



Value-Added Professionalism

## **PMI Manitoba Chapter**

### **Annual Report For 2009**

**March 16, 2010**

## 2009 PMI Manitoba Chapter Executive



Front Row - from left to right

Toby Elson, PMP

Ray Hope, PMP

Diana Maxymowich, PMP

Nick DeStefano, PMP

Middle Rows - from left to right

Victor Kolynchuk, PMP

John Campbell, PMP

Jon Cook

Christa Ferreira, PMP

Back Row - from left to right

Johnathan Fahr

Cory Alexander, PMP

Past President

Director, Marketing

Secretary

President

Director, Membership

Treasurer

Director, Professional Development

Director, Programs

Vice-President (President-Elect)

Director, Communications



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**PMI MANITOBA CONFIDENTIAL &  
PROPRIETARY WARNING**

This material is the confidential and proprietary property of  
PMI Manitoba, a chapter of the Project Management  
Institute.

## **PURPOSE OF PMI MANITOBA**

As defined in the By-Laws (March 2009) for PMI Manitoba the purpose of the PMI Manitoba Chapter; a non-profit, tax-exempt corporation (or equivalent) chartered by PMI, is to advance the practice, science and professionalism of project management in a conscience and proactive manner. Consistent with the terms of the Charter executed between the Chapter and PMI and these Bylaws, the purposes of the Chapter shall include the following:

1. To foster professionalism in the management of projects.
2. To contribute to the quality and scope of project management.
3. To stimulate appropriate global application of project management for the benefit of the general public.
4. To provide a recognized forum for the free exchange of ideas, applications and solutions to project management issues among its members and others interested and involved in project management.
5. To identify and promote the fundamentals of project management and advance the Body of Knowledge for managing projects successfully.
6. To collaborate with universities, other educational institutions, and corporate entities to encourage appropriate education and career development at all levels of project management activities.

### **PMI Manitoba Mission:**

“We are the premier enabler and advocate of project management in Manitoba.”

### **PMI Manitoba Vision:**

“We will broaden the understanding of the value and application of project management by:

- Increasing the awareness of PMI-MB;
- Maintaining and evolving quality products and services;
- Building strategic alliances with stakeholders; and,
- Expanding and diversifying our membership, geographic and industry representation

...while maintaining a sustainable and fiscally responsible organization.”

## **BOARD GOVERNANCE**

As defined in the By-Laws (March 2009), the PMI Manitoba chapter “shall be governed by a Board of Directors. It is the duty of the Board to carry out the purposes and objectives of the organization. The Board is vested with the powers, accountability and authority to: uphold and execute the organization’s purposes, appoint and remunerate agents and employees; and establish and adopt such policies, rules and regulations for the conduct of its business, responsibility and authority as will be deemed advisable, insofar as any exercise or delegation of authority is consistent with, and does not conflict with the Institute’s Articles of Incorporation, by-laws of the Institute, Corporation’s by-laws (in their present form or as amended) or applicable law.”

### **Board of Directors**

The executive for PMI Manitoba as of December 31, 2009 was:

Nick DeStefano, PMP	President
Johnathan Fahr	Vice-President (President-Elect)
Toby Elson, PMP	Past President
Cory Alexander, PMP	Director, Communications
Christa Ferreira, PMP	Director, Programs
Diana Maxymowich, PMP	Secretary
Victor Kolynchuk, PMP	Director, Membership
John Campbell, PMP	Treasurer
Jon Cook	Director, Professional Development
Ray Hope, PMP	Director, Marketing

## **Board Committees**

In order to ensure proper governance, the Board will create, as required, a *Board Committee* mandated with a specific purpose and reporting directly to the Board. During 2009 there existed the following Board Committee:

### *Audit Committee*

Audit Committee Members: John Campbell, PMP; Nick DeStefano, PMP; Johnathan Fahr, Toby Elson, PMP; Paula Taylor, CGA (book-keeper)

The Audit Committee oversees the Chapter's financial reporting procedures to satisfy itself that there are adequate internal controls over accounting and financial reporting systems. Audit Committee Guidelines (Policy #15) identify the objectives, make-up and the duties to be performed by the Audit Committee.

