



NEWSLETTER

Willamette Valley Chapter

Leadership Team

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Message From Our President:

Project Control Development – We Need Your Help!

In 2001, the Department of Human Service's PMO focus was on the Initiating and Planning Processes. As part of the development of the planning process, basic facilitating control plans and templates and techniques were developed. For example, we developed a generic and very tailor-able "Change Management Plan" template that includes the general process, and the option of using a change request form, and a change-tracking log. Also, a standard Status Report Template was developed for reporting project progress, accomplishments and issues. Our Integrated Project Plan template describes basic facilitating controls.

This year our goal is to take the next step in developing a more disciplined approach to project controls by defining the processes, providing tools and educating on tailoring and use. The boundaries are to determine realistic, useable, and beneficial requirements for each of the defined project controls as described below. We want to be careful to make it a next step, not an ultimate and perfect solution.

This is where we would really like some help, if you have defined processes, with supporting techniques for any of the following project controls we would greatly appreciate getting a copy and/or having a pro/con discussion. **And of course we are willing to share our results to those who are interested.** The following are high-level descriptions provided as a basis for the PMO to start the definition of standard processes:

- **Requirements Management**- Describe the process to be used for measuring, reporting, and controlling changes to the product requirements. Describe the techniques to be used for configuration management of the requirements, requirements trace-ability, impact analysis for proposed changes, and approving changes.

- **Schedule Control**- Describe how progress will be monitored and controlled. Address how the schedule will be controlled (milestones, progress to plan on activities, corrective action upon serious deviation from the plan), when reporting will be done for both the project team and management, and what tools and methods will be used.

- **Budget Control**- Describe how performance to budget will be monitored and controlled. Address how the actual cost will be tracked to the budgeted cost, how corrective actions will be implemented, at what intervals cost reporting will be done for both the project team and management, and what tools and techniques will be used. Include all costs of the project, including contract labor, business labor, and support functions.

- **Quality Control**- Describe the mechanisms that will be used to measure and control the quality of the work processes and resulting work products. Mechanisms used may include quality assurance of the processes, verification and validation of the work products, joint reviews, audits, and process assessments.

- **Performance Reporting**- Describe the status reporting and/or performance reporting that will be used to report the status, progress, and forecast of the project. This mechanism will use the information from the other control processes to determine measurements, variance, trends and earned values.

Areas of information to be defined and addressed may include:

- **Earned Values**- what has been delivered, at what cost, and in what time frames as compared to estimated.

- **Forecasts**- dollars required to complete project, and time required to complete project at this point in time.

- **Major Deliverables** or Milestones- Total # estimated, # on time, # late, # remaining.

- **Project change**- requirements growth, schedule growth

- **Risk Impact**- # of low, moderate, & high risk impacts to the project, and impact on cost and schedule

- **Quality** - Overall rank of -process quality, product quality.

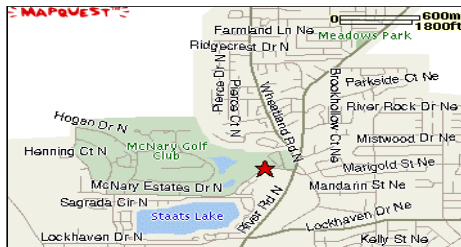
If you have one or any share-able materials relating to these process – please contact Julie Mallord at julie_mallord@state.or.us. And for those interested, I will communicate the future results.

*Julie Mallord, President
Willamette Valley Chapter*

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.



Requests:

1. Please send your email address to pmiwv@open.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 pmiwv@open.org so we can use our financial resources and time wisely.



**Project Management Institute
Willamette Valley Chapter**
PO Box 766
Salem, OR 97308

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The next lunch meeting is:
Friday June 21.
(The third Friday of the month at Noon)
Location: McNary Restaurant
Time: 12 - 1 PM.



June 2002						
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June 21 Program: Aaron Munter, M.S.

Aaron currently serves as Director of School Finance, Data and Analysis for the Oregon Department of Education. In his tenure at the Education Department, he managed a \$6 million project to re-engineer data collection and reporting for statewide policymaking, a redesign of the state's school and district report card effort, and is currently designing a project to revamp the state's \$5.2 billion biennial State School Fund allocation process. Munter also serves as adjunct professor at Portland State University, teaching courses on developing multimedia training and technology project management.



Past roles have included executive director and founder of an Internet non-profit, technology coordinator for Salem-Keizer Public Schools, and technologist for the Oregon Museum of Science and Industry. Aaron holds undergraduate degrees in music, education, and mathematics. His master's degree is in educational leadership from Portland State University. He resides with his family in West Salem.

Microsoft Project User Group Now In Portland

Portland now has a computer user group dedicated to project management software Microsoft Project.



Program Planning Professionals Inc. (Pcubed), recently announced the launch of the Portland-Cascade chapter of the Microsoft Project Users Group (MPUG-Global), a worldwide organization that provides education and support to Project users.

The Portland-Cascade chapter came about in part because of the efforts of a BPA employee. The new organization's chapter president, John Weaver, who is a manager in BPA's IS Projects Management Office, helped enlist other Microsoft Project users in the Portland area, including an existing grass roots user group.

For more information, e-mail Weaver at jwweaver@bpa.gov or visit <http://www.mpug.org> for more information and directions.

(Information based on an article from Portland Business Journal. <http://portland.bizjournals.com/portland/>)



Where's Morale?

Rick Pastore, Deputy Editor CIO Magazine
May. 1, 2002 Issue of CIO Magazine

THE PAST YEAR'S ECONOMY has made for anxious, uncertain and—for those who experienced layoffs—despairing times. One victim has been morale, both for IT employees and the CIOs who manage them. Though the cause of the despair may be as uncontrollable as macroeconomic cycles or shortsighted corporate axmen, low morale must be managed in every company. In "What to Do When Morale Is Low," CIOs offer strategies to help in this daunting task.

(See <http://www.cio.com/archive/050102/edit.html> and <http://www.cio.com/archive/050102/morale.html> for full related articles.)

