



PMI

WILLAMETTE VALLEY

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Willamette Valley Chapter

Leadership Team

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Message from our President:

It has been a good ride...

For the Willamette Valley Chapter of PMI, December traditionally has been a time to catch our breath after a year of flurried activity. We have the election of officers for the coming year and report on what we have accomplished. All of this just so we can hit the ground running again next year to provide you, our constituents, the best possible programs of training and opportunities to network with other like minded people.

As this is my final message to the local chapter members I would like to take a moment to thank all of the people that have made this experience such an enjoyable ride. If I were to try and name each person I know that I would forget someone (something about "old timers" disease setting in). Suffice it to say that each and every one of you (and you know who you are...) have contributed significantly in the life of the chapter and in my life personally. **Thank you!** I believe that the chapter and I know I personally have benefited from your selfless involvement.

Working on the Board for the past several years has given me the opportunity to explore areas that I probably would not have explored otherwise. Each challenge that we have faced has been an opportunity to grow and expand in knowledge and skill. It has enriched my life and the people involved have been terrific.

Even though I will be completing my term as President, I will continue to be involved with the chapter. You may hear from me from time to time as I take on special projects to enhance the growth of the local chapter. For the chapter to be successful it will take all of us working together. I look forward to the future and what lies ahead for the Willamette Valley Chapter of PMI.

Thanks again,

John A. Doan

President, Willamette Valley Chapter of PMI

Requests:

1. Please send your email address to admin@pmi wv.org in order to receive timely messages regarding upcoming opportunities, and
2. If you no longer wish to have a paper version of our newsletter mailed to you, please let us know at admin@pmi wv.org so we can use our financial resources and time wisely.

December Lunch Program

Annual Members Meeting

Topic:

Annual Members Meeting

This month's program will be our annual Members meeting where chapter business is conducted. On the agenda will be the annual election of officers, reports from the various standing groups and recognition of effort.

The election of officers for the coming year will have returning as well as new members. The positions and those who have agreed to be considered for the position is listed below:

President	Robert Davis
VP for Membership	Cyndi Smith
VP for Information	Ray McKenna
VP for Programs	Tara Hansen
VP for Finance	Rodger Clawson
VP for Education/Professional Development	ShawnMarie Frazier
VP for Special Projects	Laer Haider

Another plus of this program is that it usually provides the opportunity for networking with colleagues and others in the Project Management field. We look forward to seeing you at this annual event!

Eugene Project Management Roundtable Sponsored by Willamette Valley and Portland PMI

You are invited to the first Eugene PM Roundtable on December 16th.

Membership is not required to attend.

PMP's – This meeting is good for 1 PDU.

Mission: The mission of the Eugene Project Management Roundtable is to provide a forum to further the project management profession, to network with peers, to improve our project management skills and to share information that will improve our businesses and our careers.

Date: December 16, 2004

Time: 5:30 - 7:15 PM

Location: Symantec, 555 International Way, Springfield OR 97477

Food: \$5.00 per person - Pizza & soda, ice tea, water.

Please RSVP by replying to this email by Dec. 13th and tell me:

- 1) If you will attend.
- 2) If you are bringing others. Please list their names and contact information.
- 3) Submit your Roundtable Topic if you like. Participants will vote on topics.
- 4) If you want pizza & drink.

Email: Jorma.Meriaho@Advisicon.com

More info at www.pmiwv.org

Membership Corner

PMI WV Lunch Program

Third Friday of every Month
 Location: McNary Restaurant
 Time: 12 - 1 PM.

