

Annual Report 2014

November 26, 2014



PMI Nova Scotia Chapter

Mailing

PO Box 34504, Halifax, B3J 3J8

Phone: 902.423.1764 (One PMI)

Address:

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HIGHLIGHTS AND PRESIDENT'S ANNUAL MESSAGE

On behalf of PMI Nova Scotia Chapter Board of Directors, here is the 2014 Annual Report to our members. The past year has been a period of strengthening the viability of the chapter. We have seen this both internally, through increased fiscal accountability and externally, through an increased diversity of offerings.

Service Delivery

This year the Chapter continued to diversify its offerings in order to provide more access to events both in HRM and the remainder of the province. The Chapter increased the number of free or low-cost events, through both Lunch & Learn and organized networking events which regularly "sell out". The Events program was also complemented by the continuation of tried and tested breakfast and dinner meetings which continue to grow in popularity. The Board has also taken steps to make more events available virtually, having researched and tested technology platforms to help facilitate this effort. Look for more virtual events in 2015.

Throughout 2014, the Board has also taken steps to increase relations with our neighboring chapters (PMI NB and PMI NL) in the interest of looking for opportunities to collaborate on events and other offerings.

The past year has also seen the wrap up of the Chapter's inaugural Mentorship Program. Based on feedback provided by participants, this program was a resounding success. The 2014-2015 version of this program has recently kicked off and is well on its way to building on that success. If you are interested in being a part of this exciting new program, whether it be as a protege, mentor or volunteer, please don't hesitate to talk to one of the board members.

This year we also continued our partnership with other local professional organizations to present another successful Professional Development Summit in April with the largest registration count in the event's history. Planning for the 2015 PD Summit is well underway and promises to be even bigger than 2014.

Marketing & Outreach

Marketing and Outreach has continued to build on the success of previous years and has made great strides in establishing a brand for the Chapter. This is very evident in the Chapter communication members receive having a consistent look and feel, as well as a regular distribution schedule. The Chapter had solid success in 2014 recruiting sponsorship which has continued to allowed us to provide more accessible events and programs. The Chapter significantly broadened its Outreach activities in 2014, through partnership with a number of professional organizations allowing us to promote the value of project management.

Operations

The Operations group was also very busy this year. A significant portion of these efforts was focused on fiscal responsibility. This has been seen in two major areas: the development of new fiscal policies; and the reconciliation of financial records for previous years. While these efforts continue, significant progress has been made to ensure the future viability of the Chapter.

Full implementation and adoption of a board collaboration tool (Google Docs) was accomplished in 2014 with current and previous years' documentation available and accessible to all board members.

Near the end of 2013, the Chapter Member's survey was revamped, seeing participation of members increase significantly. This valuable information was mined throughout 2014 and used to drive many of the decisions made by the board throughout the year. The 2014 version of this survey is now available. If you haven't done so already, please take a few minutes to fill it out.

Conclusion

As I near the end of my term as Chapter President, I find myself reflecting on where we were at the end of 2012 and how that compares to where we are now. We have gone through successes and challenges; highs and lows. Still, I can confidently say that the board has worked tirelessly to respond to the needs of the Chapter members. As such, I would like to extend my thanks to all the members of the Board, past and present, for their efforts.

This year also sees the retirement of three long standing board members who have provided countless hours of volunteer effort to the chapter. They are:

- Barry Milne (2007-2014);
- Nancy Muise (2005-2014); and
- Paul Dean (2007-2014).

While it is sad to see them leave, I would like to take this opportunity to offer each my sincerest thank-you for their efforts and wish them the best in wherever life leads them next.

To all our volunteers, thank-you for your help, without your continued participation the Chapter would not be able to put on so many exciting events.

I would also like to thank Bev Thiessen for her work providing administrative support for the Chapter. After 10 years of service, Bev has decided to step down as the Chapter Administrator. I would like to thank her for the countless hours she has contributed to ensuring the Chapter's Success.

To all our members, I would encourage you to continue to be engaged with the Chapter. Send us your feedback and ideas, we, the Board, are here to help you grow as project managers.

Derek Dow, P.Eng., PMP

President, PMI Nova Scotia Chapter

EXECUTIVE AND PORTFOLIO REPORTS

Service Delivery

Beverley (Easton) White - Vice President

2014 was a year of transition for Service Delivery, with 2 of the 3 directors new to both the Board and their roles. We continue to offer the ever popular study group in both a classroom and virtual, online format in an attempt to provide service to our members outside HRM. Both programs continue to be successful in both participation and revenue generation for the Chapter.

Turn out for breakfast and dinner events has been steadily increasing over the last year as we continue to explore avenues to deliver meaningful networking and educational opportunities to our membership. In 2014 we continued with the highly popular Lunch and Learn format. We will continue to investigate opportunities to extend networking events to those of our members outside of the Metro Halifax area.

