



Emerald Coast Florida Chapter

Volume 3, Issue 3

President's Corner

by

Cheryl Archer, PMP

Fellow Program Managers,

I am so pleased with our Annual Spring Conference this year. I wanted to express my thanks to everyone who worked so hard to make this event happen. We had wonderful speakers and a beautiful venue. It was also my great pleasure to formally announce the Pensacola Branch as the newest branch in our PMI Emerald Coast FL family.

As our chapter continues to grow, we need to provide our members with opportunities to learn and also to teach each other. We are always on the lookout for volunteers. Board elections are right around the corner and there is no greater learning experience than to be in a position of leadership. What a great opportunity for networking and expanding your project management experiences. Leadership skills are of the utmost importance to project managers and to organizations including PMI. Your development as a leader gives your career an edge and is personally enriching. Our chapter is what we make it, I urge you to look for volunteering opportunities to network and collaborate with peers who share your desire to lead and grow.

Sincerely,

Cheryl

PMI Emerald Coast
Florida Chapter
P. O. Box 1265
Shalimar, FL 32579

May 2011

Membership Stats
as of
April 2011:

Members: 228
130 PMP & 5 CAPM

117 Main Chapter Members
40 Panama City Branch
Members
23 Mobile Branch Members
48 Pensacola Branch
Members

Membership Activity:
26 New Members

Inside this issue:

Pensacola Branch Directors	2
May Branch Membership Meeting Information	3
May and June Chapter Meeting Information	4
Boot Camp Information	5
Survey Result Informa-	5
Tips Article	6-7
Exam Simulator Article	7-8
Miscellaneous Informa- tion	9-11
Conference Photo- graphs	12

Our Newest Branch: Pensacola

WAY TO GO!

2011 Pensacola Branch Directors

Emerald Coast Chapter Pensacola Branch News

Pensacola became an official Branch of the Emerald Coast Chapter on April 16, 2011 thanks to the efforts of Hazel Wiggington, H2 Performance Consulting and support from the Pensacola steering committee members Bridgette Price, Lisa Hickey, Angela Spiegel, Terry Odom, Charlotte Peacock, and Cathy Lemons. The first official Branch meeting was held on April 19, and 2011 Branch directors were selected. The Board of Directors for the Pensacola Branch are:

Director, Chapter Branch - Charlotte Peacock

Director, Branch Finances - Michael Beck

Director, Operations & Programs - Brynn Ammon, Patrick McMichael

Director, Communications & Public Relations - Holly Smith

Director, Professional Development - Terry Odom

Director, Community Outreach - Kevin Brennan



The Pensacola Branch Board of Directors

Pictured from left: Kevin Brennan, Patrick McMichael, Brynn Ammon (back), Terry Odom (front), Charlotte Peacock (front), Hazel Wiggington (outgoing director), Michael Beck (not pictured Holly Smith)

Mobile Branch

May 2011 Membership Meeting

Date: May 24, 2011

Time: 12:00 pm—1:00pm

Location: ITT Technical Institute



Speaker: Claudia Zimmermann—Director of Economic Development Mobile Area Chamber of Commerce

Topic: Economic Development Efforts, Successes and Future Plans

Register Online at: http://pmi_mobile_branch_may_meeting.eventsbot.com/

Earn **1 PDU** for attending!

Look for more information on the [Mobile Branch](#) page of the Chapter website or contact Carrie French, PMP Director, Mobile Branch at directormobilebranch@pmiemeraldcoastfl.org

Panama City Branch

May 2011 Membership Meeting

Date: May 26, 2011

Time: 5:30 pm—7:00pm

Location: L-3 Communications Main Conf Room

Speaker: John Dawson, PMP

Topic: “Lessons Learned—When Good Projects Go Bad”

Register Online at: <http://www.eventsbot.com/events/eb302932766>

Earn **1 PDU** for attending!



Look for more information on the [Panama City Branch](#) page of the Chapter website or contact John Dawson, PMP Director, Panama City Branch at directorpanamacitybranch@pmiemeraldcoastfl.org

Pensacola Branch

May 2011 Membership Meeting

Date: May 17, 2011

Time: 11:30 am—12:30pm

Location: Pensacola City Hall—Whibbs Room

22 West Main Street, Pensacola, FL

Speaker: Mr. Joe Taylor Naval Education and Training Professional Development and Technology Center (NETPDTC)

Topic: How to bring folks along on project execution while training them on new technologies/systems

Register Online at: <http://pmiemcflpensacolabranchmay2011.eventsbot.com/>

Earn **1 PDU** for attending!

Look for more information on the [Pensacola Branch](#) page of the Chapter website or contact John Dawson, PMP Director, Panama City Branch at directorpanamacitybranch@pmiemeraldcoastfl.org

Change in Rule for Claiming Presentation PDU's

The rules have changed regarding how many PDU's one can claim for presenting. You can now claim up to a total of 45 PDU's for presenting, which now also includes preparation time.