The Audit Committee:

- Reviews the financial books and ensures that they are in accordance with generally accepted accounting principles.
- Ensures that the financial books are being kept up-to-date on a timely basis.
- Looks for opportunities to improve internal financial controls.
- Reviews the annual statements with the external auditor prior to the approval by the board.
- Examines the mandate, nature and scope of the Chapter's internal and external audit work, including the independence of the external auditor.

The Audit Committee met in June 2009 and January 2010 and reviewed the financial books. In addition they reviewed the year-end statements. Results and recommendations of the audit were tabled with the Board of Directors at the January 13, 2010 board meeting.

## **Governance during 2009**

The Board believes that good governance requires constant review and adjustment; it requires both proper structure and principled execution. During 2009, the Board conducted the following governance activities:

1. Continuation of current practices as required by PMI® with respect to frequency and documentation of Board Meetings, the Annual General Meeting, and the Charter Renewal Submission.
2. Continued participation in PMI®, Regional and Leadership meetings including monthly President teleconferences to understand changes within PMI®, how to manage a Chapter within PMI® and to learn/share/improve best practices. 2009 PMI Regional and Leadership meetings were attended by the President or Vice President which included:
  - North American Leadership meeting in Orlando from October 8-10, 2009
  - Region 2 meetings in South Bend, Indiana from May 7-9, 2009 and Chicago, Illinois from November 5-7, 2009.

These meetings provide tremendous opportunity for the Board members to network with other chapters throughout Canada and the U.S. and increase their understanding of PMI globally. It also provides an opportunity for Manitoba to contribute and guide newer chapters within Region 2. Knowledge and contacts gained during these meetings allows board members to find new and enhanced ways to operate as we move forward into 2010. Trip reports are completed by the attendees and circulated to the entire Board.

3. Participated in monthly teleconference calls and special meetings involving Canadian Chapters.
4. Continued to enhance the strategic, operational and budgeting processes.
5. Continued to document policies and practices for the operations of the Board of Directors and its Committees to ensure consistency for future Boards.
6. The Chapter Bylaws and Board Policies were kept up to date and uploaded for availability on the Chapter Website.

## **CHAPTER PRESIDENT'S REPORT TO MEMBERS**

2009 was the PMI Manitoba Chapter's 15<sup>th</sup> year since establishment and saw many accomplishments. One very noteworthy milestone was the chapter surpassing the 600 member mark. This growing membership is a great indication of the professional level of services offered by the chapter as we continue to see very good attendance at the monthly luncheons, educational workshops, annual conference and social events.

### **Accomplishments**

The Board of Directors held a Strategic Planning workshop in April 2009. This session was to assess our progress against our existing strategic goals and also create objectives for 2010. The session also provided input to our 2010 operational plan and budget.

The Board of Directors held a 2010 Operational and Budget Planning session in October 2009. This session allows the Board to review both the operational activities for the coming year and budgetary requirements.

The monthly chapter meetings continue to average 150 attendees per meeting. Its central downtown location, at noon, appeals to a large cross section of our membership.

To better protect our member's personal information, a confidentiality agreement was drafted and distributed by the Board of Directors for signatures from our volunteers. Any volunteers with access to membership data are to sign this document.

The Manitoba Chapter started the 2009 year with 589 members and ended with 609. This was an increase of 3%. As well, the Manitoba Chapter started 2009 with 288 PMP members and ended with 310 PMP members. This was an increase of 8%.

The Chapter held its 6th Annual Project of the Year Award Ceremony at the February 2010 chapter lunch meeting. Eight submissions were received demonstrating successful Manitoba projects.

In 2009 PMI MB launched the ability for organizations to purchase pre-paid lunch passes. These can be redeemed using the online event registration system.

In February 2010 a recognition event was held to:

- Honor the approximately 60 outstanding volunteers who contribute their personal time to the organization and deliver exceptional programs to the membership
- Acknowledge the chapter sponsors for their ongoing support of the organization and



- Congratulate the accomplishments of our members who achieved a PMI certification in 2009.

