PMI Washington DC

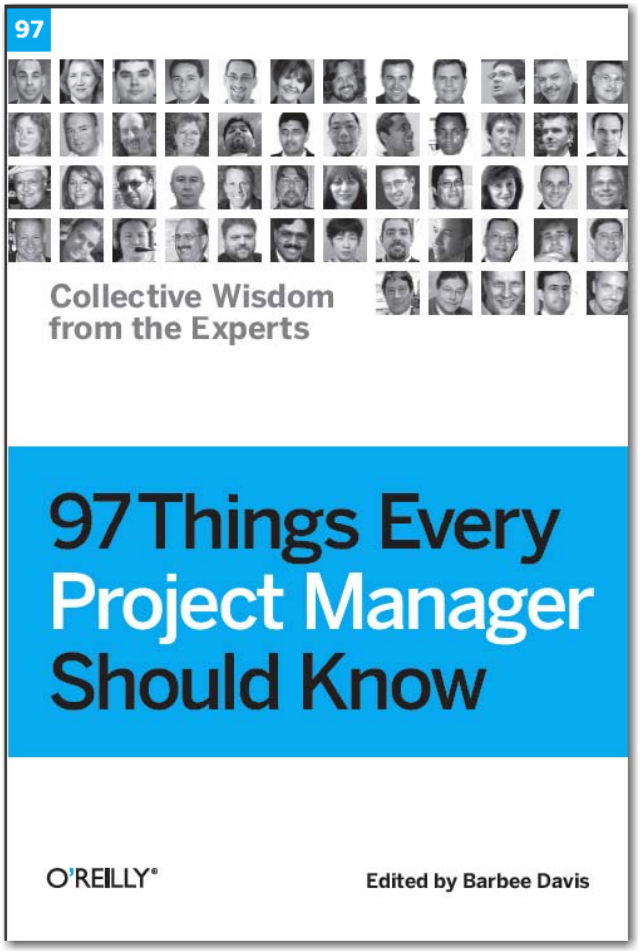
Promoting Excellence in Project Management

"97 Things Every Project Manager Should Know"

PM in the AM – December 2, 2009

Barbee Davis, *Author*

Quick Quizzes from the PMI Community Post®



COMMUNITY POST
Making project management indispensable for business results.®

PMI Project Management Institute

11 SEPTEMBER 2009 PRINT

Quick Quiz

By Barbee Davis, MA, PHR, PMP

My organization absorbs costs and doesn't want me to use change requests when customers add additional scope to my fixed-price projects. I look like an inept project manager, never meeting time and budget projections. How can I accurately track my accomplishments?

Quick Quiz

A. Refuse to do the extra work for the customer without a signed change request.

B. Separate out time and cost for the mandatory overages and show management.

C. Explain directly to the customer why you and your team can't include the changes.

D. Find a job at another organization that does not use fixed-price contracts.

Answer: B. Separate out time and cost for the mandatory overages and show management.

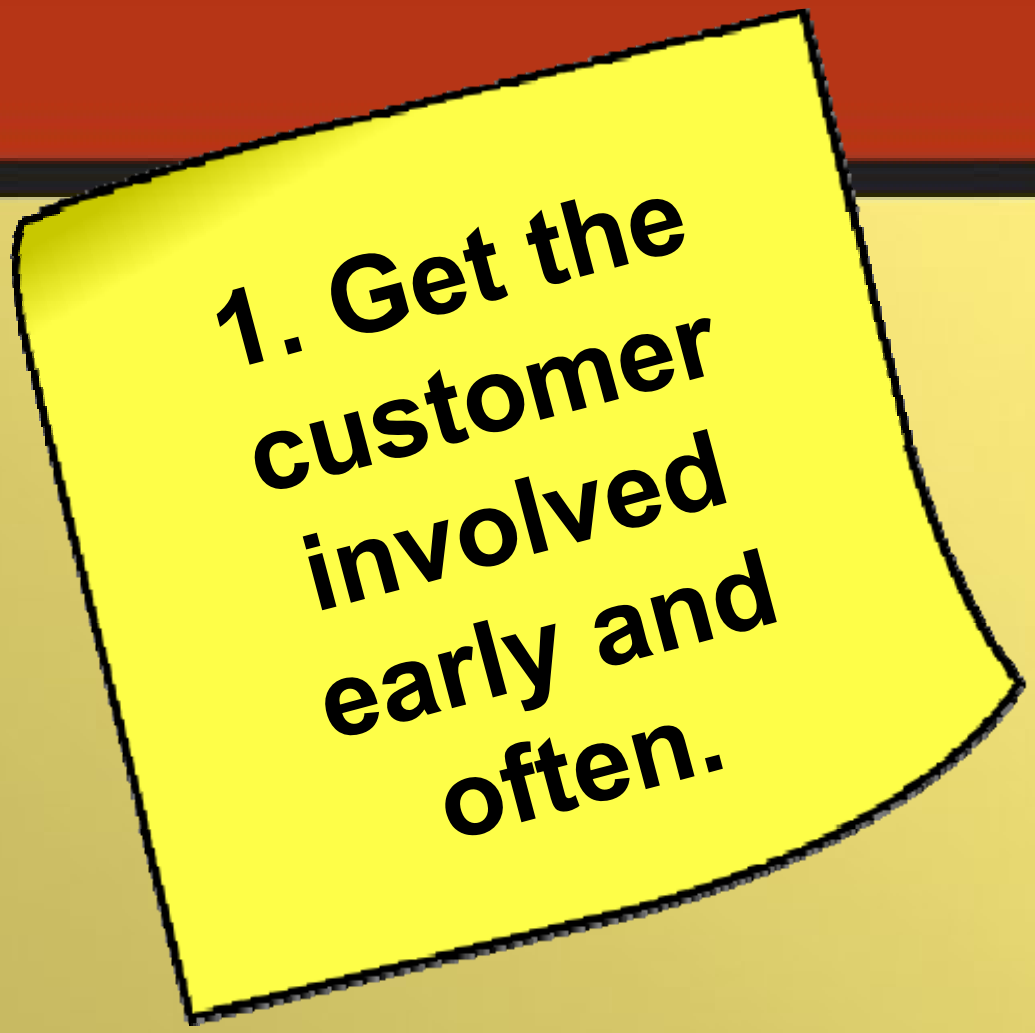
29 States, 12 Countries

Get Users Involved, As Early As Possible

Barbee Davis, PMP, Omaha, Nebraska

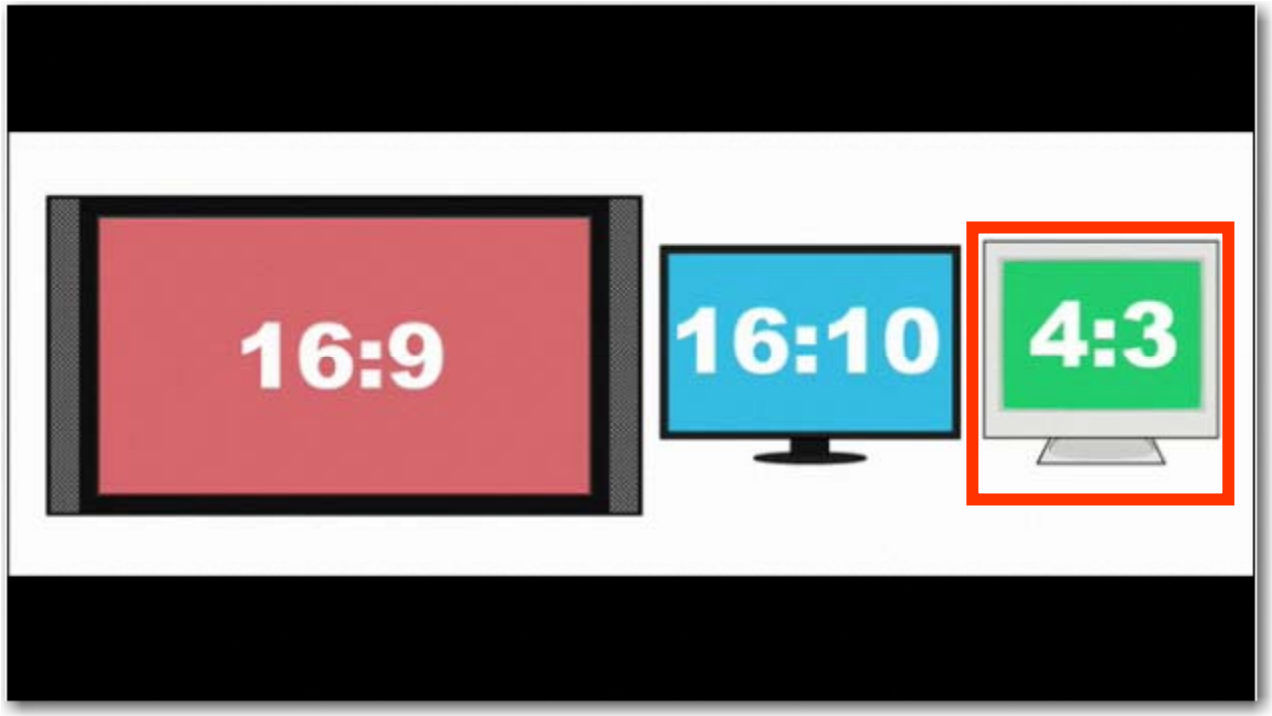
	A	B	C
1	Item Name	Item No.	Quantity
2			
3	Beg Word Student Manual	4125	26
4	Beg Word Student Exercise Disk	4225	33
5	Beg Word Instructor Manual	4325	12
6	Beg Word Marketing Flyer	4425	35
7			
8			
9			
10			
11			
12			

Get Users Involved, As Early As Possible



Scrolling Through Time

Kim MacCormack, *Leesburg, Virginia*



NEXT GENERAL MEETING - SATURDAY, JANUARY 26, 2008 - 10:00 AM

Click here for info
Virus Alert
Fake patch email
April 12, 2007

Houston Area League of PC Users

4543 Post Oak Place Drive, Suite 200 -- Houston, TX 77027 (713) 993-3300

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HALNet Online Sign Up

A -- HAL-PC

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3 Renew Membership
4 Volunteer at HAL
5 Volunteer Calendar
6 HAL-PC HQ
7 Map to HAL-PC
8 Clear Lake Satellite
9 HAL-PC Directors
10 HAL-PC Bylaws
11 BOD Minutes
12 BOD Agenda
13 Financials