The Mentor/Protégé program initiated last year concluded successfully with very positive feedback from both the mentor and protégé participants. A second mentorship offering kicked off last month, and continues to be very popular.

Service Planning

In 2014 the Service Planning group began to compile a database of potential speakers and topics to appeal to the diverse interests of our members. We saw an increase in participation in breakfast and dinner events, with the ever popular Lunch and Learn sessions continuing to be sellouts. We encourage all members to bring forward event suggestions, presentation topics and speaker recommendations.

The PMI Service Planning group will continue to explore opportunities to deliver even more events in a variety of formats and topics of interest to our members in the upcoming year.

Events

Martha Wilson P.Eng., PMP - Director

The Events committee is responsible for providing a variety of events to meet the needs of members of the PMI Nova Scotia Chapter and to promote project management practice in Nova Scotia.

The Events committee organized and delivered the PMI NS Chapter events for 2014 based on the detailed plan from PMI NS Service Delivery.

The Events committee is made up of a great team of volunteers who lead and deliver the PMI events and the core group is listed in the table below. The group meets monthly to plan for upcoming events and to review the past events in order to identify areas for change and improvement. The Events Committee is also supported by Bev Thiessen, Bev White, and Ron Singer.

I would like to thank our Corporate Sponsors. They provided generous contributions to various PMI NS Chapter events this year. The Sponsors provided both financial support and meeting space and facilities for PMI NS events. It was greatly appreciated.

For 2014, the Events Committee was responsible for the delivery of 3 Dinner Meetings, 1 Breakfast Meeting, and 5 Lunch and Learns. We also partnered with several other Professional organizations to deliver the annual Professional Development Summit (PDS) in April. As well, this year we hosted another successful Summer Social and will be hosting a PMI Christmas Social in December. Next year we will be looking at offering a half day Professional Development event on a Saturday similar to other PMI Chapters. The Board and the Events Committee will investigate this further in early 2015.

The PMI NS Chapter Events for 2014 are listed below:

DATE	EVENT	SPEAKER
January 15, 2014	Lunch and Learn- State Of Project Management in NS	Derek Dow
February 19, 2014	Breakfast Meeting – Transforming	Stephen Doiron

	Reluctance and Resistance into Readiness and Commitment	
March 19, 2014	Lunch and Learn –Is Service Support Being Managed Like a Project?	Mark Higginson
April 30, 2014	Professional Development Summit (PDS) 2014	Various Speakers (hosted with other Organizations)
April 30, 2014	Dinner Meeting- (PDS) Organizational Politics	Peter Smith
May 21, 2014	Lunch and Learn- Writing User Friendly Requirements	Dr. Dawn Henwood
June 18, 2014	Lunch and Learn- IT Labour Market	Michelle Murray
July 16, 2014	PMISummer Social Event	N/A
Sept 17, 2014	Dinner Meeting- Leading from the Inside Out	Donna Clark
Oct 15, 2104	Lunch and Learn- Stakeholder Management	Kevin Schwenker
Nov 26, 2014	Dinner Meeting- Engaging Support at Every Level of the Organization- The JazzNet Story	Krista MacDonald
Dec 17, 2014	PMI Christmas Social Event	N/A

This year we held events at WBLI Chartered Accountants, Bell Canada, Westin Hotel, and the Delta Barrington in addition to the World Trade Centre (WTCC).

We will continue to review feedback, venues and new ideas for events in order to continue to provide a wide variety of high quality events to the PMI members and other participants.

Committee Members:

Glenn Bannon, PMP

Michael Waugh, PMP

Mary McLaren, PMP

Karen Murnaghan, PMP

Sandy MacMillan

Paul Evans , PMP

Professional Development

Kathryn Duffy – Director

The PMP Study Groups continue to be successful programs for our Chapter.

The online Study Group had a highly successful third offering in Winter/Spring 2014, allowing us to better serve our membership outside of HRM as well as allowing us more flexibility with scheduling. The transition to voice conferencing (to improve voice quality for those in more remote locations or with lower bandwidth) was well received and successfully promoted more active discussions during the sessions. We also rolled out the option for facilitators to host the session remotely from their home or office using their equipment. Facilitators appreciated the flexibility offered and it mitigated the risk of having to cancel a session due to inclement weather in one instance. We will continue to offer this online format annually each Winter/Spring session.

The in-person Study Group is currently underway this fall. We have an active, engaged group of PMP-candidates.

We also launched a Study Group website for each session to centralize the information and resources for each Study Group and to allow a forum for participants to engage in dialog outside of the weekly sessions.

A Special Thanks to Canada Post, Bell Aliant, and Adesso PM/Aegis for generously donating classroom space for our Study Group sessions.

