



September 2009

NEXT CHAPTER MEETING

October, 21 2009 (Wednesday)

6:00 PM to 9:00 PM

Portsmouth Country Club
Greenland, NH

Topic: Personal Organization & Time
Management for Project Managers

Speaker: Star Dargin
Star Leadership, LLC

*Given a finite number of days to deliver a project,
how should a Project Manager spend that time?*

Please visit: www.pmi-nh.org/meetings.htm
for details.

FROM THE PRESIDENT'S DESK

Please see the chapter web site for the
September President's message from
Ray Peebles.

New Chapter Initiative

netPM

PMI New Hampshire Chapter's Networking Group

Networking *by* Project Managers
for Project Managers

- Regular bi-weekly meetings held in Derry, NH
- Networking and job search help to out-of-work members
- Kick-off meeting being held on October 1, 2009
- See Pg. 5 for more or visit the chapter website at PMI-NH.org for more information and contact details.

Inside This Issue:

- 2 Board Member Profile – Director of Programs
- 3 – 4 What if you get audited on your PMP Exam Application? – Guest Article
- 5 September Chapter Meeting Speaker Summary
- 5 netPM the PMI-NH Networking Group

Editor's Note

Your contributions and ideas for upcoming newsletters are welcome and can earn PDU's!

Contact me at:
Newsletter@PMI-NH.org.

Steven Lapinskas, PMP
Editor

Board Member Profile

Director of Programs

Serving as the current Director of Programs on the board of the New Hampshire Chapter of the PMI, I have tried to bring a new and different focus to the chapter members and meetings.

To meet these goals I've designed and presented current topics that are significant and relate to the daily professional challenges of the chapter members. Through connecting with the members at the meetings and reading the feedback from written meeting evaluations, it became clear to me that presenting a program or curriculum on Agile Project Management topics would hold the interest of the membership for 2009. It also would add to their PM "currency" and value.

To that end, I worked with the chapter VP of Development and Director Marketing to make Agile Certification, the Certified Scrum Master (CSM), an interest and an accessible opportunity to all. Together, we were able to secure "scholarships" for the membership, especially those who were hit by the economic downturn. By all accounts, participation and interest have increased significantly. It is important to recognize that as a single initiative for 2009, this would have not been successful without the extensive marketing, and communications involvement of other members on the board.

The role of Director of Programs is more about understanding what the membership wants and needs and designing a program to deliver it.

The other aspects of the function such as securing the speakers and facilities for meetings, setting up menus, certificates, event registration, insurance, etc., are all to support the main goal of delivering career-enhancing value to the participants.

A vivid example of meeting this is the networking event held in July 2009 at the monthly chapter meeting that was set up to address the fact that many Project Managers were laid off in 2009. While the meeting was not a PMBOK-related event, it was what a large part of the membership was most interested in.

My career started with Computer/Software Engineering developing real-time RF communications products for the consumer and public safety markets. At Motorola and GE/Ericsson I branched from the technical side as a development engineer to a hybrid of Project Management and development as an independent consultant. Over the past 15 years I've been involved with project management in a broad range of industries and disciplines. This includes experience with a variety of areas such as, government programs, financial services, insurance, eLearning, IT, CRM, supply chain analytics and others.

As a Project Management Professional, I've been both a student and presenter of process and methodology for efficiently achieving practical results. I have studied the tools and techniques used in several companies and tried to simplify and improve the value of Project Managers to any organization. This continues to be my mission.



Courtney S. Henry, PMP

GUEST ARTICLE

What if you get audited on your PMP Exam Application?

by Cornelius Fichtner, PMP

By applying to take the Project Management Professional (PMP) exam you also automatically agree to comply with the Project Management Institute's (PMI) audit terms. The PMI writes about this in the PMP credentials handbook as follows:

"To ensure that only qualified individuals attain credentials from PMI, we routinely conduct audits of candidate applications. The audit process is primarily random however, PMI reserves the right to audit any candidate or PMI credentialed individual at any time."

Here is what you can do in order to make a possible audit go smoothly and what to expect.

First of all, start out by reading the PMP Credentials Handbook to gain a basic understanding of the audit process. You can find this handbook on the PMI website in the Career Development section. While it doesn't list all the details of the audit process it is the only official information that PMI has published about it.

Now it's time to proactively avoid any possible issues should your PMP Exam application be selected for an audit: As you fill in your application for the PMP certification exam simply answer all questions truthfully.

The intention of the application is to show that you fulfill PMI's eligibility requirements. The intention of an audit is to ensure that only viable candidates apply. Consequentially, if you fill in your PMP application truthfully, then you will have nothing to fear from the audit. This audit process is one of the reasons that the PMP credential retains its high regard.

The audits are completely random and you will be informed via email that you have been selected. This email is usually sent to you the moment that you submit your application. Along with the statement that you have been selected for an audit, the email also contains detailed audit instructions for you.

At this point, it is important to realize that once you are being audited the "clock stops". By this I mean that you have 1 year following the submission of your application to take the PMP exam. But during the audit, this "clock stops" and does not continue until after your audit has been processed. So if your audit takes 6 weeks, then you have 1 year and 6 weeks to take the exam from the moment that you submitted the application.

After informing you that you are audited, the PMI will prepare the "audit package" for you. Log on to your account at PMI to find it.

This package contains the details that you have submitted for each of your projects on your application. It also contains further instructions.

You will now have to do the following: In your application you named a primary contact person for each of the projects that you had worked on. Forward the appropriate section of the package to each of your primary contacts.