B -- Member Services

14 Meetings
15 Member Discounts
16 SIG Calendar
17 SIG Web Pages
18 Computer Classes
19 Class Calendar
20 Certifications
21 HAL-PC Magazine
22 Help Committee
23 Mailing Lists

C -- HALNet

24 User Support
25 About HALNet
26 Join HALNet
27 Renew My Account
28 My Account Info
29 ADSL FAQ
30 Virus Information
31 Microsoft Updates
32 Filter Management

YAHOO.COM AND HAL-PC.ORG MAIL

Yahoo.com is sporadically delivering mail from hal-pc.org.
Mail that is being delivered is experiencing significant delays.
Yahoo.com is also dropping regular HAL mail into people's spam folders
If your mail is blocked, please fill out THIS FORM.
Mail server is mail.hal-pc.org - ip address is 206.180.145.133
Please have your yahoo.com addressees complain to:
1-866-562-7219 or 1-866-562-7228
Yahoo feedback form
Or better yet, encourage them to move their account!
Yahoo messing with more than just our mail...
Hospital radio station struggles with Yahoo! email 'blockade
Buck passed as mail binned

Microsoft Security Updates January 2008 CRITICAL

Microsoft Security Videos

Internet Explorer 6 crashes after you install security update 942615 with Windows XP Service Pack 2

Security Now! podcast: Paypal and DoubleClick

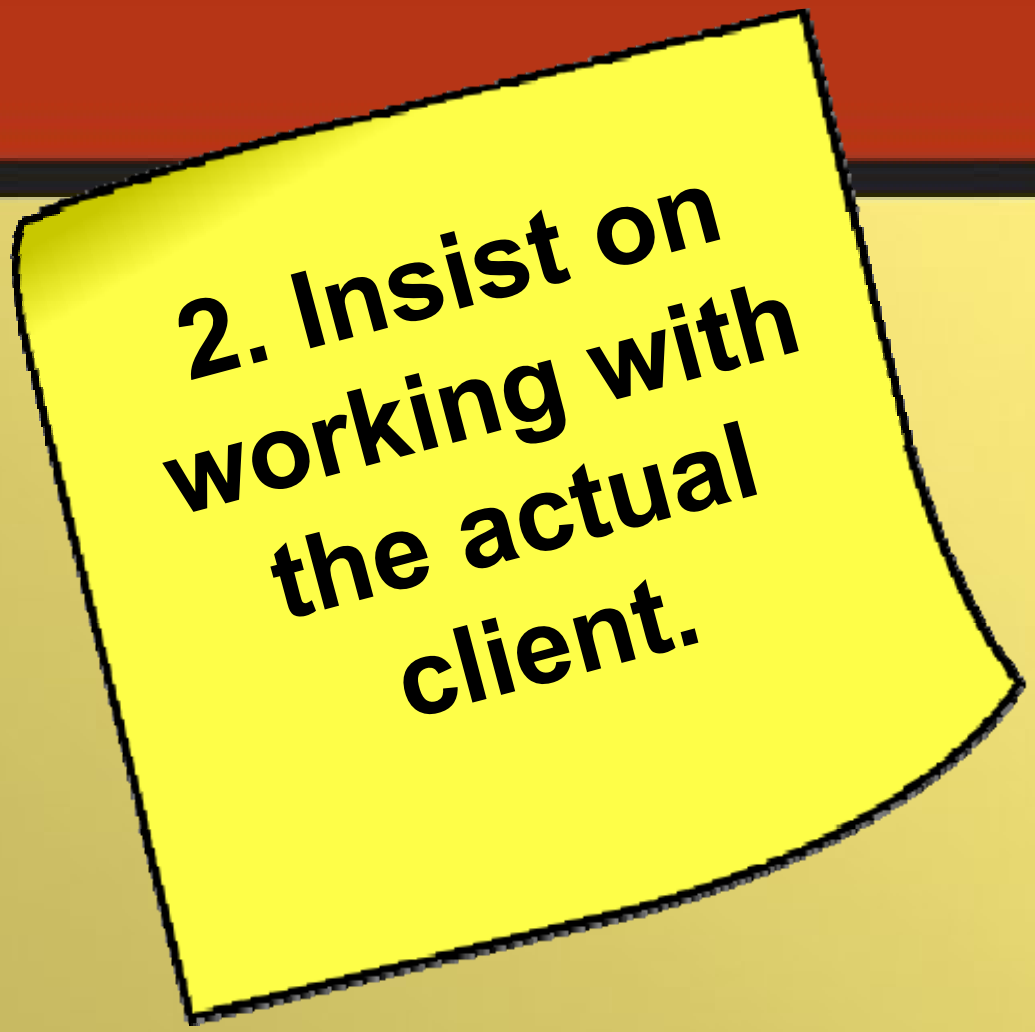
Protect Your PC - virus removal tools and other important downloads.

Read this FAQ if you are getting email not addressed to you or email from yourself.

THIS MONTH IN THE HAL-PC MAGAZINE
Beverly Rosenbaum on Holiday Wish Lists
Robert Spotswood on 10 Commandments of Online Shopping
Charles Olsen on Whose PC Is It Anyway?

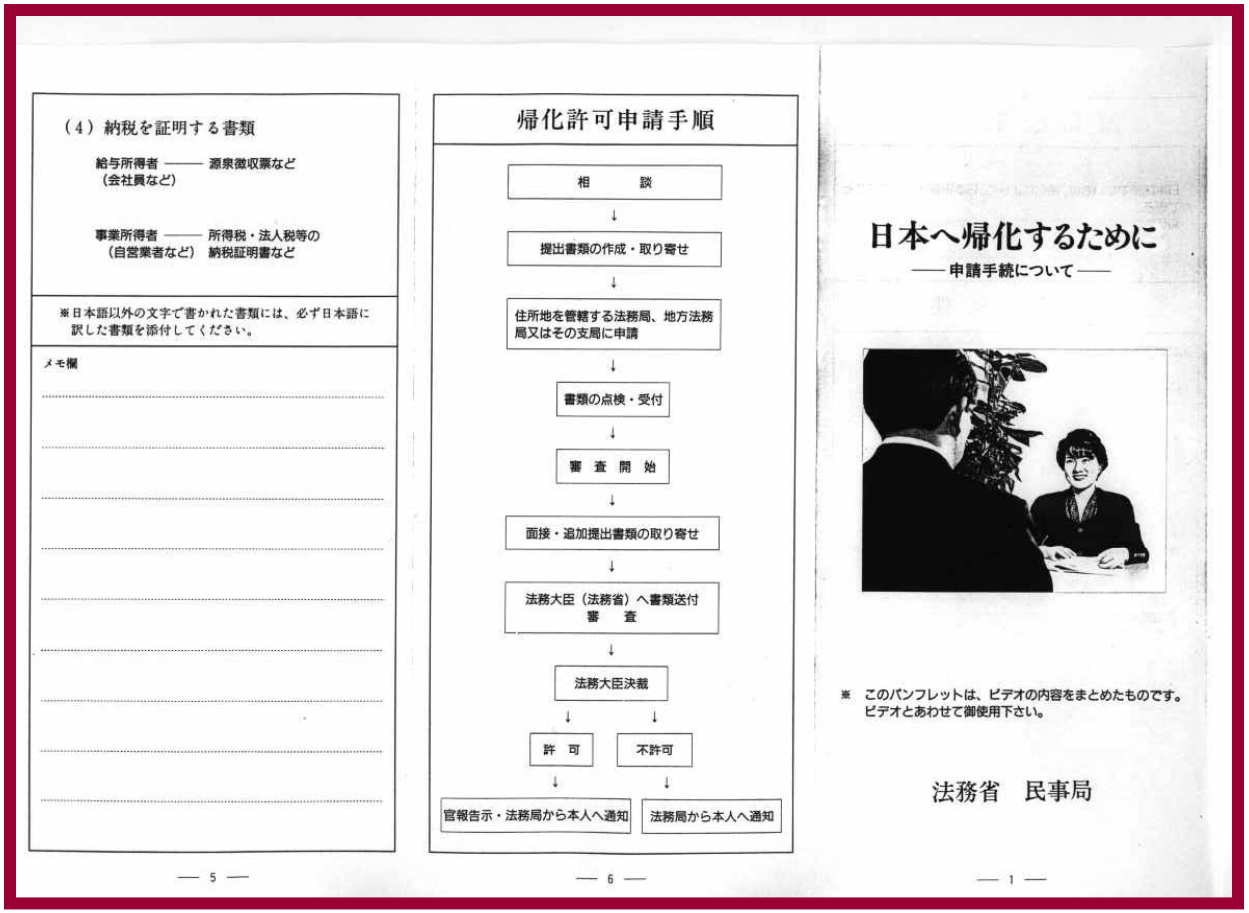
IN THE JANUARY HAL-PC eBULLETIN
SIG Programs for January
News for HALNet Users

Scrolling Through Time



Make Project Sponsors Write Their Own Requirements

Miyoko Takeya, PMP, Tokyo, Japan



（4）納税を証明する書類

給与所得者 —— 源泉徴収票など
（会社員など）

事業所得者 —— 所得税・法人税等の
（自営業者など） 納税証明書など

※日本語以外の文字で書かれた書類には、必ず日本語に訳した書類を添付してください。

メモ欄

— 5 —

帰化許可申請手順

相　談
↓
提出書類の作成・取り寄せ
↓
住所地を管轄する法務局、地方法務局又はその支局に申請
↓
書類の点検・受付
↓
審 査 開 始
↓
面接・追加提出書類の取り寄せ
↓
法務大臣（法務省）へ書類送付
審　査
↓
法務大臣決裁
↓ ↓
許　可　　不許可
↓ ↓
官報告示・法務局から本人へ通知　　法務局から本人へ通知