Congratulations to Ken MacDonald from the Winter/Spring 2014 Study Group for obtaining a perfect 100% on the final practice exam. Ken was awarded a free pass to the PD Summit for his accomplishments.

Volunteers:

Alan Barnhill, PMP

Peter Hope, PMP

Derek Dow, PMP

Angela Kerr, PMP

Andrew Fraser

Catherine Lane, PMP

Heather Fraser, PMP

Micheline MacKay, PMP

Lianne Giswold, PMP

Rhonda McKnight, PMP

Chris Henkelmann, PMP

Tim Peach, PMP

April Hennigar, PMP

Mentorship Program

Carolyn Stewart – Program Chair

The 2013-2014 Mentoring Pilot Program successfully wrapped up in May of 2014. The participant feedback was very positive and lessons learned were incorporated into the October kickoff of the 2014-2015 Program.

Several of the Pilot Program participants reapplied for the 2014-2015 program and an evening of Meet and Greet was held on October 29th to both welcome the participants and conduct the popular “speed dating” sessions. These sessions allow the Protégés and Mentors to get acquainted with each other in “one-to-one” six minute sessions. Following this evening event, the program committee matched the participants based on content from their application forms, resumes, and top three choices of Mentor/Protégé from the Meet and Greet.

The 2014-2015 program, which will run until June 2015, has 20 participants. The majority of the applicants were all local to HRM, however, this year the program was opened up to applicants in NS and PEI. The “remote” participants are those who were willing to participate in a virtual manner (via telephone, teleconference, email, Lync, etc.).

The Program Committee updated all program collateral prior to the 2014-2015 kick-off, which has brought the process and documentation to a new and exciting level. The committee is committed to emailing participants to help with conversation topics, to seek feedback, and to encourage all program participants to join the PMI NS Mentorship LinkedIn Group for discussion sharing purposes.

PMI NS wishes to thank Barrington Consulting again for their generous sponsorship for this valuable Chapter program.

Committee Members:

Selicia Douglas

Brenda Fay

Jennifer Dore

Marketing & Outreach

Ron Singer - Vice President & Incoming President

I want to sincerely thank our dedicated directors Robin England, Brenda Fay and Carolyn Stewart who worked very well as an integrated team each inspiring a group of volunteers to work with them. Thanks to all volunteers who freely gave their time towards the betterment of our chapter. Although Mentorship does not fall within the Marketing portfolio mandate, it was a logical fit for our Outreach Director, Carolyn Stewart, who has been a key volunteer for the inaugural program launched in 2013.

As a chapter, we continued to reach out to organizations throughout the year to promote the value of Project management. We are delighted to see a healthy list of companies who have sponsored our chapter. We very much appreciate the support from all of our valued sponsors and our volunteers.

One of our our prime goals is to communicate with our membership, to engage them whenever possible. We have recently surveyed the membership and will plan new goals and objectives for 2015.

I am looking forward transitioning to the role of President in 2015. The new Board will meet in January 2015 to plan strategic initiatives. Please consider joining our PMI family as member and as a volunteer.

Marketing & Communications

Robin England - Director

In 2014 Marketing & Communications enjoyed an exciting, comprehensive build phase. The portfolio worked closely with Events and Professional Development portfolios to develop marketing strategies for our members about PMI's value-add offerings and in a timely way. It expanded its committee structure to include several new talented volunteers with great ideas and enthusiasm. What is it like to be part of a team where meetings are both fun and productive and projects a delight to plan and execute? This committee! Part of this work included the design of a new brochure for PMI NS members, to know about how to maximize their membership to support their careers in Project Management.

Eblasts, Newsletters, Twitter and LinkedIn were all vehicles for getting in touch with you. Sharing information, and igniting discussions about Project Management in Nova Scotia.

We would like to take this special opportunity to recognize and thank our incredible volunteers. Did you know that PMI NS is run by volunteers? All backgrounds, industries and skill sets. Here were our volunteers this year: Selicia Douglas; Li Lei, PMP; Max Huang, and Jennifer Liu, CAPM.

Are you interested in being a volunteer with PMI NS? Do you have suggestions on how we can better reach you and your PM colleagues with news on events, professional development opportunities, industry partner offerings? What about feedback on our website (www.pmins.ca)? Let us know by visiting us on LinkedIn or email communications@pmins.ca

Outreach

Carolyn Stewart - Director

During 2014, initiatives pursued in support of the Chapter objective to increase membership through outreach include:

1. Met with NSCC's Project Management User Group to introduce the international PMI organization and the PMI NS Chapter;
2. Held a PMI information session at the NS Immigration Settlement and Integration Services offices in Halifax, nineteen new immigrants to NS attended; and,
3. Michelle Mercier prepared and presented Project Management as a Profession at a HalifaxTechsploration event for secondary school girls.