May 2011 Membership Meeting

May 18, 2011

Time: 11:30AM—12:30PM (networking 11:00—11:30)
Two Trees Restaurant, 1955 Lewis Turner Blvd, Ft. Walton Beach, FL

Speaker: Mr. Clark Reid

Topic: Time Management (Chapter 6 PMBoK)

Earn *1 PDU* for attending!

The meeting will start at 11:30 and will conclude at approximately 12:30 with networking, lunch ordering from 11:00am—11:30am. Let Server know upon arrival what you would like for lunch, orders will be paid by attendee at time of meeting. Requirement for use of Two Trees Restaurant at no cost to the chapter is EVERYONE must have lunch (see registration site for menu).

Register online at http://pmiemcfl_chapter_may2011.eventsbot.com/ or visit chapter website at <http://pmiemeraldcoastfl.org> for additional information.

June 2011 Membership Meeting

June 15, 2011

Time: 11:30AM—12:30PM (networking 11:00—11:30)
Two Trees Restaurant, 1955 Lewis Turner Blvd, Ft. Walton Beach, FL

Speaker: Joanna Scott, PMP, CCE/A, Cost Analyst

Topic: Project Cost Management (Chapter 7 PMBoK)

Earn *1 PDU* for attending!

The meeting will start at 11:30 and will conclude at approximately 12:30 with networking, lunch ordering from 11:00am—11:30am. Let Server know upon arrival what you would like for lunch, orders will be paid by attendee at time of meeting. Requirement for use of Two Trees Restaurant at no cost to the chapter is EVERYONE must have lunch (see registration site for menu).

Registration will be available after May's meeting online at http://pmiemcfl_chapter_june2011.eventsbot.com/ or visit chapter website at <http://pmiemeraldcoastfl.org> for additional information.



Government Funded
PROJECT MANAGEMENT PROFESSIONAL (PMP)
CERTIFICATION BOOT CAMP

Each Student Receives:

- o PMBOK® Guide-Fourth Edition Courseware approved by PMI
- o Workshop for PMI's PMP Application process
- o Computer-based PMI Testing Voucher for the PMP exam
- o Additional customized courseware developed by H2 PMP-Certified expert consultants
- o Personalized Learning Management System (LMS) including interactive practice questions
- o PMP Exam prep study guides with over 600 practice questions
- o 35 Professional Development Units (PDU)
- o Dynamic, interactive workshops during the span of the course
- o Customized Templates including Project Charter, Communications Plans, Risk Management and more....
- o Flash cards for each knowledge area

PMI's PMP Course	\$3600
PMI Test Voucher	\$405
Government Grant	(\$2,505)
Student Cost	\$1500

CLASS DATE AND LOCATION

June 6 - June 10, 2011
 8:30am - 4:30pm
 PSC Pensacola Campus
 Building 17

FOR REGISTRATION AND SUMMER CLASS SCHEDULE:

Contact Mary Adams – H2PC Training Solutions Manager
 Office: 850-266-7087 Toll Free: 877-844-4970 Mobile: 850-602-0715
 mary.adams@h2pc.com www.h2pc.com

CLASSES PROVIDED BY:



H2 Performance Consulting
accelerate your business

2011 Spring Conference Survey, along with 2011 Chapter Satisfaction Survey will be posted to our Chapter's web site shortly.

Thank you to all who attended the conference, we had a good turn out and are already looking forward to 2012's conference. Photographs from the event can be seen on page 12.

We would like to thank this year's sponsors H2 Performance Consulting and Tybrin for their sponsorship of the event.

We are already beginning to take your suggestions to heart and are beginning to work on next year's conference. As always we are looking for volunteers to assist with another successful conference.



Tips on Handling a Problem Team Member on your Project

By Margaret Meloni, MBA, PMP

Oh there is a problem alright. And it starts with the fact that you have a boss, peer or project team member who is completely in denial about the chaos that is all around them. If they do see any kind of issues, well those issues start with you. This is not meant to be spiteful. This is the behavior of someone who is completely oblivious to the fact that they cause problems. If they do have any inkling that there is an issue, then they have a perfect excuse. Do any of these sound familiar?

"I did not call you back because you never left me a message."

"I did not forget our meeting; my admin did not put it on my calendar."

"My office may look messy, but leave it alone. I have a system and I know where everything is located."

What kinds of chaos surround this person? Their chaos can be lack of organization, time related or memory related. The chaos created by this person looks like chaos created by creative types or even by someone who deceives others into thinking they are organized. The key here is that they absolutely do not own their issue. They really do not see that there is a problem. If they miss a meeting, they can blame their assistant who did not remind them of it. They really think you didn't leave them a message because their assistant gave it to them and it was buried under the piles of paper on their desk.

So what's a project manager to do? Well let's look at what not to do first - do not blame them. Do not put them on the defensive. Do not constantly harp on them about the problem. Do not argue with them about their excuses, just move on. Find a way to work around the problem because you're not going to be able to change them.

Now step back and look at the big picture. What do you want from this working relationship? Where do they have problems and how can you help? Even if you don't feel like you want to help them, remember you are helping yourself too! With that in mind:

Be proactive. If you know their issue will cause a problem for others on the project team, step-in.