December 2004

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15		17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

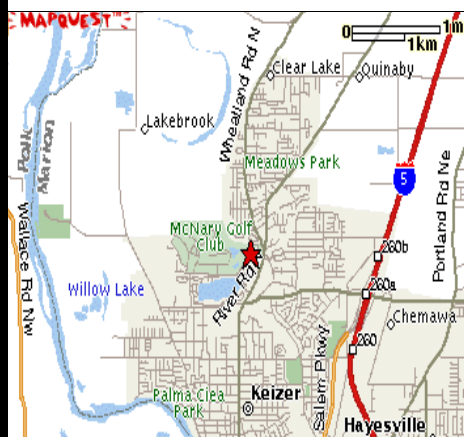
Directions to Luncheon Meeting Location:

From Downtown Salem:

Proceed north on High Street. This street will change its name to Broadway. Continue north. As you enter Keizer the road changes to River Road. Continue north to McNary Estates Dr. Turn left at the signal and proceed to the restaurant.



From I-5: Leave the freeway at exit 260-A coming from the north or exit 260 coming from the south. Turn west toward Keizer. Follow Lockhaven to River Road and turn right (north). Proceed to McNary Estates Drive. Turn left at signal and proceed to the restaurant.



Calendar of Events

December 2004

- 9 Board Meeting, 11:45, Location: Revenue Building Cafeteria
- 16 Eugene Project Management Roundtable
 5:30-7:15pm Symantec, 555 International Way, Springfield OR
(See Announcement on page 2)
- 17 PMIWV Lunch Program, 12:00, McNary Restaurant
 Annual Business Meeting, Elections of 2005 Board Members

January 2005

- 13 Board Meeting, 11:45, Location: Revenue Building Cafeteria
- 16 PMIWV Lunch Program, 12:00,
Look here for our new location in January
Program to be determined

Breakfast Roundtable for Portland, PMI Chapter is held on the first Friday of every month Location: Mentor Graphics in Wilsonville.
 Contact Person: George Walker (Director of Breakfast Roundtables)
 Contact Email: georgewalker0614@aol.com



The New Year's project management DON'T DO list

by Greg Ross

In an effort to change things up from the usual New Years resolution list of things to do, I thought it would be just as valuable to make note of what **not** to do in the upcoming year. Print out this list or bookmark it and keep it handy. The format should make it is easy to look over on a regular basis during all phases of a project to make sure you're not falling into any bad habits.

- 1. Don't lose focus.** It is very easy to be motivated when starting a new project. It is not so easy to maintain that same vigor and energy a few months into it. Become a good finisher, not just a good starter.
- 2. Don't rush in.** Remember, the sooner you start, the later you finish. Improper planning costs you big throughout the life of a project. Don't succumb to pressure to just start cranking away without following basic project management methodologies.
- 3. Don't always say yes.** Trying to include all of the functionality up front is a recipe for cooking up an over-budget and over-the-deadline project with a side order of negative ROI. Learn to be selective. It is an art, and one that you will get better at with time. Show the project sponsor the critical components that need to be included, and let them know why you wish to exclude the non-essentials. It is usually the seemingly small non-essentials that can cost you the most time and money.

4. Don't take sides in a political battle. Stay neutral. 'Nuff said.

5. Don't forget to communicate. If communication is not your strong point, find someone on the project team who is good at it. If you usually get knee-deep in the technical aspects of the project, it is easy to ignore the communication issues. Make sure you or someone you trust is keeping the right people informed.

6. Don't put the wrong people in the wrong roles. An apple is still an apple, even if you color it orange and put a Sunkist sticker on it.

7. Don't let any one individual on the team burn out. We all have to put in late hours here or there, but don't let anyone continue to do so for an extended time without taking a break. It's just not healthy.

8. Don't make up excuses. If you made a mistake (which we all do), admit it and fix it.

9. Don't over-promise and under-deliver.

10. Don't ignore problems. Prevent small problems from becoming large ones. Ignoring them will come back to haunt you.

11. Don't forget to keep the big picture in mind. There is a delicate balance between processes and resources that we must maintain. It is our job to ensure that things come together at the right time and for the greater purpose of the project.

12. Don't forget about your team. Remember to keep them motivated and informed.

13. Don't take all the credit. As Harry Truman once said, "It is amazing what you can accomplish if you do not care who gets the credit."