



Capital Project Manager

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Project Management Institute / Montgomery, AL Chapter of PMI

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NEWSLETTER

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Job Search Survival 2009

Undoubtedly, this is the toughest year on record to land a new job. Reaching your career goal will take courage and nerves of steel. Are you up to the challenge? Here are four tips for job-search endurance that will keep you on the right track toward your employment goal.

1. Keep your career goal realistic.

This is not the time to strike out in a risky career direction. Following your heart toward a career in which you have little qualifications could yield months of frustration as you find yourself competing against legions of candidates far more qualified. Unless you are in the position to hold out for a very long job search, concentrate on positions where you are best qualified.

2. Realize it will take longer to land your next position.

If you've never experienced a lengthy job search, set your expectations out several months and practice patience. You will apply for many positions as the perfect candidate, and get no response. Expect that. You will conduct perfect interviews and hear nothing back. Expect that as well. Just remember that eventually the right company with the right job at the right time will come your way if you stay calm and focused and don't let discouragement keep you from moving forward. Just keep with it.

3. Write a better resume than your competition.

Less jobs and more applicants equals extremely high competition. The quality of your resume has never been more important. For the best possible resume keep these guidelines in mind:

- Focus your resume. Avoid a one-size-fits-all resume.
- Showcase your best information in the top half of page one.
- Include accomplishments that illustrate your ability to solve today's business challenges.

4. Sharpen your interview skills.

With employers interviewing only the best of the best, when you are chosen to interview be sure you are your competitive best. You CANNOT "just wing" an interview and expect to be called back for a second. Today it takes solid interview strategy to earn a second round of interviews. Interview books are helpful, but they usually fall short of teaching you how to read the interviewer's mind to understand their hiring motivations. A study in the art of selling is more effective to achieve great interview performance. A few basic selling strategies include:

- Asking the right questions to understand the interviewer's "hot button" motivations.
- Formulate answers around the interviewer's motivations.
- Know your accomplishments well enough to weave them effectively through your interview to achieve top candidate status.

Throughout 2009, the best jobs will go to those who persevere and stay focused. Keeping your expectations and goals realistic will help prevent the emotional ups and downs. Prepare for your job search as if you were competing in a marathon. With patience, endurance and skill you will win your next job.

Contributed by Deborah Walker, CCMC

Advancing Project Management in the Capital City

From the President...

I can't count how many times I've turned on the TV lately and heard the words "layoffs," "down economy," and "recession." It's enough to make anyone cringe and want to change the channel hoping for better news. Everywhere you turn we seem to constantly be hearing negative thoughts and comments. Unfortunately, we are not immune to the media's constant chatter but we can be proactive and keep our eyes and thoughts focused on our goals.

There is a quote I heard years ago by L. Thomas Holdcroft that says "Life is a grindstone. But whether it grinds us down or polishes us up depends on us." Most individuals and businesses appear to be making decisions based more on what we can do instead of what we want to do. It is very natural to want to play it safe, but now - more than ever - we need to be proactive and not lose sight of our goals. Don't be complacent and stuck in a grind thinking this is all we can do, things are out of control. Work on your polish!

Just as the seasons change, the times we are in right now will change also. Where we all want to be when the tide turns is positioned to be at the top of our game. This means we all need to stay focused and continue to achieve our goals. If your goal is to pass the PMP exam, now is a great time to focus your energy on that goal and conquer it. If your goal is to finish reading a book, plant a garden, or even set a plan into action, now is the time. Stay positive and proactive. Focus on the want to items that will make your life better.

I can assure you that our chapter's board wants to focus on our goals and they will stay the course to accomplish them. We have some key goals that we are focusing on: delivering increased value to our membership, increasing awareness and value of project management and PMI in the community, and growing our chapter. These are just a few of the goals that your board is working on. We need volunteers to help complete these goals. Please consider being a volunteer as one of your goals this year.

While I can't say I'm enjoying our current economic situation, I do look forward to being able to look back and say "Boy, what a ride. I got some things accomplished that I wanted to do and my polish sure does shine!"

Emily

Challenge Question

THE CAPITOL PROJECT MANAGER CHALLENGE QUESTION IS:

How do you determine percent complete for management effort?

Last Newsletter Challenge Question

What were the professionalism objectives of PMI in 1988?

From Max's Musings we find that the professional objectives were to establish a clear set of standards for qualification as an entry-level project management professional and to communicate that professional qualification through the profession, the professional, and the professional organization. The goal was to establish a certification process and to build a training program through education entities.



The challenge is simple. Just find somewhere in the newsletter the following milestone symbol **◆** and send an email to: vpcommun@pmimontgomery.org with a specific description of its location. The first email received each issue will win the prize. You will also be named in the next issue of the newsletter. There are only so many pages so it should not be too hard to find but be warned it may be any direction, size, or color. So look carefully. The one included above does not count.

