



# PMI Phoenix

## End-of-Year 2008 Report

# PMI Global Conference - Denver

- **Three awards were presented to PMI Phoenix Chapter:**
  - Component of the Year (Category IV)
  - Component Award for Collaboration
  - Component Award for Volunteer Program of the Year





## PMI Global Conference – Denver (continued)

### ■ PMI Phoenix Chapter was recognized for leadership and innovation in chapter programs, such as:

- Collaboration with Habitat for Humanity Valley of the Sun to improve operations through use of project management concepts
- First Component / Chapter with Project Management Office
- Monthly Dinner Classes – PDM – Professional Development Meetings
- Creation of college scholarships for Arizona students and formation of collegiate student chapters
- Partnership with ASU on the release of a Masters degree in Project Management
- Launch of “Project Management Week” in Arizona and recognition from the governor’s office
- Collaboration with Microsoft to provide project management fundamentals training & software to local high school students
- Joint volunteer programs with Ironman Arizona, "Make a Difference", and Arizona Junior League



# External Relations Team - *Summary*

## ■ Chapter Marketing activities

- Completed Chapter Marketing Plan including Value Analysis, SWOT, Market Segmentation analysis, Customer Survey Assessment
- Initiated RFP to 5 Vendors for Symposium Marketing and Chapter Advertising and Branding
- Received 2 RFP Proposals from Marketing Companies currently under selection

## ■ Hosted numerous recent events:

- Hosted 5 Book Discussion group meetings and 3 Happy Hour Events

## ■ Outreach Programs:

- Corporate outreach redesigned presentation currently embarking on 2 companies, presentation made to AZ Technology Council & Training to You
- Academic Outreach: Presented Value of PMI & Overview to ASU Student Chapter and involvement in PMI

## ■ External Relations team member Volunteer VOM recognition:

- Forrest Smith for Marketing RFP, Tim Tidmarsh for Director of Critical issues & Corporate outreach ramp up

## ■ Attended Denver PMI LIM

- Received Chapter Component/Collaboration/Volunteer awards



# Operations Team - *Summary*

## ■ Functioning with Operational Excellence

- Continued initial alignment to PMI Global's new Performance Management Framework (PMF) including new PMI Global Scorecard
- Held Monthly Board of Directors Meetings
- Designed Process Management organization which created Board of Directors Process Documentation
- Created draft Strategic Plan update to align with new PMI global standard
- Preserved key chapter records through digital scan/safety deposit box retention
- Continued chapter reporting efforts to PMI Phoenix Membership
- Grew Chapter Operations organization in areas of Reporting, Process Management, and Asset Management



## Professional Development Team - *Summary*

- **Providing Professional Development Activities to Enhance the Profession**
  - Updated PMP/CAPM Exam Prep Student Course Material
  - Creating PMP/CAPM Exam Prep Instructor Course Material
  - Holding three (3) concurrent PMP Exam Prep Study Groups
  - Attended Region 7 Professional Development Conference Call
  - Mentor Program – Initial review of materials completed
  - Outreach efforts – Tucson PMI Chapter



# Membership Team - *Summary*

## ■ Members

- Phoenix Chapter 2008 YTD Membership Growth Rate 2.58%.
- Phoenix Chapter 2008 Attrition Rate decrease from 2007.
- Phoenix Chapter PMPs 1525 – 63% of total current membership.

## ■ 2008 Membership Team Growth - New Members

- Arthur Kenjora – AVP Membership; Monique Gregory – Critical Issues Operations Director; Alice Riley – Director of Marketing; Rajeev Ranjan – Director of Grants and Awards; Meaghan Ellsworth – Direct Elect of Surveys; Tressa Mortensen – Manager of Surveys; Sheila Wang – Web Content Manager; Carlie Gehle – Manager Technical Manager; Shelley Bumgardner – Volunteer Services Recognition Manager; Cheri Li – Volunteer Services Orientation Manager.

## ■ Member Services

- Monthly New Member Orientation Meetings in both Scottsdale and Phoenix. Establishment of R&D and Process Documentation Membership sub-team to document and implement “best practices” and enable growth to support Membership and Volunteer function and growth.
- Annual Membership Survey schedule for November 21, 2008.