— 6 —

日本へ帰化するために

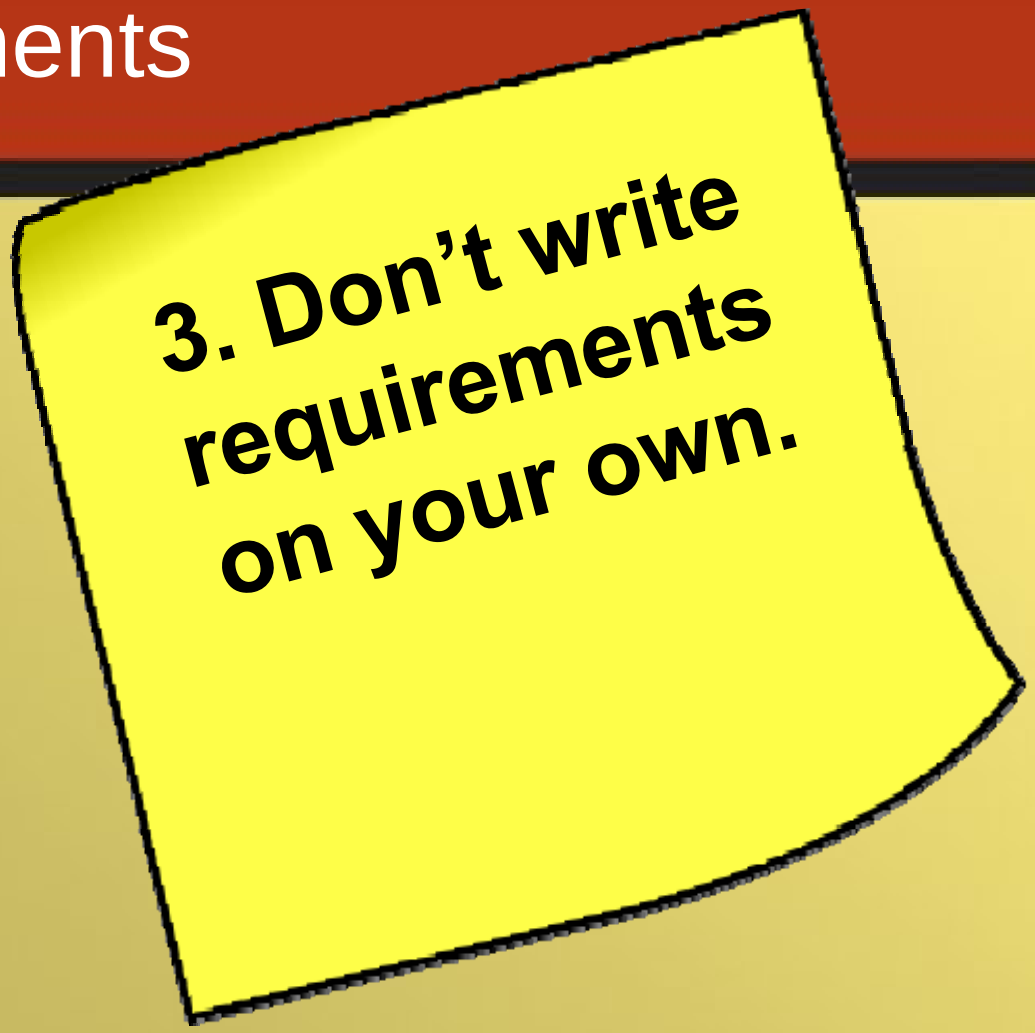
—— 申請手続について ——

※ このパンフレットは、ビデオの内容をまとめたものです。
ビデオとあわせて御使用下さい。

法務省　民事局

— 1 —

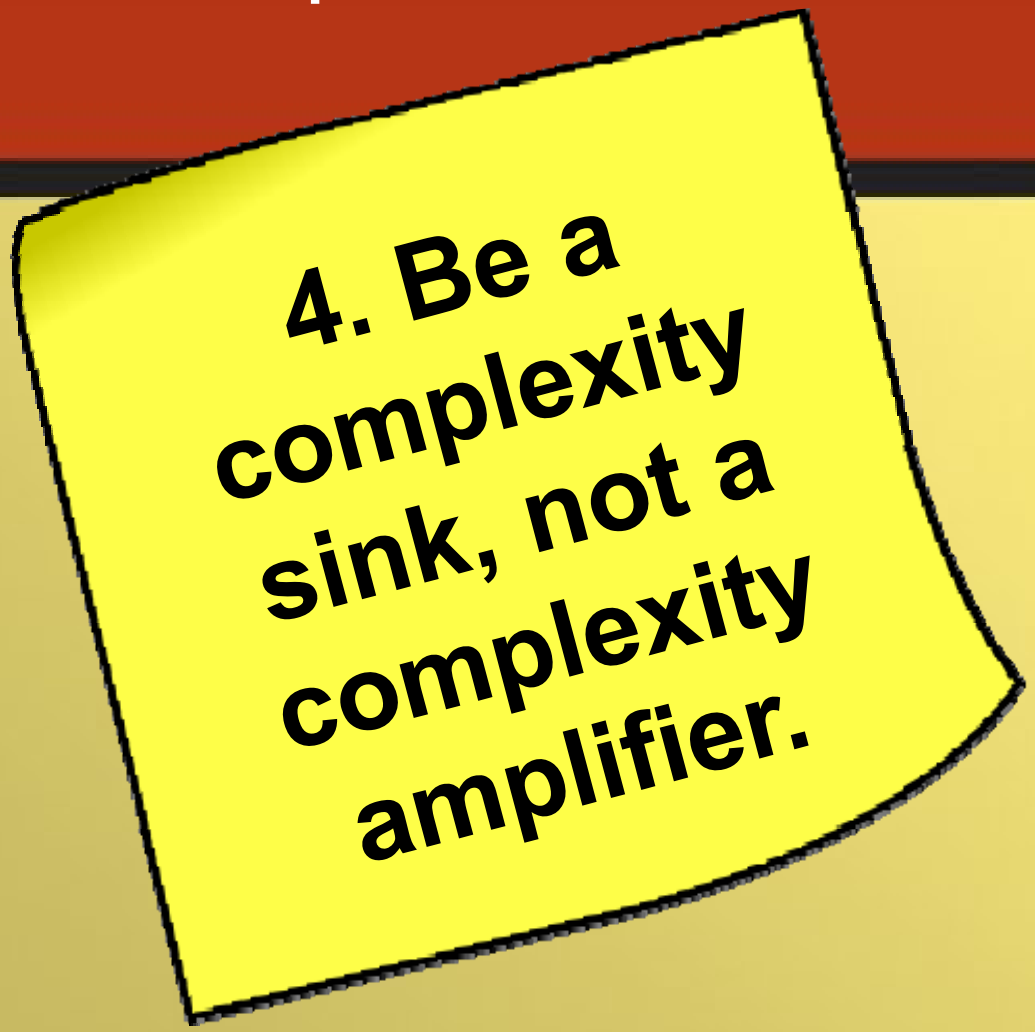
Make Project Sponsors Write Their Own Requirements