Additional planned outreach activities include: visiting with the Commerce Student Association at Saint Mary's University, presenting at a NS Engineers monthly meeting in the spring of 2015, meeting with Junior Achievement in early 2015, discussing collaborative initiatives with Holland College in PEI, and a further session is planned for December 2, 2014 to discuss the specific prerequisites to attaining a PMP certification at the NS Immigration Settlement and Integration Services offices specifically for professional engineers.

We appreciate and thank all concerned for their efforts for the progress achieved during 2014 and look forward to moving these initiatives forward in 2015.

Sponsorship

Brenda Fay - Director

In 2014, the chapter was supported by eight returning sponsors and five new sponsors. Concertia Technologies Inc. sponsored the Fall Dinner, a Lunch and Learn, and the AGM/Volunteer Appreciation Night (VAN); Barrington Consulting Group sponsored the Mentorship Program; Modis Consulting sponsored the Summer Social. We were also fortunate to be supported by WBLI Chartered Accountants, who provided the space for a Lunch and Learn; Bell Canada, who hosted several Lunch and Learns; Ausenco Limited, who provided the location for the Board's strategic planning meeting, and Sierra Systems, who provided the location for the monthly Board meetings. Halifax Global assisted the chapter by providing the mechanism for the annual membership survey. We were fortunate to have the support of Canada Post and the Department of Labour and Advanced Education for the PMP Study Groups. IIL Printing has continued to provide printing sponsorship for the chapter.

Thank you also to our two newest sponsors, Adesso Project Management and Innovacorp, who are offering space for future Lunch and Learns. I would like to thank the Marketing, Communications, Sponsorship and Outreach Team for their support and assistance: Ron Singer (VP), Robin Delorey-England and Carolyn Stewart; and Selicia Douglas for her outstanding assistance with organizing the sponsorship records. Thanks to Selicia and Dav Ernan-Kowlessar for updating the Sponsorship Package, and Chi Pierre and John Corbett for providing input to Sponsorship activities.

Committee Members:

Selicia Douglas

Chi Pierre

Dav Ernan-Kowlessar

John Corbett

Operations

Barry Milne - Vice President

The primary focus of the operational division of the PMI NS chapter is the efficient delivery of operational services to the chapter including administration, finance, membership services, technology, and volunteer management.

The administration for chapter has been performed by Bev Thiessen on a part-time bases in addition to her volunteer role. Bev’s primary role is supporting the Board of Directors and is responsible for routing voice mail messages and email messages to the correct board member or committee member.

Membership and Volunteers

Ruth Blades - Director

The year 2014 has seen an increase of 29 members to the PMI Nova Scotia Chapter numbers for a current total of 533 members.

In 2014 the number of members with their Project Management Professional (PMP)® designation has increased by 13. As well, 1 members received the Certified Associate in Project Management (CAPM)® designation and 2 chapter members received there PMI Agile Certified Practitioner (PMI-ACP)® certification. One member has also received their PMI's Scheduling Professional (PMI-SP)

The following is a breakdown of membership with designations:

PMP ®	333
CAPM ®	25
PMI-ACP ®	4
PMI-SP ®	1
PMI-RMP®	1

Total certified members 364

Volunteers are essential to our chapter's success. In 2014 40 individuals volunteered their time, expertise and energy to the Chapter by serving on various committees and as board members. If you interested in volunteering please contact membership@pmins.ca.

Technology

Dylan Boudreau, PMP – Director

The past year has been spent adjusting to, and making better use of our collaboration tool, Google Apps. Training sessions were conducted with the board in January and again in July around the various features that can be made use of in the platform. With that complete, the task of loading and organizing our documentation began and has proceeded through the later part of the year. The greater use of Google Apps has allowed increased collaboration within the board as well as providing added value to items such as the PMP study group which now has discussion boards for increased discussion as well as a website to allow participants to download content rather than it be emailed.

Committee Members:

Michelle Forrest

Treasurer

Nancy Muise, PMP - Director

The last 2 years have really just flown by. 2014 was still a year of catch up, but I feel we are very close to being up to date. We have made some progress, but not as much as I would have liked. For that – I do apologize. What we have accomplished is having controls in place over the financials, as well as starting to get previous years financial statements ready for reporting to you, our members. We have finalized the 2010, 2011 and 2012 fiscal years. These should be available to you on the Chapter's website. The records used to prepare the statements for 2013 are with the auditors, and expect to be complete early in 2015. These will also be placed on the Chapter's website.

After many years on the Board, it is time to “pass the torch” onto better and brighter project managers. I have enjoyed working with the Board and my team of volunteers, Herb and Drake. Without them, we would not have been able to complete as much as we did. My sincere thanks goes out to them!

Committee Members:

Herb Theissen

Drake Morse

APPENDIX A: FINANCIAL STATEMENT