## ■ Website enhancement plan in process.



# Membership Team - *Volunteer*

## ■ Volunteer Services

- Current “Active” Chapter Team “Committee” Volunteers - 140
- New Volunteer Tracking database with volunteer self-service function underway.
- 2008 YTD – New / Replacement 54 Volunteers
- October 2008 of Annual Volunteer Satisfaction Survey sent.

## ■ Volunteer Recognition

- Volunteer of the Month program
  - Recognized at Phoenix PDM
  - Published in chapter newsletter and on website.
  
- PMI Phoenix Chapter Annual Awards Dinner 2008

Thursday, December 11, 2008

6:00-9:30 PM

Doubletree Hotel – Phoenix

Volunteers who have served 3+ months and “significant other” and Business Partners attend for free.

Open to Volunteers, All Members, Business Partners.



# Communications Team - *Summary*

- **Q3 Newsletter Published**
- **Chapter Bulletin launched in July '08**
  - 3 issues published
- **Website Enhancements**
  - Volunteer Conflict of Interest tracking form setup completed
- **Sharepoint Hosting vendor selection process underway**
- **Email/Access List Maintenance Completed**
  - Chapter website administration access cleanup completed
  - Yahoo Groups Access Cleanup completed
  - Chapter email alias list sent to board for review cleanup
- **Communications team grows**
  - Steve Dale – Website Manager
  - Scott Miracle – Portal Manager
- **On Going Support**
  - Email Blast activity
  - Website Updates
  - PMI national DEP File upload
  - Website Backup



# Communications Team - *Metric*

	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08
<b>Monthly Metrics</b>							
Email blast sent to membership	7	8	4	10	10	12	14
Total email blasts sent (incl Setup)	18	15	15	26	24	32	32
Consultant Directory Listing	0	0	0	1	1	5	6
Subscribe/Unsubscribe to email blasts	N/A	11	3	9	12	11	14
Linked In Membership*	N/A	N/A	N/A	330	339	355	367
Web Team Requests	27	12	9	26	25	17	12
Home Page Hits	3047	2928	2740	2850	2830	2891	2634
Calendar Views	3534	1971	1603	2091	1338	2124	2542
Newsletter Published	0	1	0	0	1	0	0
Newsletter Downloads	283	1303	858	719	927	334	124
Bulletin Published	0	0	0	0	1	1	1
Bulletin Downloads	0	0	0	0	1684	763	333
Career Center Hits	240	241	477	339	317	349	274
Web Admin Logins	345	240	233	255	391	334	402
<b>Revenue</b>							
Newsletter Ad Revenue				\$ 600	\$ -	\$ -	\$ -
Bulletin Ad Revenue				\$ -	\$ -	\$ -	\$ -
Website Ad Revenue				\$ 2,250	\$ -	\$ -	\$ -
Consultant Listing				\$ -	\$ 10	\$ 40	\$ 10
<b>Total Revenue for Year</b>				<b>\$ 2,850</b>	<b>\$ 2,860</b>	<b>\$ 2,900</b>	<b>\$ 2,910</b>
<b>Expenses</b>							
Website Maintenance				\$ 125	0	0	0
Annual Maintenance				\$ 4,195	0	0	0
<b>Total Expenses for Year</b>				<b>\$ 4,320</b>	<b>\$ 4,320</b>	<b>\$ 4,320</b>	<b>\$ 4,320</b>



# Programs Team - *Summary*

## ■ Improving our Chapter Programs

- Started Scottsdale PDM Evening Meetings Aug 2008
  - Location Change: Hampton Inn to Monterra
  
- Currently 5 PDMs offered per month
  - 3 Breakfast, 1 Dinner, 1 Evening
  
- Special Programs PDM add-on events:
  - Bruce Falk workshop in Jan 09
  - Lee Lambert workshop in Mar 09
  - Ted Barth workshop in Sept 09
  
- PMI Phoenix Holiday Party status:
  - Planned for Dec. 17<sup>th</sup>, 2008
  - Open to Chapter, PMI Community, and guests