Favor the Simple Over the Complex

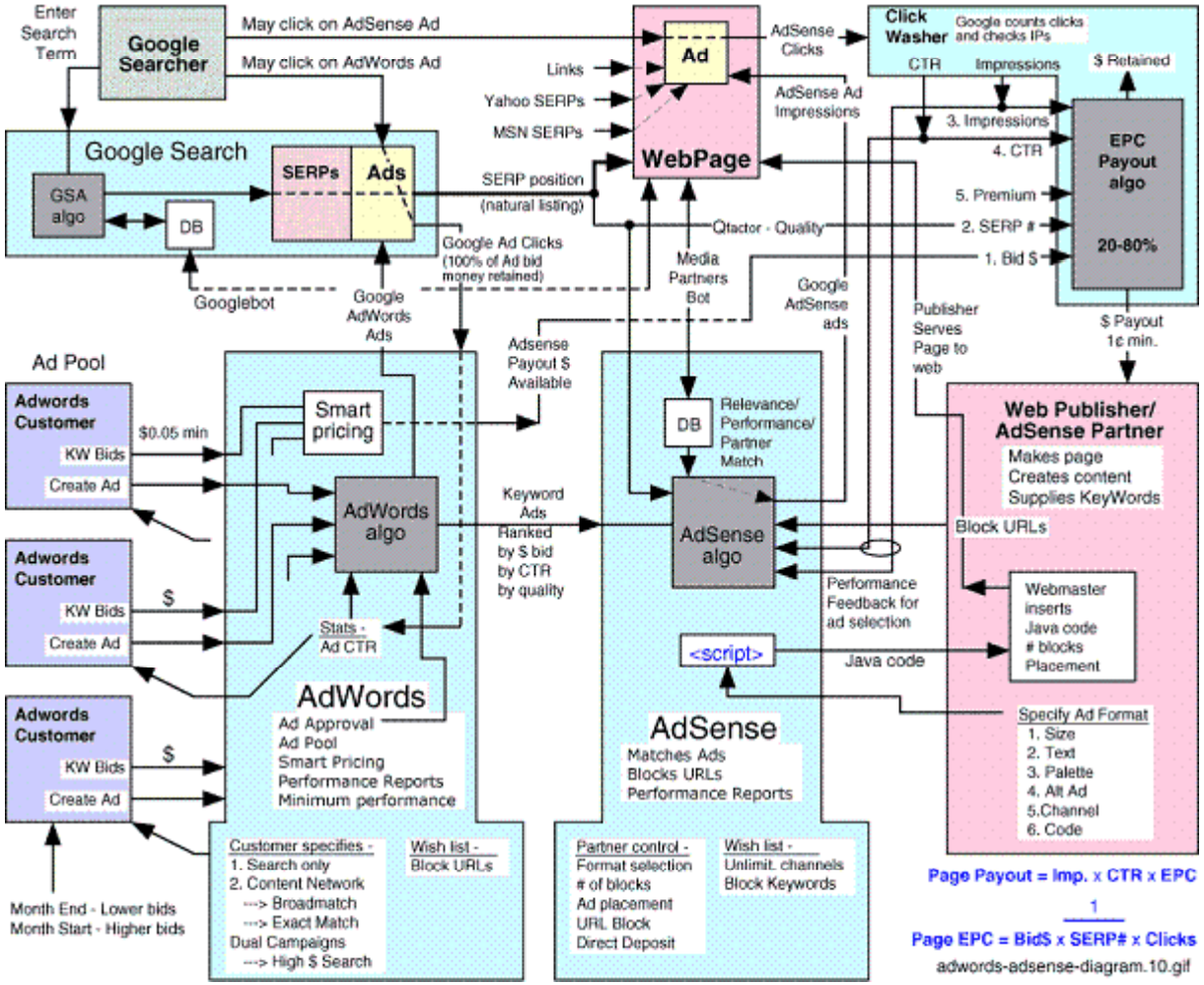
Scott Davis, *Broomfield, Colorado*

Favor the Simple Over the Complex



A Voice from the Other Side

Marty Skomal, MPA, Omaha, Nebraska



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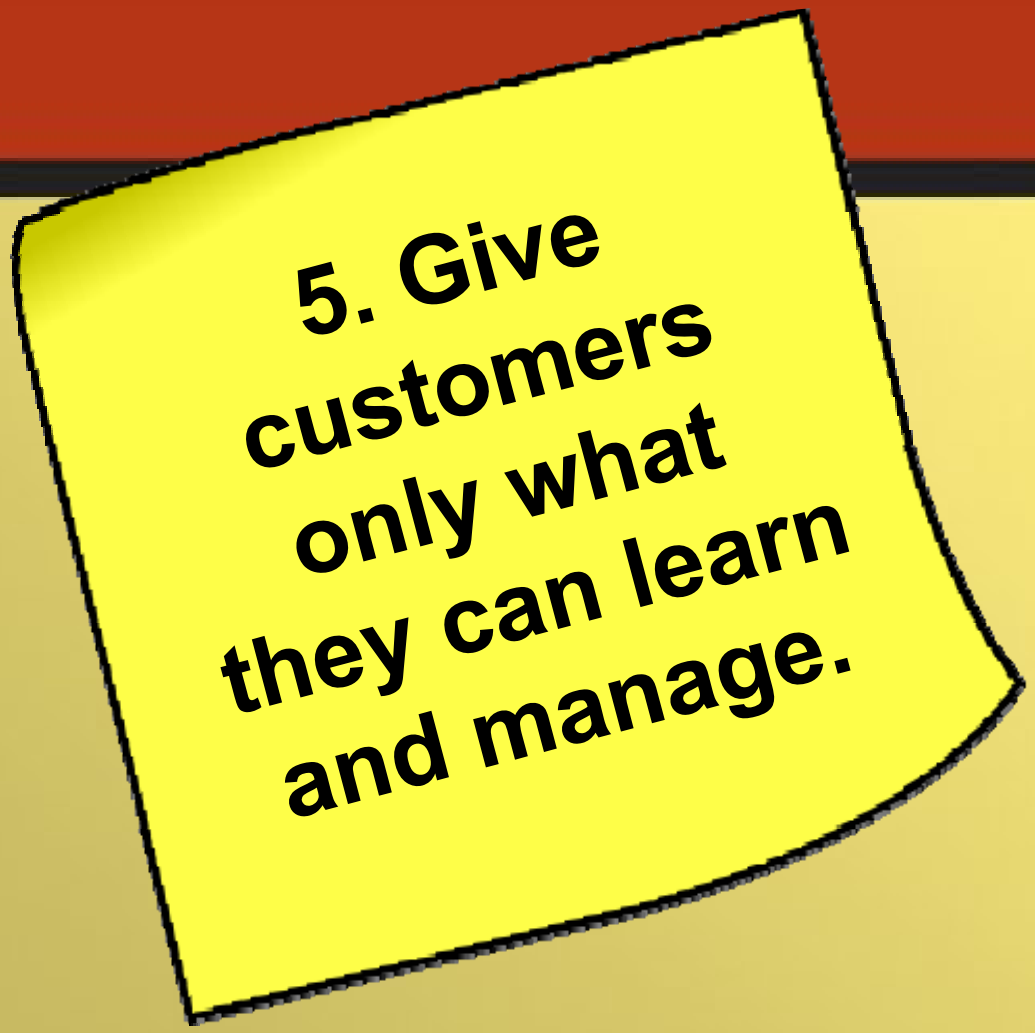
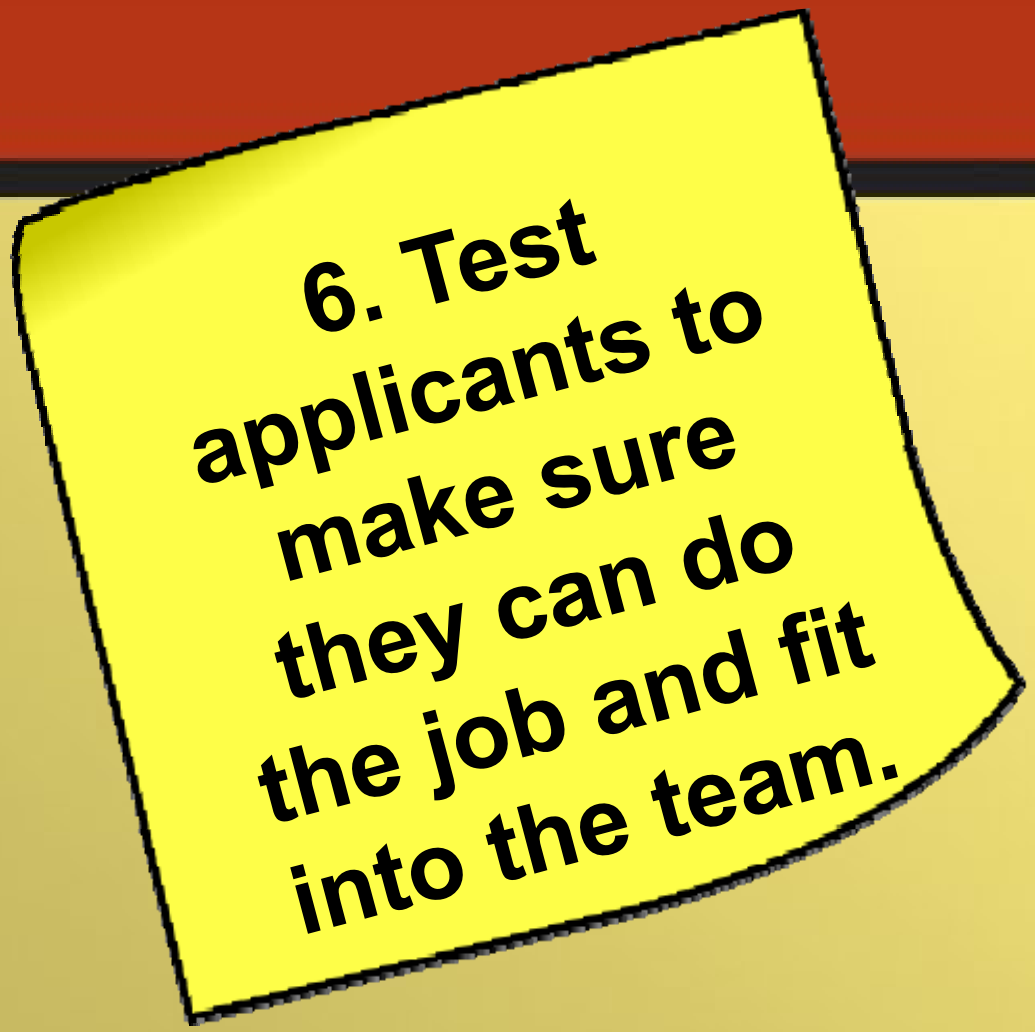


Spot the Stellar IT Developer

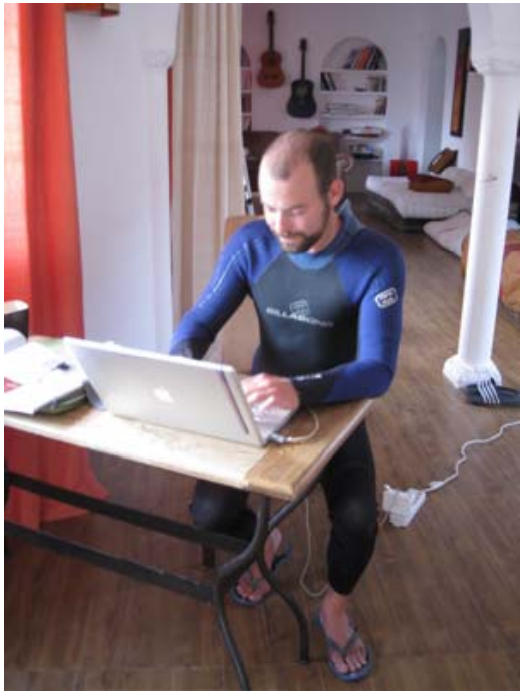
- Involve Developers
- Screen for Knowledge
- Do testing
- Read code
- Rephrase requirements
- Write code
- Check social skills