PMI Montgomery**Current Chapter Membership****143 Members****84 PMPs****1 CAPMs****Monthly Speakers Summary****Managing Change**

Tim Wofford, a former professional football player, is currently the Chief Professional Officer of the Boys and Girls Club of Northeast Alabama, Inc. Tim spoke at the chapter's March dinner meeting. He addressed change and how to manage it. Tim noted that he had already selected the "change" mantra before President Obama chose it as a campaign theme.

Tim Wofford defined change as presented in the dictionary. He then addressed leadership and management. Leadership is comprised of values, beliefs, principles, purpose and philosophy. Management (or supervision) focuses on goals, objectives and tasks. With leadership you do the right things; while with management you do things right. As a leader and manager, how will we manage change? Tim provided five thoughts on it:

Do strategic thinking and planning—take time to prepare and plan the effort before execution; focus on success of the goal.

Keep the plan active—don't put the plan on the shelf; change is going to happen and the plan will need maintenance.

Communicate the vision with urgency—if the vision is important then communicate it as such.

Confront the barriers—perhaps the most difficult obstacles are our own team mates.

Maintain focus on the ultimate goal—it is necessary to keep the focus if the goal is to be achieved.

Tim spoke on true leadership. He said true leaders need to be bold and push the envelope. Leaders must have courage to embrace change. Work in tomorrow-think big and reach for big goals. Straight talk is necessary-be honest and go to the individual when there are issues. Keep your feet on the street-face to face interaction instead of non-personal computer, phone or other electronic communications. Leave the ego at the door-leaders need to add value to the effort. Don't take it personally-stay positive. And never take it for granted-we could lose it tomorrow.

He ended his presentation with Tim's TIP—that is T. I. P. TIP stands for Teamwork, Integrity, and Perseverance. He said that it takes a team to execute the project. Stay true to moral principles even when challenged. And persevere; never give up. Sometimes people are ignorant, so simply excuse them.

Tim ended by saying, "It's not how you start, it's how you finish!"

Everyone enjoyed Tim Wofford's presentation on managing change.

Article by Mark Spain, PMP

Upcoming Training & Events

Last chance before exam changes in July!

PMP Exam Preparation Review Course, April 20-22, 3 days, 8:30 a.m.-4:30 p.m., Location: Auburn Montgomery TechnaCenter Building. \$699 for PMI members, \$799 for non-members.

This course is designed to equip students to pass PMI's Project Management Professional (PMP®) certification exam. Participants receive a course manual that includes over 400 sample questions. The course provides 21 contact hours of training that apply toward the hours required to take the PMP or CAPM exam. Students should bring a copy of the *PMBOK Guide, 3rd Edition* to the course. For a detailed course brochure, visit the Events page of www.pmimontgomery.org. For information call 334-244-3057. To register call 334-244-3080.

NEW COURSE! **MS SharePoint 2007 Users Fundamentals, May 7, 1 day, 8:30-3:30, 6 PDUs, Location: Auburn Montgomery TechnaCenter Building. \$120 (special introductory price).

This course is intended for SharePoint users who need to create, manage, and publish their work and communicate in a collaborative environment. You'll learn to set up and customize a team site that can include such features as reports, calendars, workflows, forms, blogs, and wikis. For a detailed course brochure, visit the Events page of www.pmimontgomery.org. For information call 334-244-3057. To register call 334-244-3080.

MS Project 2007 Introduction, April 13-14, 2 days, 8:30 a.m. -4:30 p.m., 14 PDUs, Auburn Montgomery TechnaCenter Building. \$308 for PMI members, \$384 for non-members.♦

In this hands-on course, you will learn to set up a project schedule; define task durations and relationships; add and assign resources; use calendars; assign costs; and work with the critical path. You will also learn how to exchange project plan data with other applications; update progress on tasks; manage project costs; create visual reports; create templates and custom views; create a master project; and share resources. This course is held in a hands-on computer lab. For a detailed course outline, visit the www.aum.edu/coned/computertraining. For more information call 334-244-3057. To register call 334-244-3080.

Successful Project Management-Introductory Level, May 11-13, 8:30 a.m. to 4:30 p.m., Auburn Montgomery TechnaCenter Building. \$625 for PMI members, \$725 for non-members.

This highly interactive three-day seminar provides an overview of project management concepts and principles using lecture, small group case studies and discussion. Course participants develop many of the project plan elements required to take a project from initiation through planning, executing, and closing. This course provides 21 hours of training that apply toward the hours required to take the PMP or CAPM exams. For a detailed course brochure, visit the Events page of www.pmimontgomery.org. For information call 334-244-3057. To register call 334-244-3080.

Congratulations New PMPs!

Raheem McCormick

Welcome New Members!

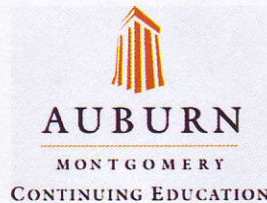
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