# Programs Team - *Programs Feedback*

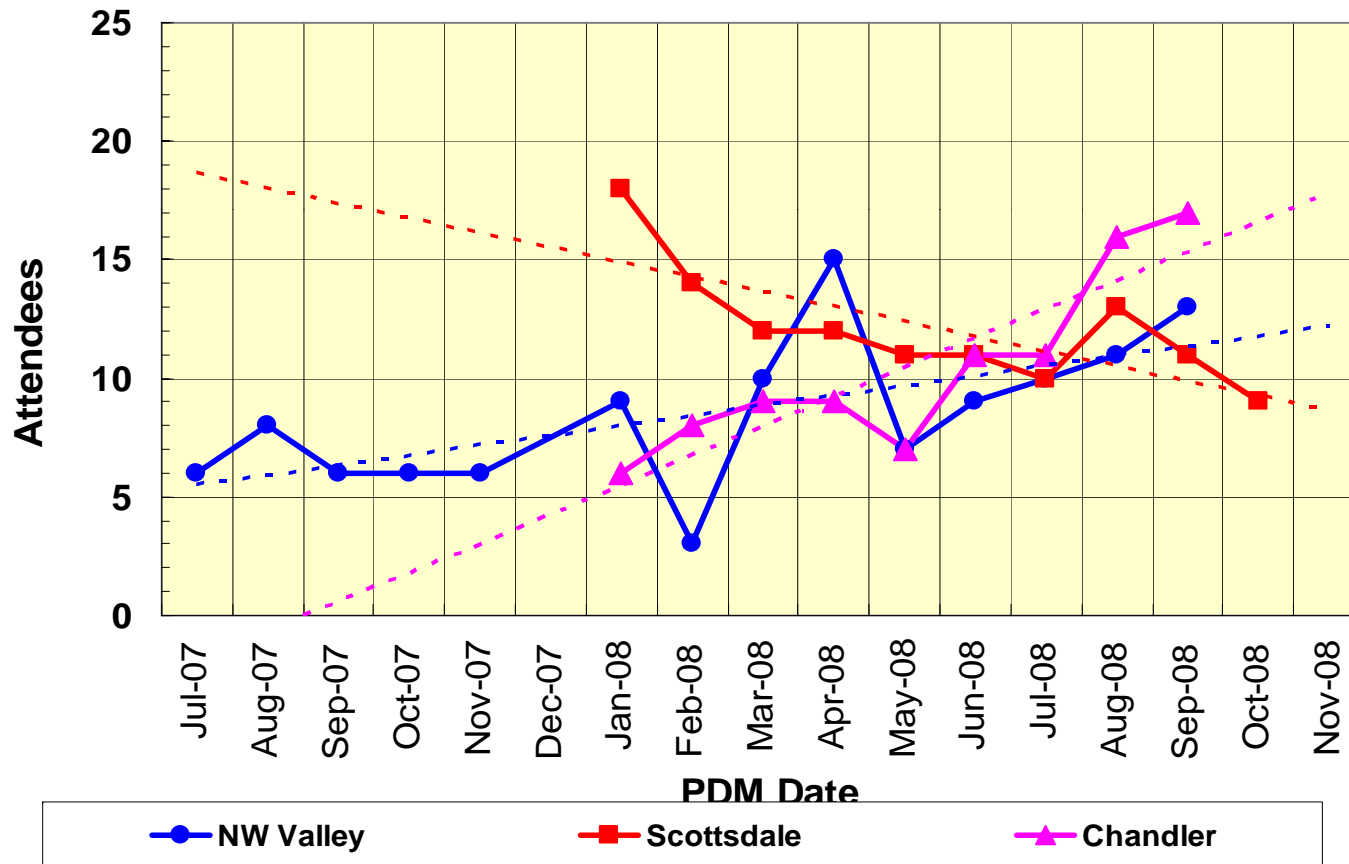
## Programs Feedback from PDM attendees: Industry or Area of Interest (Top 8 Industries)

<u>INDUSTRY</u>	<u>Total YTD %</u>
IT / IS Systems	35.2
Consulting	6.7
Banking / Finance	8.7
Aerospace	8.6
Telecommunications	8.9
Computers	5.2
Government	3.3
Bio / Medical	3.5
<b>Total</b>	<b>80.1</b>