How to Spot a Good IT Developer



Empowering Developers: A Man Named Tim

Ken Sipe, *St. Charles, Missouri*



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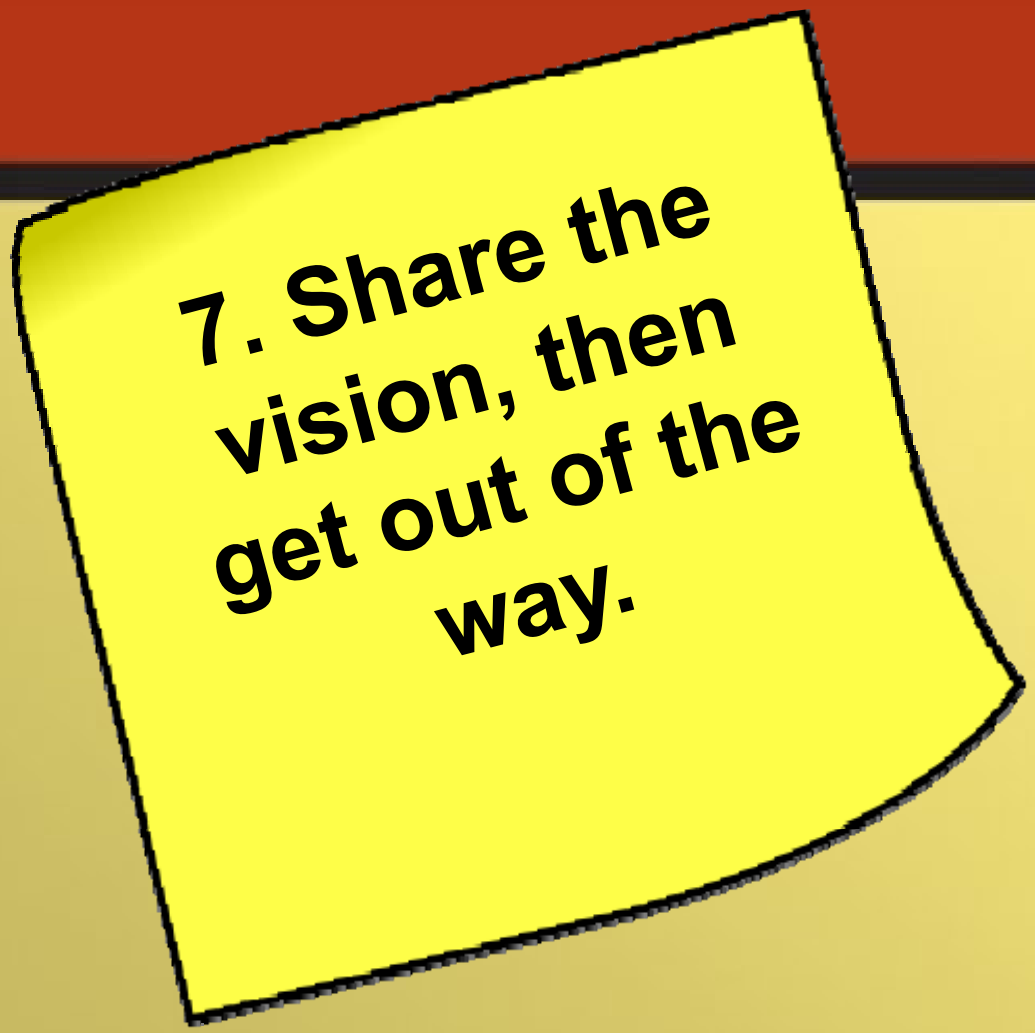
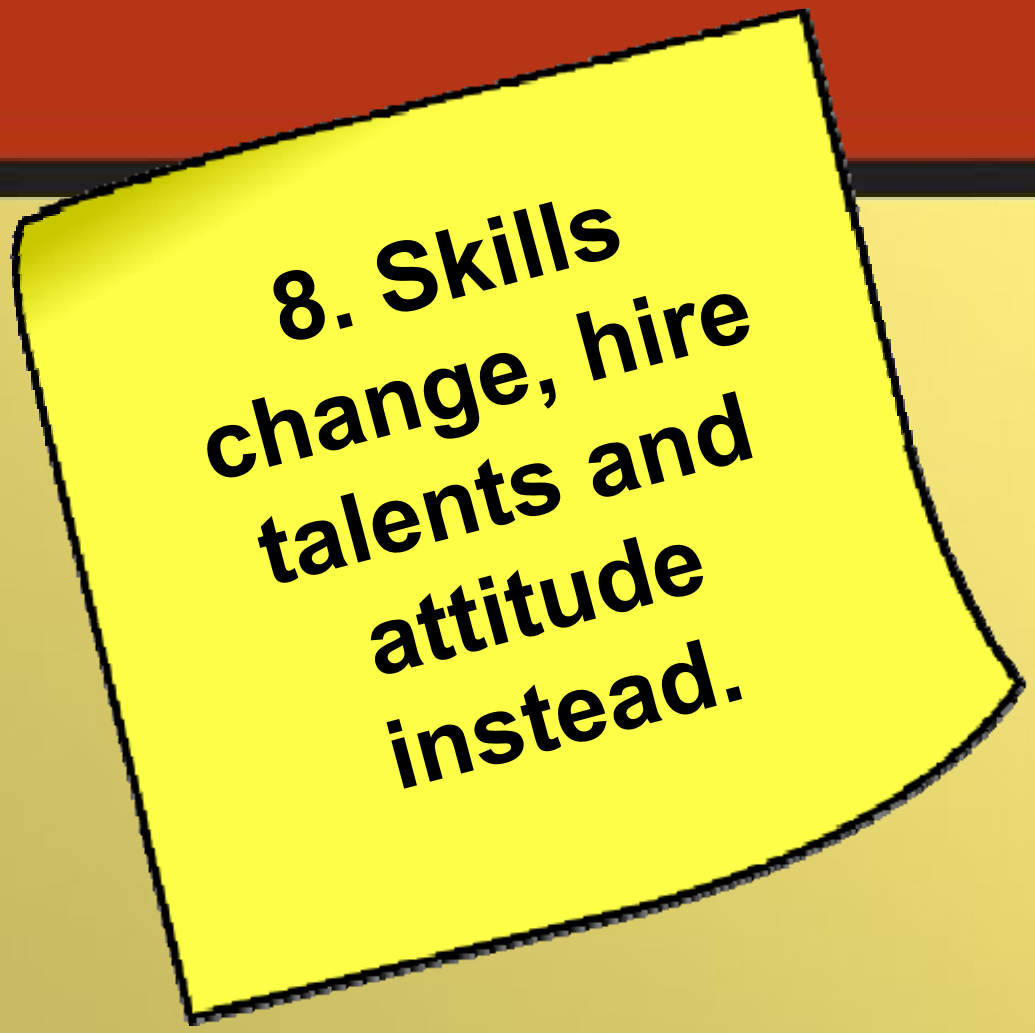


Add Talents, Not Skills, to Your Team

Richard Sheridan, *Ann Arbor, Michigan*

Add Talents, Not Skills, to Your Team



The Fallacy of Perfect Knowledge

David Wood, *Fredericksburg, Virginia*

Scope Change Happens; Get Used to it

Pavel Simsa, *Bellevue Washington*

Favor the Now Over the Soon

Scott Davis, *Broomfield, Colorado*

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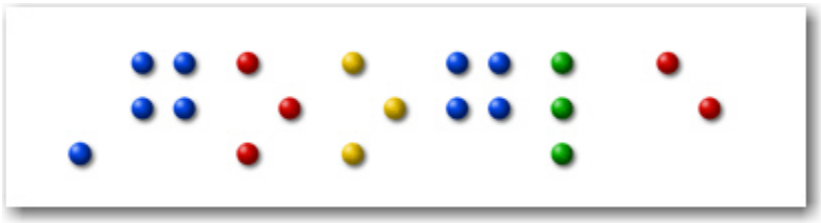
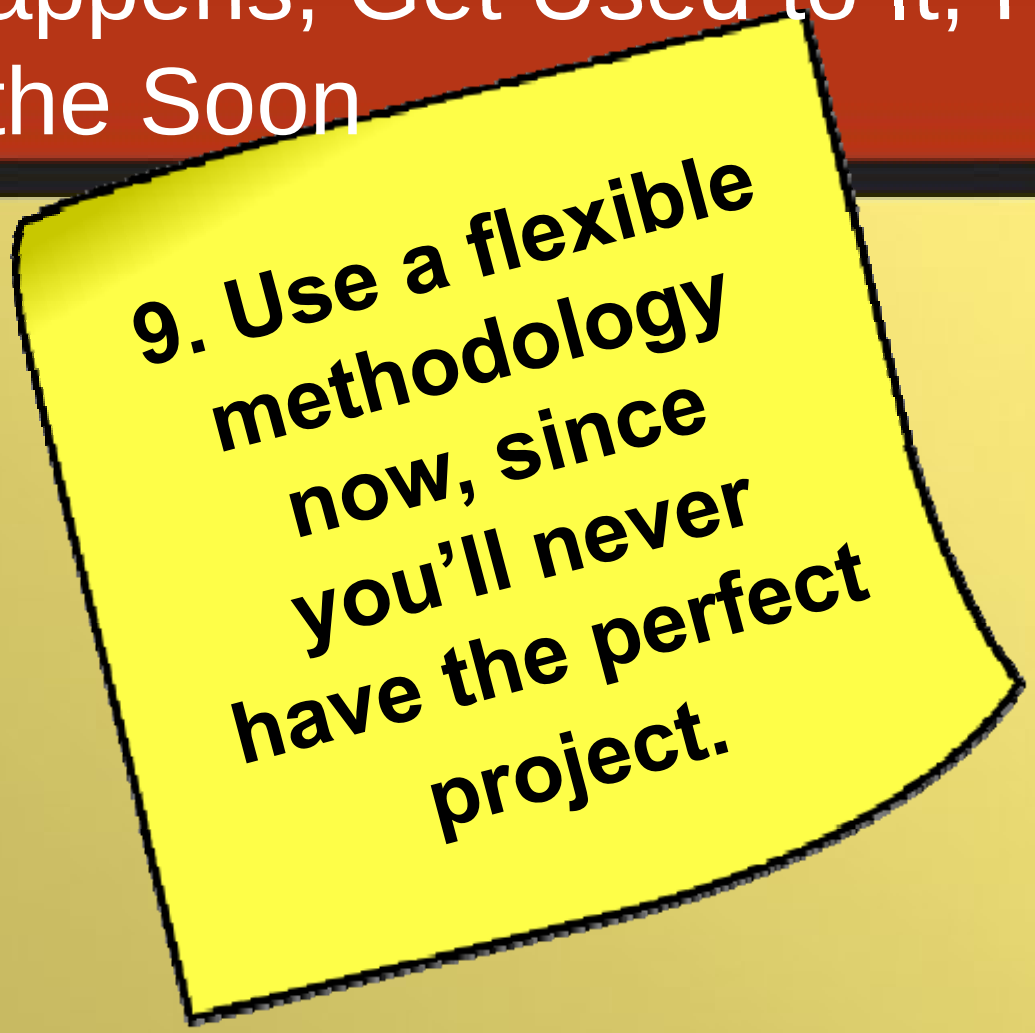
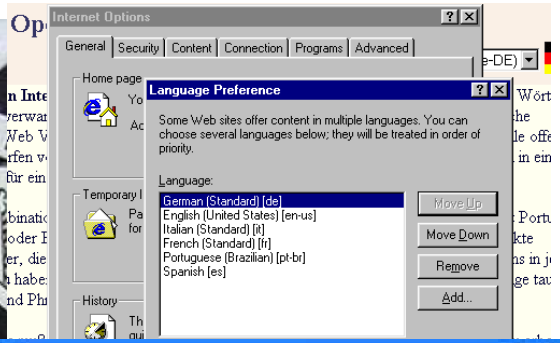


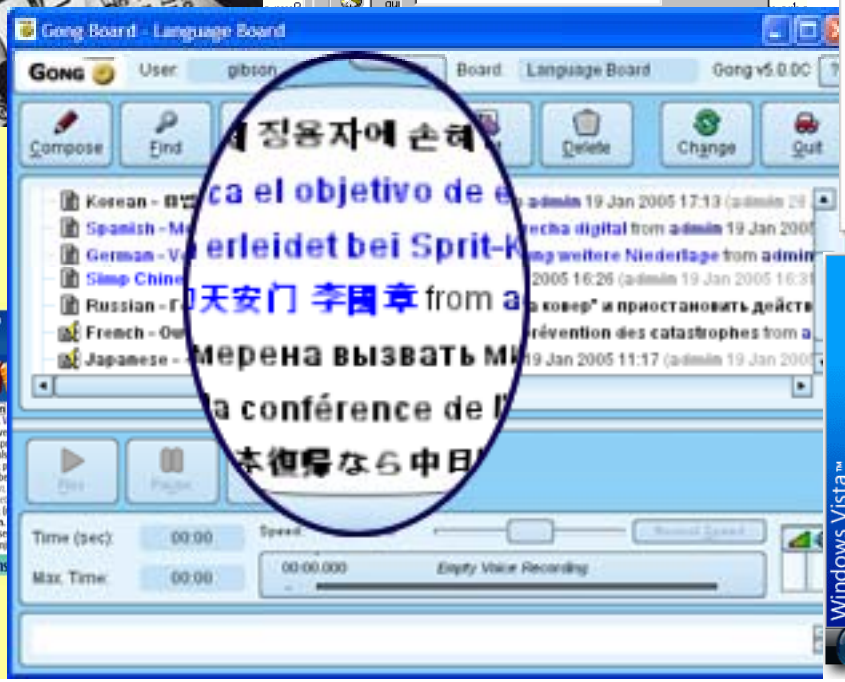
The Fallacy of Perfect Knowledge, Scope Change Happens; Get Used to It, Favor the Now over the Soon

