures posted for the July newsletter (staying at the Gideon Putnam which is a beautiful venue).

Have a great and productive month!

-Enjoy  
Joanne



## Al's Angle — When too much detail on a WBS becomes a To-Do List

In all my years of doing project management I have noticed that the WBS keeps getting bigger with ever increasing detail. I have observed that the PM on these projects who are maintaining these WBS documents is quite proud of the detail and their ability to manage this detail. In reality they are micro managing their projects, which are many cases is not what the PM really believes they are doing. All this detail has changed the WBS into a "To Do" list. This not what the WBS was intended to do.

Micro-management is appropriate when you have slackers working for you. This style tends to encourage dependency on the project manager rather than on the team members who should be held responsible for their results.

PMs are consistently more effective when they hold team members accountable for reaching measured achievements rather than

just completing a "to do" list.

"To Do" lists are very hard to maintain and consumes PM time in clerical functions rather than managing the project. Members have to report on detail tasks which decrease the odds of receiving accurate and timely status reports. Also who is looking at the detail? Most of the reporting on a project is done at the summary level or on the critical path. Leave the detail to the task leaders they will break down what needs to be done and report back up to the summary status.

So how long should a task be on a WBS, I have found that the durations be between 1 week and 8 weeks long. Status reporting at a minimum should be weekly on the activities in the WBS. There can be no compromise on weekly reporting. With high level tasks the entry of status should take no more than 15-30 minutes per week of a member's time to report, even considering multiple projects.

AI

Please send comments to [agubiotti@theprojectsolvers.com](mailto:agubiotti@theprojectsolvers.com)

**AM on PM Forum on Scope Management June 10th – Work Breakdown Structures**

Our June forum will feature a demo of the tool WBS Chart Pro by Critical Tools and how it integrates with MS Project. Additionally we'll be discussing the benefits of using a WBS and the various methods for creating one.

Date: Friday, **June 10th**

Time: 7:30am-9:00am

Location: **St John Fisher College**, East Ave, Roches-

ter, 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](mailto: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?**

I want to welcome **Suzy Ahrens** who will be teaching our [Intro to Agile seminar](#) (scheduled for June 29th!) and is also assisting us with our social media marketing. Suzy has quite a bit of experience leading Agile projects and we feel she will be an excellent addition—adding her direct-from-the-field insights.

**Stacy Munechika**, who just delivered a phenomenal performance

at the PMI Rochester Professional Development Day, will be back to teach our PMP/CAPM Exam Prep Boot Camp on Saturdays beginning September 10th. We hope you had a chance to hear Stacy's talk at the PDD!

Speaking of the PDD, our thanks to **Angelo Arcoleo** who manned our booth (see page 4 for a picture) and also provided the great door prizes, courtesy of his ties with MPUG. Those who stopped by our booth and

dropped off a business card had the chance to win an autographed book on MS Project 2010 (which I was coveting for myself actually) and a license for MS Project 2010 (worth \$1000!). Congrats to the winners.

Hope to see you at this month's AM on PM Breakfast Forum (where Angelo and I will be discussing the benefits of the WBS). Don't forget it's at St John Fisher College!

**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 management 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 Project Manage-

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

**Said at PMI Rochester's PDD**

"No one rises to low expectations."

- Les Brown (as cited by Anthony Reed).

**Podcast of the Month - Is the Work Breakdown Structure overrated?**

This is Mark Perry from the PMO Podcast, broadcasting from Orlando, Florida.

Did you know that the first golf balls manufactured were smooth and did not have dimples? Listen to our podcast to find out why the switch was made and what this has to do with the performance of your project managers...

Also—you'll hear whether the WBS is overrated or not.

Surely this has crossed people's minds before; do you need a WBS in every project? Is it overkill?

Mark has a stance on it he's sharing. He's all for agility but as he says, "a project without a WBS is like pancakes without Aunt Jemima syrup."

It's a very short podcast, only a few minutes, so

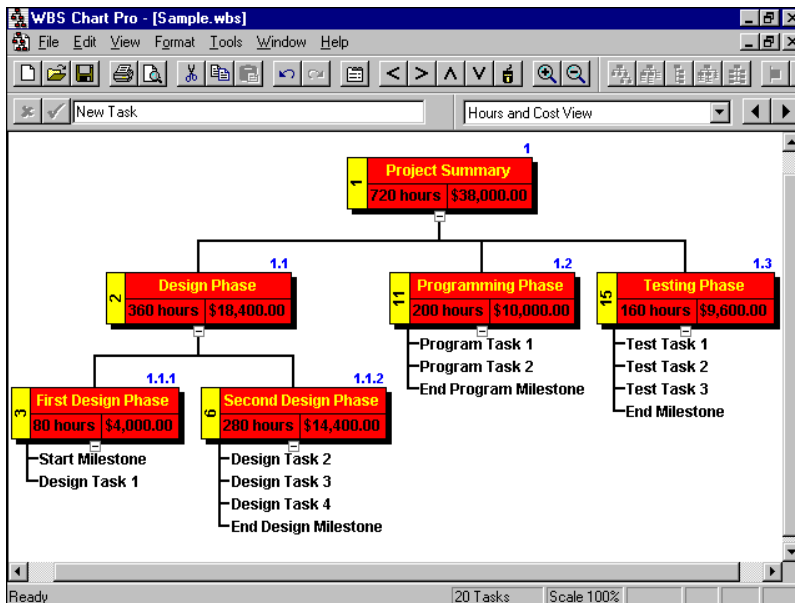
worth a listen. Would like your feedback!

[To hear the podcast click here](#)

**PM Tool Tip of the Month: WBS ChartPro™**

The Project Solver's has an affiliate relationship with Critical Tools, who make several PM likes such as WBS Chart Pro. Here's some info on the tool which we can offer to you at a discount if you are interested. It integrates with MS Project so you can create a schedule based on your WBS or create a WBS based on your schedule. It's pretty cool!

**What is WBS Chart Pro?**



WBS Chart Pro is a Windows-based project management software application that is used to create and display projects using a Work Breakdown Structure (WBS) Chart. Using a WBS chart is a more intuitive approach to planning and displaying a project.

Plans created in WBS Chart Pro can be maintained and managed separately, transferred directly to Microsoft Project or transferred to any program that can read the "MPX" file format. You can transfer a WBS chart to Microsoft Project at any time with the simple click of a button. All of the information you entered in WBS Chart Pro is automatically transferred to Microsoft Project.

Although WBS Chart Pro can work seamlessly with Microsoft Project **you do not need Microsoft Project to**

**use WBS Chart Pro as a standalone application.** You can use WBS Chart Pro all by itself to create WBS charts like the one shown above.

## PMI Rochester Professional Development Day, May 12, 2011

We did not have an AM/PM in May due to the proximity of the PMI Rochester PDD. However Project Solver's did have a booth at the event and hopefully you were there as well and stopped by. We were demoing screen shots of our soon-to-be-released Android app and Angelo Arcoleo was there to assist us and to answer questions regarding the Microsoft Project User Group (MPUG).



At right is a picture of Angelo at our booth, which was at Woodcliff again this year. Below left is a picture of Stacy



Munechika (left), one of our PMP/CAPM Boot Camp instructors and who was also a speaker at the conference. Stacy talked about Spotting the Iceberg, How to Stop Hidden Decision Traps from Sinking Your Project. It was a delightful presentation, he did a great job with it. You may recall seeing a version of it at one of our past AM on PMs. Also pictured are Cathy Frank of Harris Corp (center) and myself.

### 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@projectsolversofamerica.com](mailto:joanne@projectsolversofamerica.com) .

Visit us at  
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