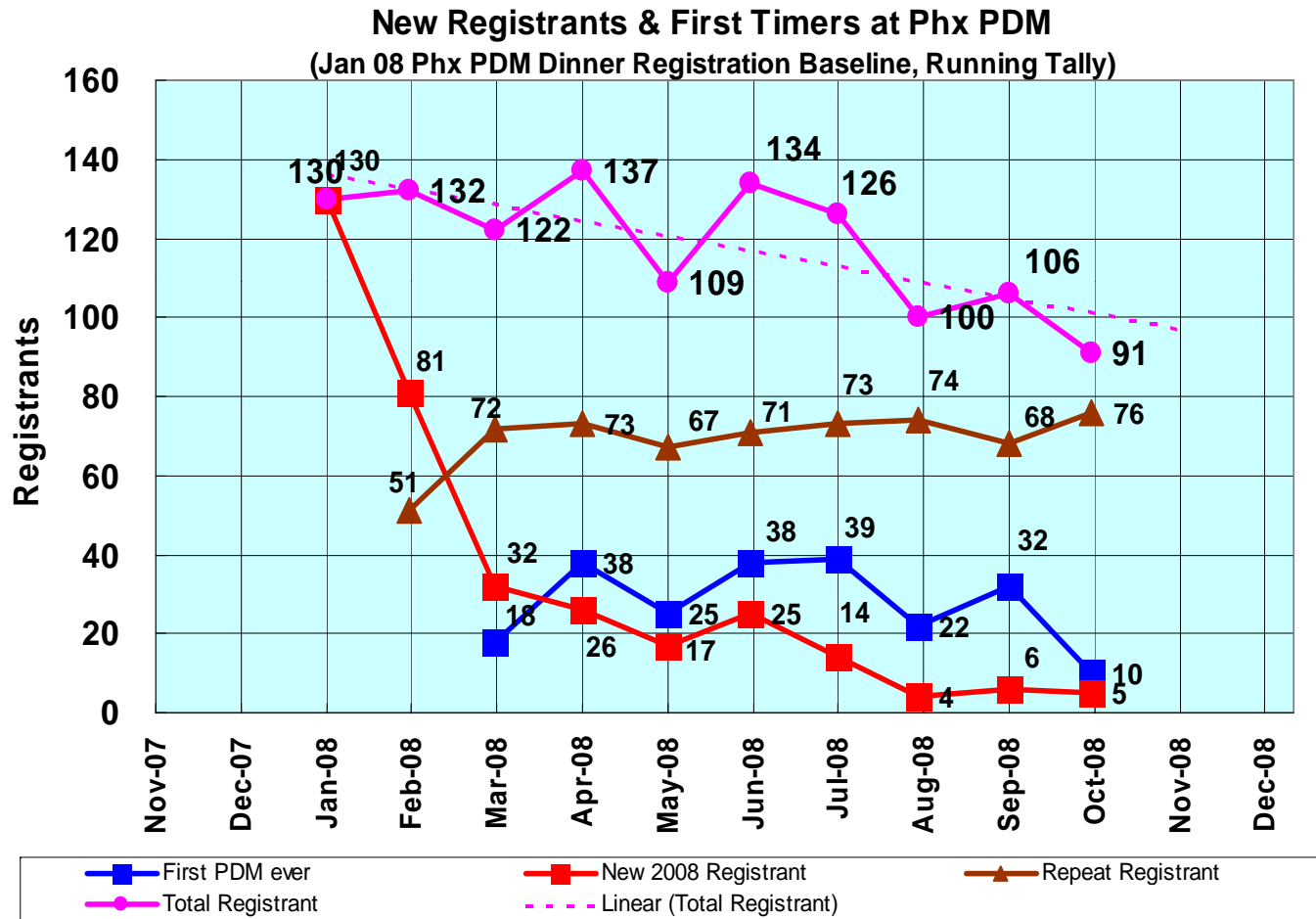
# Programs Team - Metrics

## Breakfast PDM Attendees



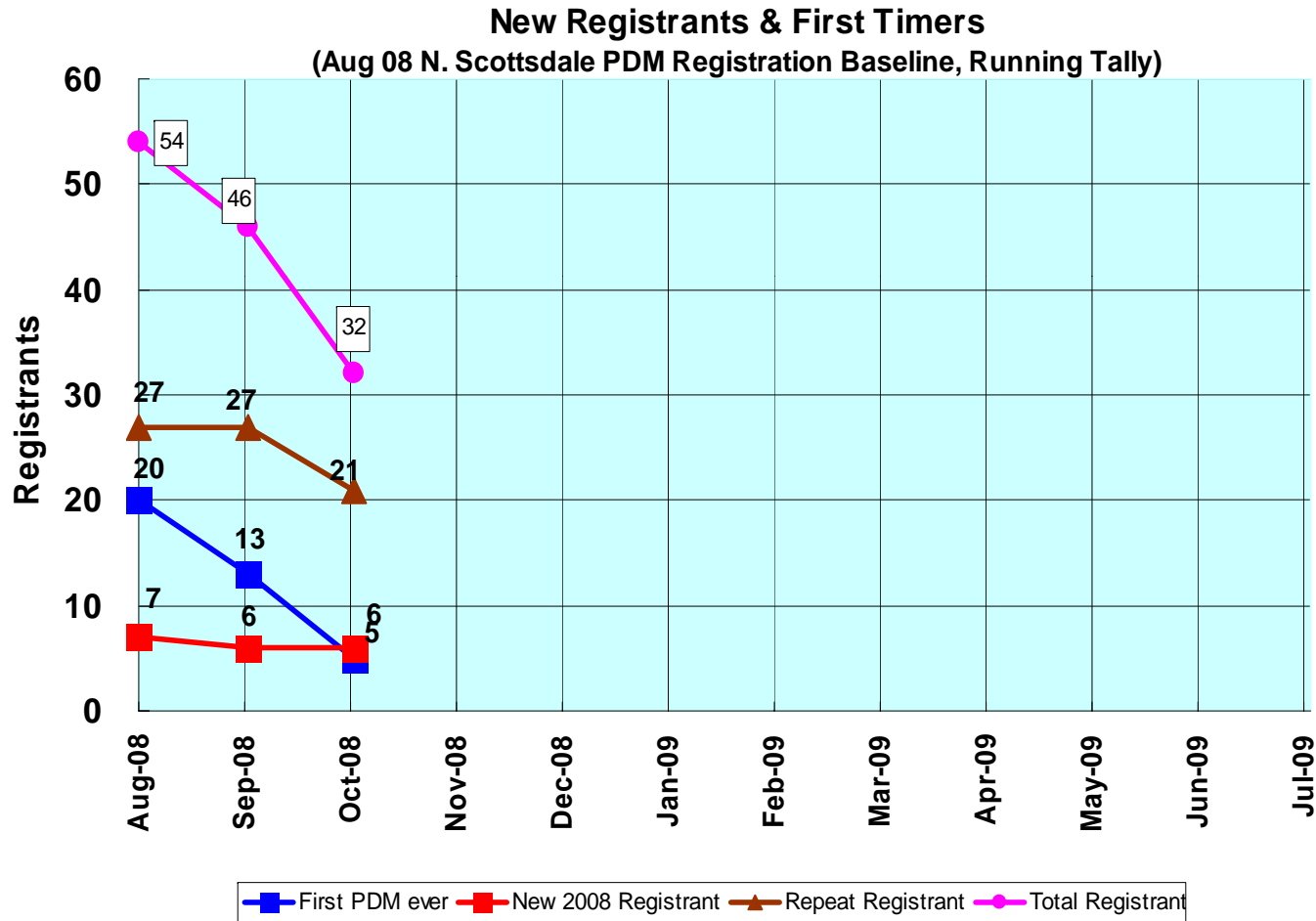


# Programs Team – Metrics (continued)





# Programs Team – Metrics (continued)





## Finance Team - *Summary*

- **Ensuring the Chapter achieves its financial objectives and commitment to its Members**
  - Finance Team expanded to include new positions:
    - Finance Director, Chapter
    - Finance Director, Special Projects
    - Finance Manager, Special Projects
    - Finance Analyst, Chapter
  - Volunteers on the Finance Team are participating in our Member Development / Succession Planning process.
    - By the end of the VP term, all Team Members should have enough knowledge of the financial processes and experience in Chapter finance to serve in any role on the Finance Team
  - Drafted a set of Chapter Financial Policies that include the active participation of the VP Teams in the development of not just an annual budget, but also an 18 - Month Rolling Outlook.
  - The GAP requirements for financials have been discussed with our CPA with an objective of maintaining compliance with state and federal regulations.