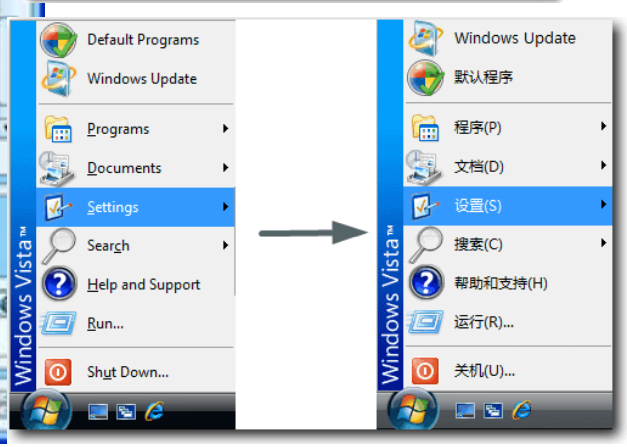


A Word Can Make You Miss Your Deadline

Pavel Simsa, PMP, Bellevue, Washington

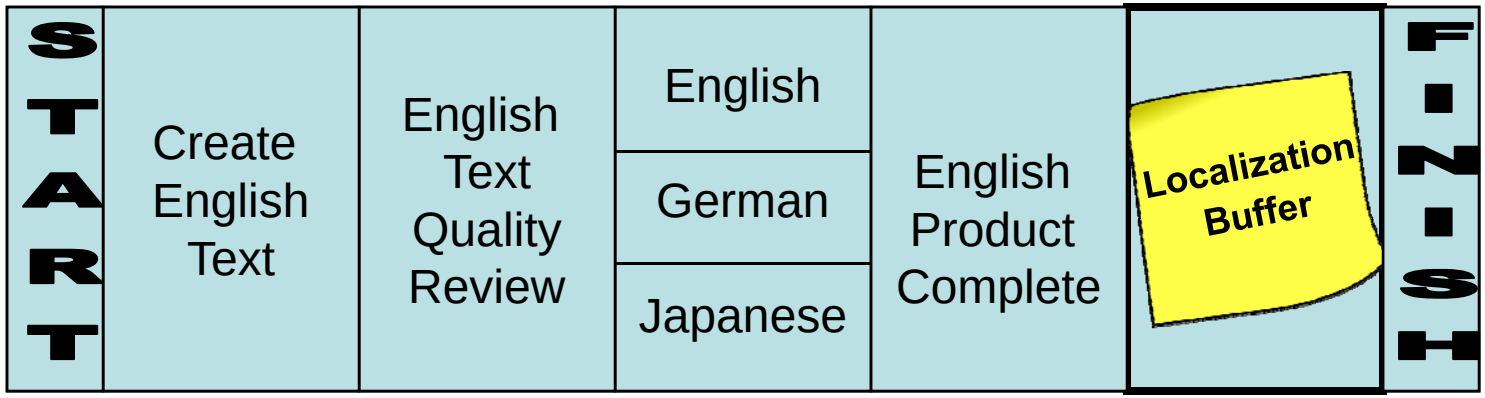






Localized Product Versions

- Translate English
- Check Translation
- Check that Translation Product Works



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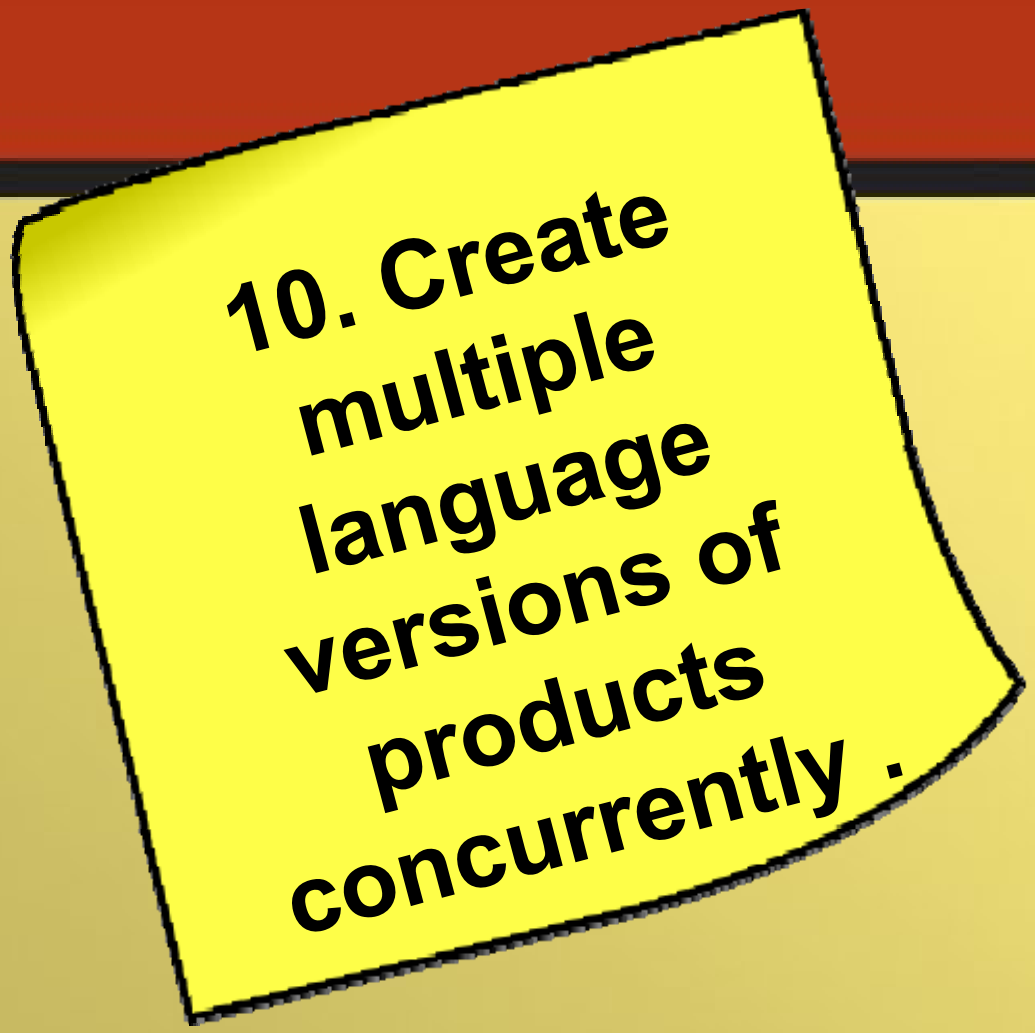
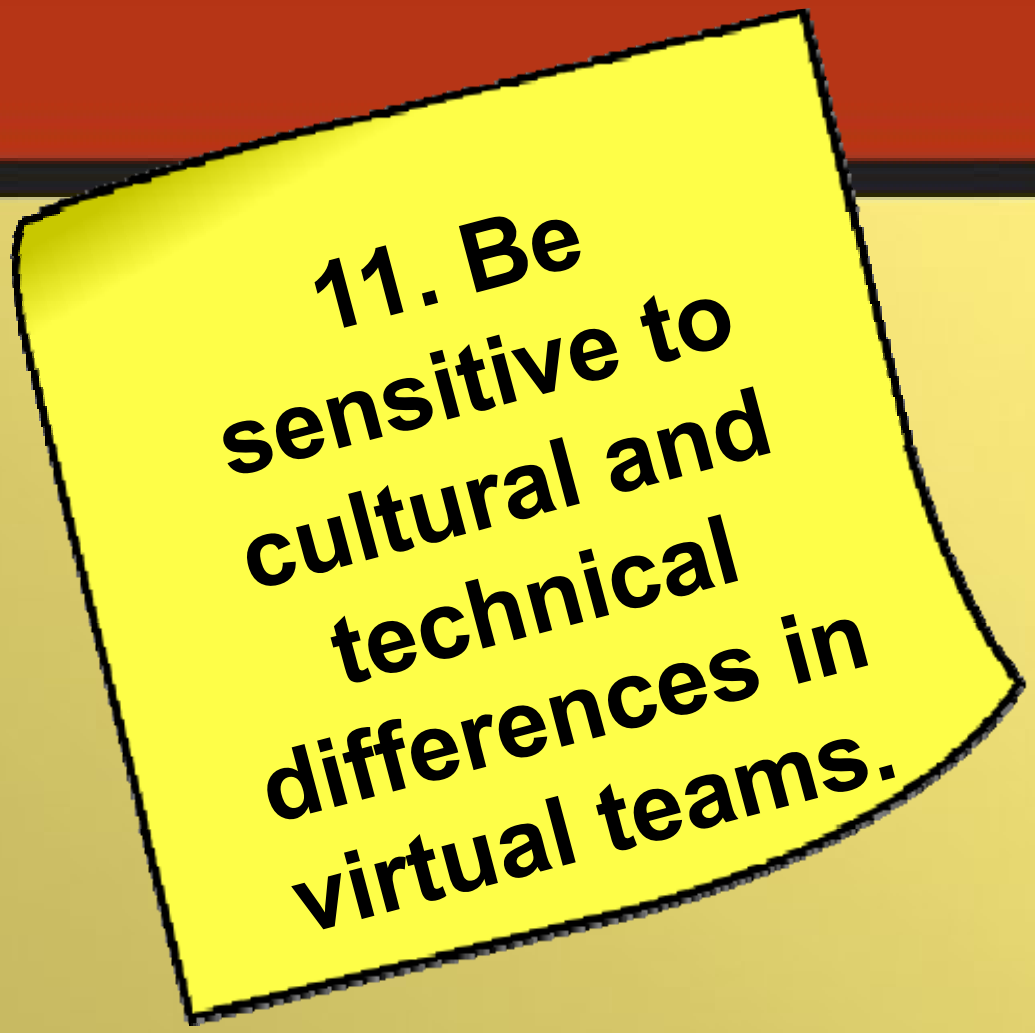


Alice Doesn’t Live Here Anymore

Barbee Davis, PMP, *Omaha, Nebraska*

- Language Skill?
- 24 hour Contact?
- Satellite Lags?
- Cultural Behavior?
- Working Patterns?
- Holidays?
- Accounting Practices?
- Data Export Issues?
- Customer Service?
- Technology?
- Time Differences?