On behalf of the PMI Manitoba Board of Directors I extend our appreciation to each member for the continued support of both the chapter and project management profession.

Nick DeStefano, PMP  
Chapter President  
PMI Manitoba

## **COMMITTEE REPORTS**

### **Vice President Report**

Johnathan Fahr

Fahr Group

#### **The function of the Vice President is to:**

- Assist the Chapter President with his/her duties
- Attend Board of Director meetings. Chair the Chapter Board of Directors meetings in the absence of the President
- Maintain the Chapter Constitution and By-Laws and Policies and Procedures
- Recruit chapter volunteers as required
- Co-ordinate recognition event
- Attend chapter meetings and participate in other events as required
- Participate and liaise with other portfolios as required
- Participate as a member of the Audit Committee
- Representation of the chapter at component meetings (Leadership Meetings, Region 2 meetings, etc.)
- Management of “*Special Projects*”

#### **Highlights:**

- Attended the Fall Region 2 meeting in Chicago, Illinois
- Responded to volunteer inquiries and placed volunteers where a match with committee requirements existed
- Planned and facilitated the 2010 Operational and Budget Board planning session
- Chaired the planning of the annual event to acknowledge and provide recognition to the 2009 volunteers, current chapter sponsors and new 2009 PMI certification recipients.

#### **Recognition Event Committee Members**

Johnathan Fahr (Chair)

Fahr Group

Jacqueline Marques, PMP

Protegra

## **Professional Development Report**

**Director:** Jon Cook

MacDon Industries

**Committee Members:**

**Certification Committee**

Debra Akister, PMP

MTS Allstream

Scott Munn, PMP

The Northwest Company

Juanita DeSouza-Huletey, PMP

City of Winnipeg

Sherri Zajac, PMP

Province of Manitoba

**Educational Workshops Committee**

Debbie Radtke

Manitoba Public Insurance

David Steinhilber, PMP

HED Insurance

Jacqueline Frizado

City of Winnipeg

**2009 Project Management Conference Committee**

Johnathan Fahr

Fahr Group

Lucy Camara, PMP

Olatech Corporation

Anton Abiaka, PMP

Olatech Corporation

Simon Clayton, PMP

SmartPlanIT

Don Ruchkall, PMP

Province of Manitoba

Yanik Sourisseau

Celero Solutions

Terra Dreger

MTS Allstream

Michael Hanna, PMP

MTS Allstream

Donna Castellano, PMP

Workers Compensation Board of MB

**The functions of the Professional Development Committee are to:**

- Provide information sessions for PMI Manitoba's group of certifications: PMP, CAPM, PgMP, PMI-RMP and PMI-SP
- Facilitate certification study groups and mentor/protégé program
- Develop and maintain an educational providers list
- Maintain an up-to-date chapter library at Red River College
- Organize and deliver the annual Project Management Conference
- Deliver multiple training seminars and workshops for Project Managers

## **Professional Development Report**

### **Highlights:**

- On April 29<sup>th</sup> & 30<sup>th</sup>, 2009 the Project Management Conference Committee hosted the 10th annual conference. The conference went back to a Day 1 with breakout sessions and keynote speakers and Day 2 went to full and half day workshops. Keynote presenters were John Canfield and Payson Hall both who were well received. Day 1 featured multiple breakout sessions along with a networking event. Day 2 featured five tracks of half day and one day workshops.
- The Certification Committee delivered a spring and fall information session. There have been 2 PMP study groups throughout the year. Many participants successfully wrote the exam.
- The Education Committee presented two 1 day fall workshops; Payson Hall was brought back to present workshops on Risk and Quality. Both sessions were well attended and feedback to the workshops was positive.
- Throughout the year, the Chapter has been updating the RRC library, housed at Red River College (Notre Dame Campus) for members to access, with various project management books, PM periodicals and study materials.