## Finance Team – *Financial Statement*

<b>PMI PHOENIX CHAPTER INC</b>			
<b>Consolidated Profit &amp; Loss</b>			
January 1 - November 14, 2008    January 1 - November 14, 2007			
	<u>Total</u>	<u>Total</u>	<i>Variance To 2007</i>
<b>Income</b>			
Advertising Income	4,035.00	6,115.00	-34.0%
Membership Dues	43,240.00	41,090.00	5.2%
<b>Total Registration Income</b>	<b>\$ 128,716.00</b>	<b>\$ 158,678.00</b>	<b>-18.9%</b>
Sponsorship Income	4,450.00	17,255.00	-74.2%
<b>Total Income</b>	<b>\$ 180,441.00</b>	<b>\$ 223,138.00</b>	<b>-19.1%</b>
<b>Expenses</b>			
Facilitator & Speaker Fees	32,950.01	15,938.00	106.7%
Meeting Room Expenses	33,698.53	43,927.75	-23.3%
<b>Total Professional Fees</b>	<b>\$ 10,199.00</b>	<b>\$ 1,445.00</b>	<b>605.8%</b>
<b>Total Travel</b>	<b>\$ 16,538.24</b>	<b>\$ 13,512.76</b>	<b>22.4%</b>
<b>Total Expenses</b>	<b>\$ 142,088.22</b>	<b>\$ 136,466.22</b>	<b>4.1%</b>
<b>Net Operating Income</b>	<b>\$ 38,352.78</b>	<b>\$ 86,671.78</b>	<b>-55.7%</b>
<b>Net Other Income</b>	<b>\$ 1,606.37</b>	<b>\$ 981.15</b>	<b>63.7%</b>
<b>Net Income</b>	<b>\$ 39,959.15</b>	<b>\$ 87,652.93</b>	<b>-54.4%</b>



## Finance Team – *Financial Statement Continued*

<b>PMI PHOENIX CHAPTER INC</b>			
<b>Consolidated Balance Sheet</b>			
As of 11/14/08 As of 11/14/07			
	Total	Total	<i>(Less Than 2007)</i>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
Bank of America	77,041.14	108,020.63	-40.2%
Cert of Deposit	72,432.49	69,690.03	4.3%
Paypal	0.00	16,926.61	-100.0%
<b>Total Bank Accounts</b>	<b>\$ 149,473.63</b>	<b>\$ 194,637.27</b>	<b>-30.2%</b>
<b>Total Current Assets</b>	<b>\$ 149,473.63</b>	<b>\$ 194,637.27</b>	<b>-30.2%</b>
<b>Total Fixed Assets</b>	<b>\$ 5,013.48</b>		<b>100.0%</b>
<b>TOTAL ASSETS</b>	<b>\$ 154,487.11</b>	<b>\$ 194,637.27</b>	<b>-26.0%</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Total Liabilities</b>			
<b>Equity</b>			
Net Assets	114,527.96	106,984.34	6.6%
Net Income	39,959.15	87,652.93	-119.4%
<b>Total Equity</b>	<b>\$ 154,487.11</b>	<b>\$ 194,637.27</b>	<b>-26.0%</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 154,487.11</b>	<b>\$ 194,637.27</b>	<b>-26.0%</b>



## Finance Team – *Financial Statement Continued*

<b>PMI PHOENIX CHAPTER INC</b>			
<b>Consolidated Statement of Cash Flows</b>			
	1-1-08 to 11-14-08	1-1-07 to 11-14-07	<i>(Less Than 2007)</i>
	Total	Total	Variance To 2007
<b>OPERATING ACTIVITIES</b>			
Net Income	39,959.15	87,652.93	-54.4%
Adjustments to reconcile Net Income to Net Cash provided by operations:			
Net cash provided by operating activities	\$ 39,959.15		100.0%
<b>INVESTING ACTIVITIES</b>			
Computers	-3,707.56		-100.0%
Equipment	-1,305.92		-100.0%
Net cash provided by investing activities	-\$ 5,013.48	\$ 87,652.93	-105.7%
Net cash increase for period	\$ 34,945.67	\$ 87,652.93	-60.1%
Cash at beginning of period	114,527.96	106,984.34	7.1%
Cash at end of period	\$ 149,473.63	\$ 194,637.27	-23.2%