Alice Doesn't Live Here Anymore



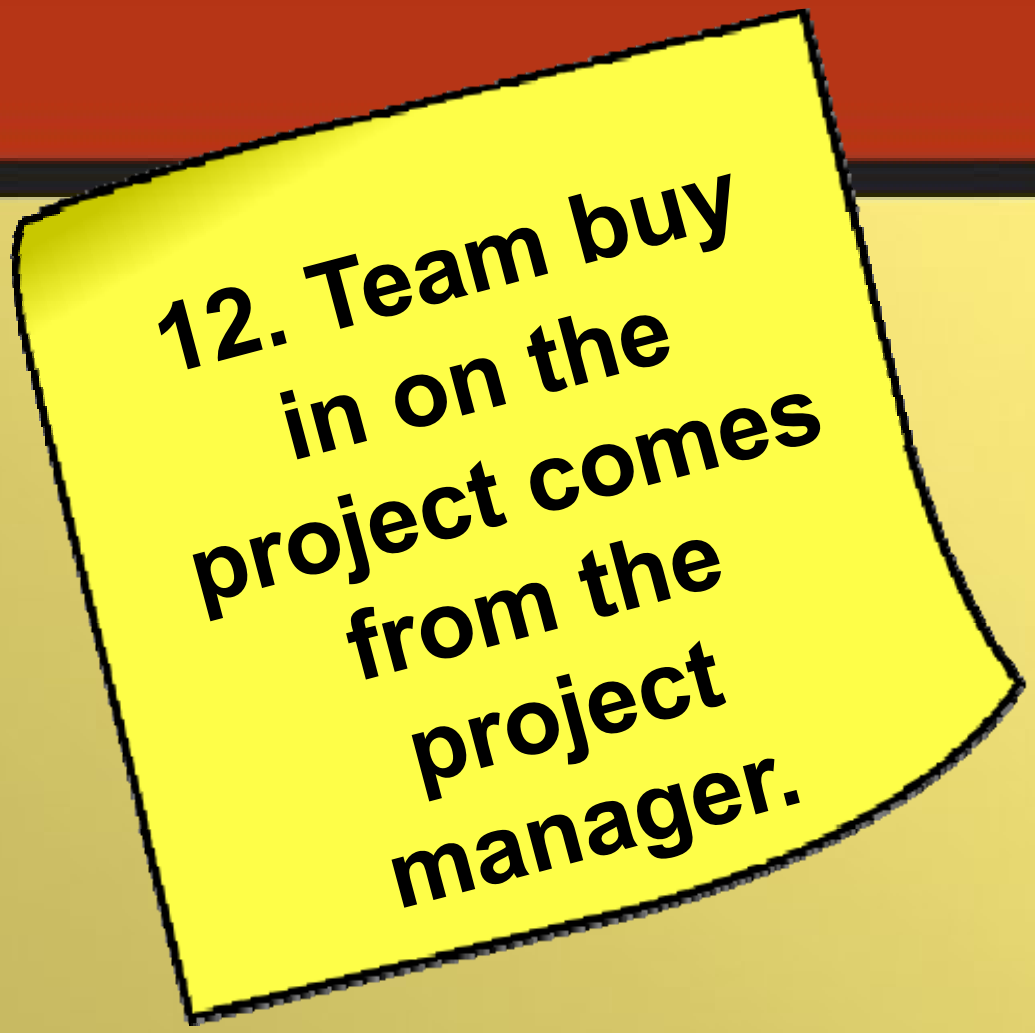
Share the Vision

Jared Richardson, *Morrisville, North Carolina*

Share

- Beat a competitor to market
- International expansion goal
- New product to revitalize the line

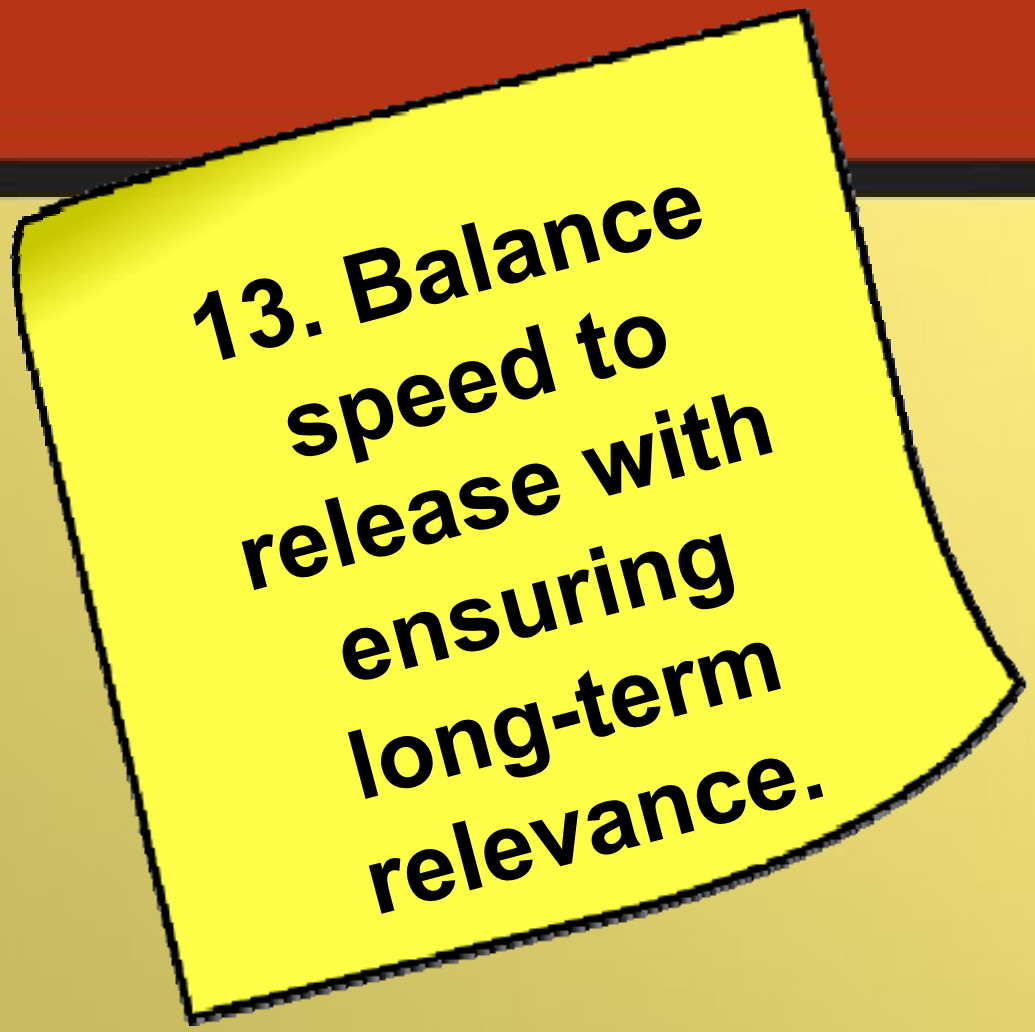
Share the Vision



Speed Is Life; More Is Better

Matt “Boom” Daniel, *Coopersburg, Pennsylvania*

Speed is Life; More is Better



Responding to a Crisis

James Graham, PMP, Ta'l-Ibrag, Malta

Team Briefings

Risk Register

Updated and Current

Crisis Management Plan

Internal/External Comm.

Responding to a Crisis

Establish Project Management Governance

Ernani Marques da Silva,

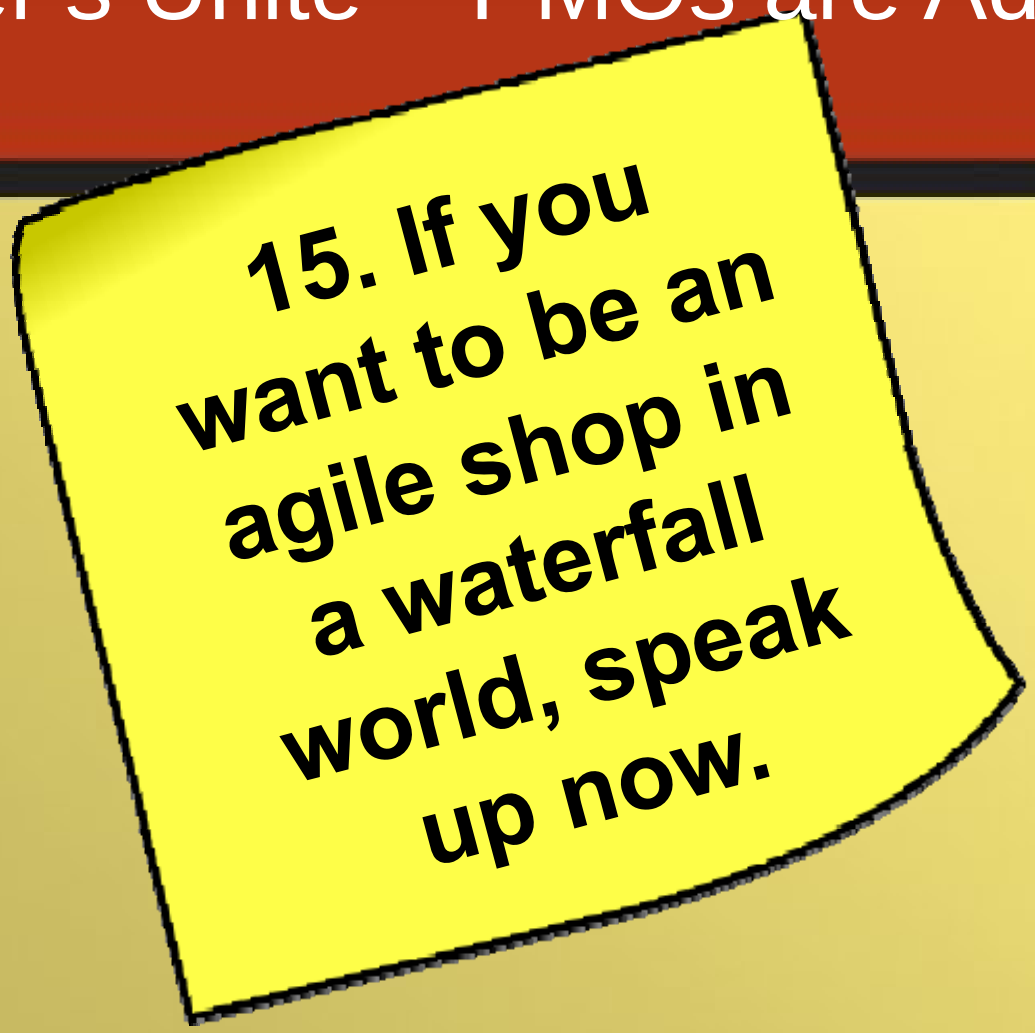
Sao Paulo, Brazil

WWW.FOTOBANK.COM BR01-3170 Bridgeman
'Shame and Regret, a Tragi-Comic Play', caricature on the capitulation of Ulm on the 20th October 1805 (coloured engraving). Artist: French School, (19th century). Artist Nationality: French. Date: C19th. Medium: coloured engraving. Location: Bibliotheque Nationale, Paris, France