## **Membership Report**

**Director:** Victor Kolynchuk, PMP                      Smith Carter Architects and Engineers Inc.

**Committee Members:**

John McLeod, PMP	Project Management Associates (IT)
Kim Smith	Winnipeg Regional Health Authority
Marina Reimer, PMP	Celero
Bunmi Akinseye, PMP	Function Four
Meredith McRae, PMP	Arnold Bros. Transport Ltd.
Robert Kury, PMP	Retired
Dana Sandu, PMP	Ceridian
Gayatri Singal	MTS Allstream
Peter Marr	City of Winnipeg

**The functions of the Membership committee are to:**

- Follow up on membership prospects (answering questions related to membership and registration, providing information kits, following up on leads, etc.).
- Ensure members keep their information accurate and up to date in the PMI database; advise them of their responsibility to update their personal information, respond to inquiries regarding their information and provide services as required.
- Welcome new members each month and make them aware of the chapter activities that are coming up and the services available.
- Provide the registration services as required for PMI Chapter events.
- Record attendance at chapter meetings and for members who have PMI certification, submit their PDU credits to PMI Global.
- Send out emails welcoming new members to the PMI Manitoba Chapter.
- Send out emails congratulating members who successfully passed the PMI certification exams.
- Once annually, compile and submit for publishing to the local newspaper the list of new PMI certification holders.

## **Membership Report**

### **Highlights:**

- The Manitoba Chapter started the 2009 year with 589 members and ended with 609 members. This was an increase of 3%.
- The Manitoba Chapter started the 2009 year with 288 PMP members and ended with 310 PMP members. This was an increase of 8%. There was a decrease of 1 CAPM member (now a PMP) totaling 5 by year end. The number of PgMP certified members remains at 2.
- Provided sign in services for all chapter meetings and provided name tags for event attendees.
- Created reports from the membership database for the Board of Directors and for individual portfolios as required.
- Distributed communication to new members welcoming them to the Chapter.
- Followed up with members who have not renewed membership to obtain feedback and used this information for improving retention.
- Submitted PDU's to PMI Global for the PMI certification holders that attended chapter meetings.
- Responded to numerous inquiries regarding membership information.
- Participated in improvements to the electronic meeting registration process.
- Defined roles and responsibilities within the Membership team to ensure coverage of key positions and opportunities for succession planning.
- Trained committee members to provide back-ups to all positions.

## **Communications Report**

**Director:** Cory Alexander, PMP

Ceridian Canada Inc.

### **Committee Members:**

#### **Newsletter**

Jeff Reitberger, PMP

Smart PlanIT

Lorraine Russell, CAPM

Chartier Property Management

Michael Costantini

Bird Construction

#### **Website & Events**

Anton Abiiaka, PMP

Olatech Corporation

Chris Gumprich, PMP

Persentech

Elizabeth Oduntan

Raj Parswana

Manitoba Public Insurance

### **The functions of the Communications Committee are:**

- Maintain the PMI Manitoba website, providing information about the chapter with timely updates to keep the membership as current as possible on:
  - Monthly meeting schedules and topics
  - The Board of Directors
  - Professional development
  - Chapter Sponsors and Educational Providers
  - Special events – Conference and Workshops
  - On-line event registration
  - Certification information
  - Link to PMI Global
  - Contact information
- Publish the PMI Manitoba Newsletter. The objective of the newsletter is to provide value to our members with:
  - PMI Manitoba sponsorship acknowledgements
  - Educational information
  - Information about project management events happening in and around Manitoba
  - News from PMI Global
  - Articles of interest about project management
- Communications services to other committees:
  - Professional Development



- Marketing
- Programs
- Membership

## **Communications Report**

### **Highlights:**

- Provided technical and operational support on the PMI Manitoba website, including the site host relationship.
- Designed and updated 2009 Conference web pages and registration system.
- Administered and provided technical support for online registration for all PMI Manitoba events.
- Updated chapter newsletter format and source software
- Updated chapter web site to include online library for historical information including past newsletters, photo galleries and overhead presentation or notes from participating event speakers.
- Completed preliminary steps for a 2010 website makeover (RSS and third party media research, vendor proposal reviews and current state analysis).