(cont'd on Pg. 4)

What if you get audited on your PMP Exam Application? (cont'd from Pg. 3)

They now have to verify that the information listed is correct, print and sign the document, put it into a sealed envelope and then put another signature across the sealed flap of the envelope. And yes, the PMI is very serious about this last one.

You will also have to make photocopies of the certificates you received from your training courses, to show that you have received 35 Contact Hours of training related to the 9 PMBOK Guide Knowledge Areas.

Once you have gathered all this information you have to send the sealed envelopes and your certificate copies to PMI for review. I recommend that you send everything as one package and request a delivery receipt from the postal service.

PMI will inform you about their decision via email. Should you fail the audit, then PMI will refund the money that you paid minus an administrative fee of \$100.

It is important to realize, that you have the power to expedite the audit process. The sooner you respond, the sooner it is processed. PMI is usually rather quick in processing your audit documents after you send them in. In some cases it can take as little as 4 days.

To make an audit go as smooth as possible I always recommend that PMP exam aspirants take one more step to resolve any possible issues should they get audited.

After all PMI advocates that we project managers must be proactive, so let' s apply this concept here as well.

My recommendation is that once you are ready to submit your application to PMI, submit it first to your primary contacts.

Allow your primary contacts to review your application and confirm that they agree with the information that you have listed. If they don't agree then you can make changes before you send it off.

Many of my students have been audited by PMI. And they tell me that if you are prepared and if you know what's coming then being audited is simply a formality and nothing to be worried about.

About the Author:



Cornelius Fichtner, PMP is a noted PMP expert and the host of The PM Podcast at: www.thepmpodcast.com where you can hear his free interviews with PM experts from around the world.

His PM PrepCast at: www.pm-prepcast.com has helped over 6,500 project managers to study for the PMP exam.

(PMI and PMP are registered trademarks of the Project Management Institute)

SEPTEMBER CHAPTER MEETING GUEST SPEAKER SUMMARY

by Steven Lapinskas, PMP

Tools & Techniques – What PM's Need to Get the Job Done was this month's presentation by Courtney Henry.

Courtney focused on both the skill sets needed to be successful as well as using the latest software tools for productivity.

Some key points were:

- Know your responsibilities as a PM, and be sure that others know and recognize them as well.
- Getting the roles right – it's important for all project team members to understand their own – and others – real roles for the project to be a success.
- Present your 'value' as a PM. This can be difficult to express, but is important for your success in a company. Make the effort to articulate it.

- Develop a mindset that you have a set of tools for use as a PM. It's important to be constantly evaluating where you can improve knowledge about how to use your toolkit.
- Beware of the 'man-month' thinking by others when projects need more momentum. Not all activities will progress when more resources are added.
- Use software, but use it productively. Courtney uses effort saving steps to get the most out of tools such as Microsoft Project.
- Remember that 'soft skills' are as important as technical project skills.

Speaker biography:

[Courtney Henry is a Project Management Professional with experience in a diverse range of industries. He is a Board Director and featured in this month's Board Member Profile.](#)

netPM PMI-NH Chapter Networking Group

netPM is the new chapter networking group organized by members Howie Lyhte, Jan Wells, and John Sherman. netPM is offered to chapter members at **no** additional cost.

The unique advantage of netPM over other networking groups is that it focuses on Project Managers helping other Project Managers.

Too often a Project Manager wastes precious time in explaining what he/she does to a non-understanding support group.

Project Managers are the best networking resources for other Project Managers, and netPM therefore provides a structure for strong support. The group will offer topics, ideas, exercises and presenters that will be specifically helpful to job-seeking Project Managers.

Regular bi-weekly meetings will be held on Thursday mornings from 9:00 AM to 11:00 AM at **The Coffee Factory** in the **Hood Commons Plaza** on **Crystal Ave.** in **Derry, NH. October 1, 2009** is the kickoff meeting

There will be a structured meeting agenda and a few potential interactive presentations include:

- Elevator speeches
- Resume tips and tricks
- Use of LinkedIn
- Networking 101
- Advanced Networking Techniques
- Job Hunting and Interviewing Tips and Tricks

netPM is structured to serve chapter members, and **will not encourage** guest (non-chapter member) meeting attendance. Please be sure to see details at: www.pmi-nh.org

BOARD OF DIRECTORS

Raymond C. Peeples Jr.
President

Salvatore Angelone, PMP
President-Elect

Diane George, PMP
Past-President

Karen Thorpe, PMP
Treasurer

Lynda Sawicki, PMP
Recording Secretary

– Vacant –
Director – Education

Symantha Gates, PMP
Director – Marketing

Courtney Henry, PMP
Director – Programs

Ken Crowley, PMP
Director – at Large

Howie Lyhte, PMP
Director – at Large

Peg Duggan, PMP
Director – Operations

Paul Ryan, PMP
Director – Sponsorship

Brenda McIlveen, PMP
Director – Membership

Kim Tourigny, PMP
Director – Networking

Nick Pangaro, PMP
Director – Communications

Eric Johannesson, PMP
VP, Professional Development

– HOW TO CONTACT US –

PMI NH Chapter, Inc.
P.O. Box 4496
Portsmouth, NH 03801

Visit us at: www.pmi-nh.org

General E-mail Addresses:

membership@pmi-nh.org
programs@pmi-nh.org

Proud to be your local project management connection. *PMI-NH is a member-supported nonprofit organization.*