Developer's Unite – PMOs are Advancing

Angelo Valle, Rio do Janeiro, Brazil

Establish Project Management Governance, Developer's Unite – PMOs are Advancing



Clear Terms, Long Friendship

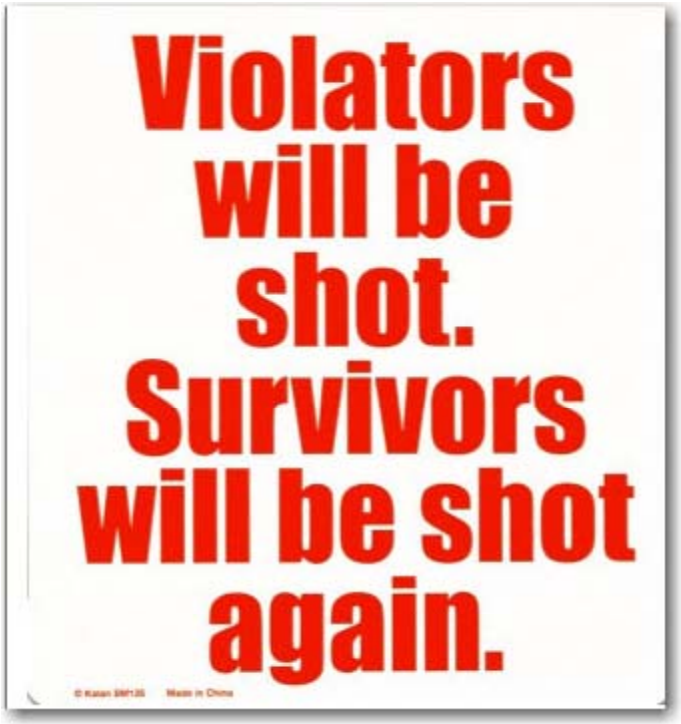
Matteo Becchi, PMP, *Arlington, Virginia*

Patti chiari,

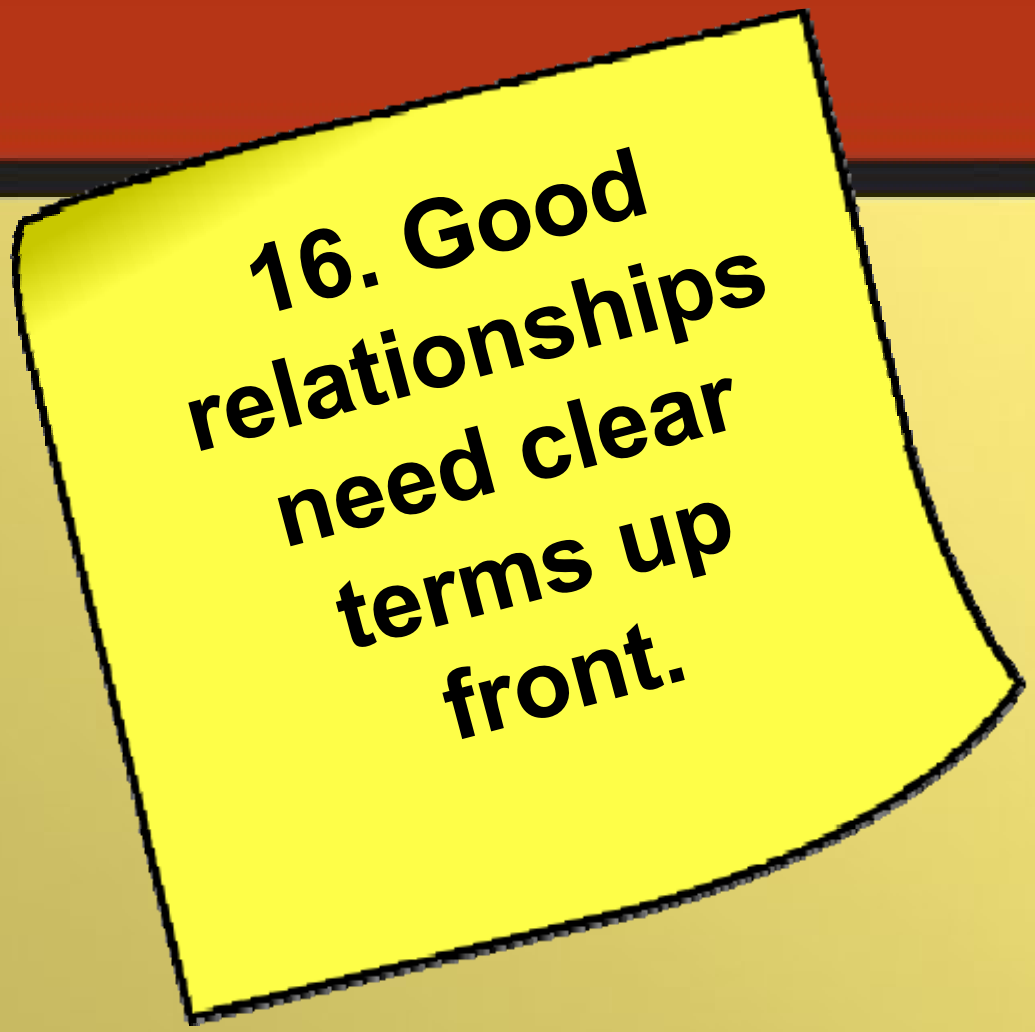
Amicizia lunga

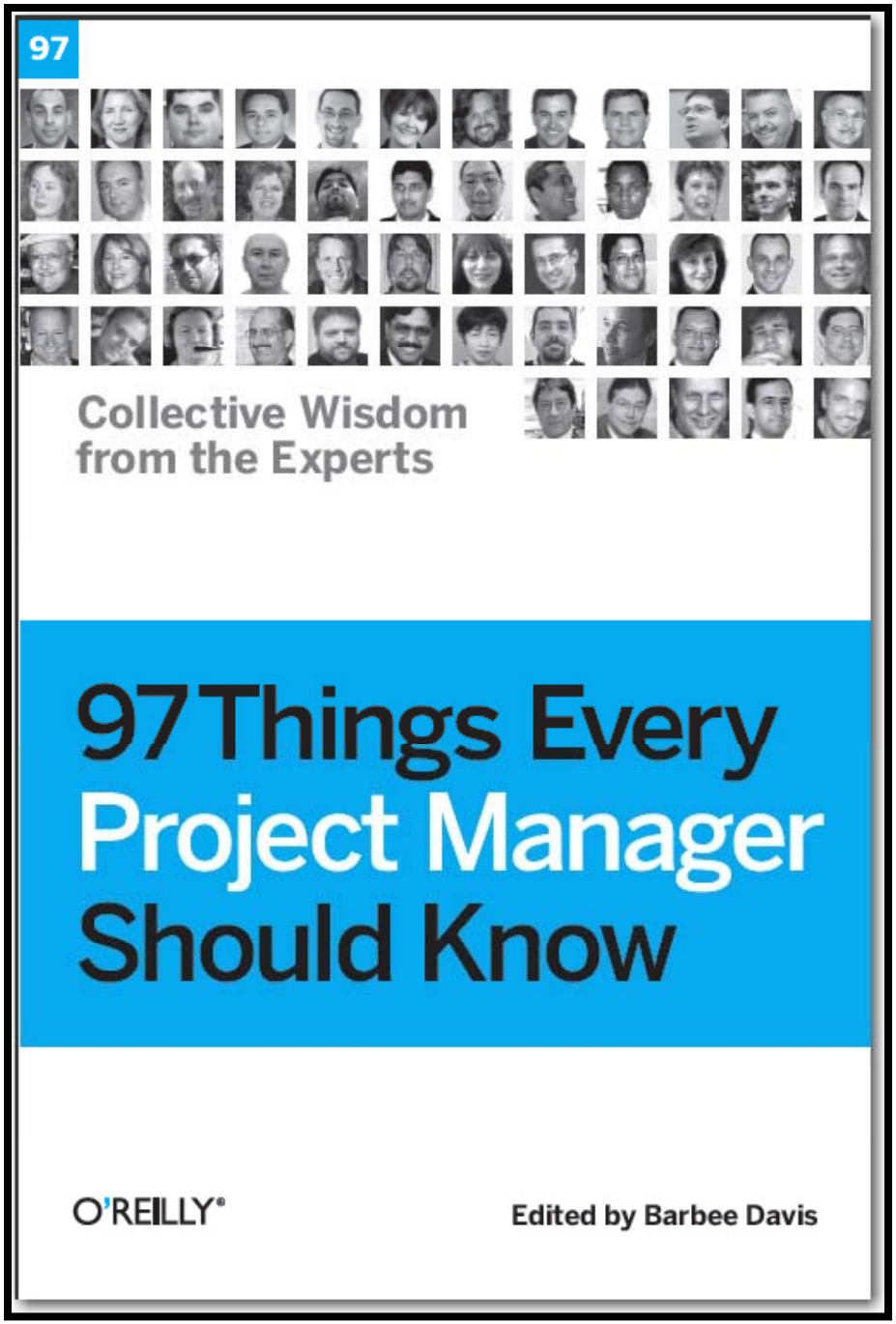
Clear Terms

- Agenda
- Research
- Plug-ins
- No “toys”
- No Sidebars
- Clear Contracts



Clear Terms, Long Friendships





Participant Drawing

PM in the AM

Dec 2, 2009

National Press Club

The End