## Programs Report

**Director:** Christa Ferreira, PMP                      Diagnostic Services Manitoba

**Committee members:**

Michael Bennett, PMP	Canadian Wheat Board
Murielle Collette, PMP	HP Enterprise Services
Connie Lemoine, PMP	Online Business Systems
Dave Johnson, PMP	Smart PlanIT
David Prathipati, PMP	MTS Alstream
Irene Wagner, PMP	Ceridian Canada
Renato Arthur	
Allan Okano, PMP	Workers Compensation Board of MB

**The function of the Programs Committee is to:**

- Plan, budget and implement the Program for 9 monthly Chapter meetings. This includes arranging for facilities, speakers, gifts, A/V, event budgeting, insurance and bill payment.
- Publicize Chapter meetings through e-communications.
- Plan facilities for the Annual General Meeting.
- Plan & implement networking events for the membership (golf and curling).

## Programs Report

**Highlights:**

- In 2009 the Programs Committee conducted 9 Chapter meetings as well as organizing the facilities for the Annual General Meeting.

February 10	Project of the Year Awards Presentation
March 3	AGM + New Manitoba Hydro Head Office
April 2	What’s New in PMBPK version 4?
May 5	City of Winnipeg 311 Contact Centre Project
June 2	Manitoba E-Health’s Experience with Prince2

September 8	Manitoba Public Insurance’s Experience & Lessons Learned in developing and implementing the Manitoba Enhanced ID card and Enhanced Driver’s License Program
October 6	Canadian Wheat Board & Online Business Systems: The success behind the 2009 Project of the Year
November 3	Lean Principles – Improving Productivity and Performance
December 1	PMI Manitoba’s 15 <sup>th</sup> Anniversary Celebration with comedian Al Rae

- On September 15, we held our 10<sup>h</sup> Annual Golf Tournament at St. Boniface Golf Course
- Winnipeg Convention Centre continued to be the primary venue for the Chapter meetings. These meetings were scheduled over the lunch hour. A continuation of the varied menu selection was used throughout 2009 to the approval of members. Attendance at monthly lunch time chapter meetings ranged from 114 to over 200 with an average monthly attendance of 150.
- PMI Manitoba continues to subsidize members’ fees for the monthly Chapter meetings, at approximately one half the total cost. The cost to members in 2009 was \$20 plus GST.
- The quality of speakers continued at a high level as the Programs Committee continues to utilize a variety of local speakers with hands-on experience in PMI processes and multi-faceted project delivery as well as outside experts when opportunity permits.

## **Marketing & Promotions Report**

**Director:** Ray Hope, PMP

EISI

**Committee Members:**

Suvojit De, PMP	EISI
Russ Enns, PMP	Deloitte
Sanjay Jain, PMP	Sierra Systems
Navneet Bradoo, PMP	SNC – Lavalin
Aman Kapur, PMP	New Flyer

**The functions of the Marketing Committee are:**

- Establish and deliver quality driven marketing initiatives that continuously build awareness and confidence that PMI is the premier promoter, enabler and advocate of project management.
- Develop and maintain an annual Marketing Plan complete with a detailed budget.
- Develop and submit to the Board for approval an annual Marketing Plan.
  - Carry out the implementation of the approved Marketing Plan.
  - Regularly report progress of implementation of the Marketing Plan to the Board identifying any deviations or delays in time, effort or cost.
- Marketing Sponsorship & Advertising Package
- Recruit Corporate Sponsors as the opportunity presents itself.
  - Review all corporate sponsorship rates annually and present recommendations to the Board.
  - Undertake a Corporate sponsorship program drive to solicit participation, support, sponsorship of mail-outs, etc. for the Chapter.
- Develop and coordinate external publicity and awareness programs to publicize & promote the Chapter, PMI and its various activities across a broad spectrum of the local population.
- Maintain an inventory of items for speaker gifts, awards and marketing in general as detailed in the annual marketing plan.
- Maintain the Chapter Logo.

## **Marketing & Promotions Report**

### **Highlights:**

- Managed Sponsorship and Advertising program.
- Updated and distributed the Sponsorship and Advertising package for 2010.
- Offered membership quality logo wear.
- Enhanced the professionalism with the marketing material and updated looping presentation.

## **Secretary's Report**

**Secretary: Diana Maxymowich, PMP**

**Bristol Aerospace Limited**

### **The function of the Secretary is to:**

- Document and distribute minutes at monthly Board meetings and at the Annual General Meeting (AGM).
- Maintain documentation of the Board of Director meetings and AGM.
- Check PMI voicemail and forward message(s) to intended recipient.
- Check Canada Post mailbox and forward mail to intended recipient.
- Archive the Board members monthly status reports.
- Archive all other formal records of the Board.
- Coordinate archiving of documents with off-site document management.

### **Highlights:**

- Attended and contributed to the PMI Board of Directors, strategic planning, operational and budget planning sessions.
- Participated in Board of Directors decisions and documenting the meetings.
- Maintained PMI Manitoba Chapter policies.
- Cleaned up the archived files according to the retention and destruction procedure and schedule
- Maintained a Summary of Motions document to help the transition from year to year. Motions approved during director meetings will be documented in the Summary of Motions. The Summary of Motions will form part of the Board of Directors binder that is distributed to new directors each year following the AGM.

## **Treasurer Report**

**Treasurer:** John Campbell, PMP          PCGI Consulting Services

**Committee Members:**

Michael Hanna, PMP          MTS Allstream

**The functions of the Treasurer are:**

- Keeping the financial records of the Chapter, including regular reporting to the Board of Directors
- Managing the financial assets of the Chapter, including banking arrangements, deposits, investments to increase our return
- Recording and processing all Chapter Accounts Receivable & Accounts Payable
- Directing the Board's yearly budgeting process and assist with the ongoing review of actual performance against the budget
- Ensure government forms and submissions are completed accurately and in a timely manner

**Highlights:**

- Completed the annual Manitoba Companies Office filing.
- Co-facilitated in the 2010 strategic planning session.
- Prepared the draft budget for the 2010 budget and operational planning session and provided guidance for the Board or Directors on the budget development.
- Conducted two internal audit meetings.
- Renewed the PMI Manitoba component insurance.

## **Past President Report**

**Past President:** Toby Elson, PMP

Investors Group

### **The function of the Past President is to:**

- Provide guidance and support to the President and Board throughout the year.
- Deliver and track AGM Checklist to ensure all necessary AGM meeting activities are completed.

### **Highlights:**

- Participated in Board 2009 Strategic Planning session and the 2010 Operational and Budget Planning session.
- Participated in monthly Board meetings to provide continuity of procedures and policies.
- Past Presidents Circle: in Sept 2009 all Past Presidents of the chapter were invited to and met with representatives of the current Board of Directors. With the combined years of knowledge, history and experience this committee was established to be a sounding board to provide views and opinions as requested by the current BOD. It was determined this committee will meet twice per year or as called by the chapter president.
- Actively participated on the audit committee.
- Participated on the outreach committee.

## **Project of the Year**

**Co-Chair:** Allan Okano, PMP

Workers Compensation Board

**Co-Chair:** Kathie Allardyce, PMP

Workers Compensation Board

**Judging Chair:** Brad Mundy, PMP

Kesitah Systems

### **The purpose of the Project of the Year:**

To recognize, honour and publicize the successful completion of projects in Manitoba whose team members have demonstrated superior performance in the application of project management principles and techniques.

The awards ceremony was hosted at the February chapter meeting held at the Convention Centre.

### **Highlights:**

- Advertising, information sessions and direct contact effort resulted in 8 nominees.
- Peter Bjornson, Minister of Entrepreneurship, Training and Trade attended and participated in the opening ceremony.
- Winnipeg Free Press covered the event.

The nominees were:

<b>Project Name</b>	<b>Submitting Organizations</b>
Bingo Gaming Systems	Manitoba Lotteries Corporation
City of Winnipeg 311 Contact Centre	City of Winnipeg
Clinical Provider Order Entry	St. Boniface Hospital / MB Health / WRHA / MB e-Health
eroWorks Retail Banking System	Steinbach Credit Union
Job Referral Service	Protegra
Lease Portfolio Integration Project	National Leasing Inc. / Online Business Systems
Manitoba Identification Card Programs	Manitoba Public Insurance
Service Link Phase 1	Manitoba Family Services & Consumer Affairs