This may mean you politely remind them of customer appointments or work package due dates.

It may mean you hand deliver important memos to them and watch them read those memos.

What you are doing (without them knowing it) is nipping a potential problem in the bud.

Create a simple process for organizing shared information. Stay away from their personal space, but be willing to be responsible for other areas. Enlist the help of others on the project, too. Your problem child may respond to the organization and join in because they want to be part of the group.

If they work for you as a full-time project resource, be the boss and give them direction. Advise them that missing meetings, deadlines and not returning phone calls is not acceptable. Mentor them away from the damaging behavior and toward a positive outcome.

Acknowledge that they have other skills. There are other areas where they are strong contributors, which is why they got selected to work on the project in the first place.

You may think that's a lot of trouble to go to, but it will actually save you time and make your job less aggravating. Hand delivering memos might seem a bit extreme but you'll know that they've been read. Another method that works is to deliver the memo and have them initial that they have read it. This also serves to create a paper trail that no one can argue with.

If you do have to call them on the carpet about their behavior, ask them how you can help them get control of their disorganization. Knowing that you're willing to help them will make them much more willing to work on the behavior that is causing so much chaos for the project.

As for their other skills, take advantage of them. You may want to find what they are best at and exploit that. If your problem person excels at something that another project team member isn't so good at, perhaps he or she could take the burden off their co-worker in exchange for that person handling their
(continued on page 7)

calendar.

And remember, their behavior is about them, it is not about you. Don't take it personally.

About the Author: Margaret Meloni, MBA, PMP, is an executive coaching consultant for IT professionals. She helps project managers and teams work together better by improving their soft skills. Learn how to successfully combine your technical and soft skills in her webinars from The PDU Podcast (www.pducast.com) and from her website at www.margaretmeloni.com.

Summary:

In a workplace sometimes there are boss, peer or project team member who are completely in denial about the chaos that is all around them. If they do have any inkling that there is an issue, then they have a perfect excuse. What kinds of chaos surround this person? Their chaos can be lack of organization, time related or memory related. So what would a Project Manager do? Do not blame them. Do not put them on the defensive. Do not argue just move on. Find a way to work around the problem because you're not going to be able to change them. And remember, their behavior is about them, it is not about you. Don't take it personally.

What is a PMP Exam Simulator?

By Cornelius Fichtner, PMP

The PMP exam is a 4-hour, 200 question, multiple-choice, computer-based exam that leads to the Project Management Professional credential. It is based largely on the contents of the *PMBOK® Guide*, although you will probably want to use other books as well during your exam preparation. The *PMBOK® Guide* is wide-ranging and covers many concepts: the exam contains questions from all the knowledge areas, so there is a lot of material for you to cover in your study.

A [PMP exam simulator](#) can form a valuable part of your exam preparation. As you would expect from the name, it simulates the exam. A PMP exam simulator is a piece of software – either on your computer or available online – that provides a similar environment to the PMP exam, giving you the chance to practice in advance of taking the real test. Here is some more information about what to expect from a PMP exam simulator.

A simulator presents you with questions like the real exam: A PMP exam simulator mimics the online environment of the real exam, down to the questions. It shows you realistic exam questions and gives you the chance to take some practice exams. The exam questions are also split into the same proportions as they will be in the real test. For example, only 8 per cent of the questions in the exam will come from the Closing process group. The exam simulator will show you questions in the same proportions, so you will get a feel for how often different areas of the syllabus will be examined.

A simulator allows you to practice: We all need to practice things before we are any good at them, and taking exams is no exception. If you haven't taken a computer-based test before, the computer environment can be daunting. Using a PMP exam simulator means you have the opportunity to sit many practice exams. You can do this at home, or at work, and you can make the experience as close to the real exam as possible by making sure that you have no distractions for 4 hours. Switch off your phone, and immerse yourself in the questions. Then you'll know exactly what taking the real exam will feel like.

A simulator shows you where you need additional preparation: Taking practice exams is good preparation for the PMP exam, but don't get disheartened if you don't pass them first time. The purpose of "failing" at home is to understand which areas of the *PMBOK® Guide* you need to review. A simulator will show you

(continued on page 8)

which questions you got wrong and point you in the direction of what you need to revise. Use this feedback to work on the rest of your study schedule so you spend time focusing on the areas where you need more practice.

A simulator demonstrates that you are improving: Much of your [PMP exam preparation](#) will be self-study, as preparing for the exam can take 8-12 weeks. During that time, it can be difficult to know if you are making any progress. A PMP exam simulator will show you where you are improving. Take a practice exam when you start your revision, and note the topics where you need more work. Then review these areas. When you take another practice exam, or work through some test questions in a non-exam environment, you'll get immediate feedback regarding whether you have got the questions right. You will be able to tell if you are making progress on the areas where you were weaker at the beginning of your studies.

A simulator gives you confidence: One of the advantages of using a PMP exam simulator for your studies is that you will feel more confident about tackling the real exam. Having practiced with realistic questions and taken sample exams in an environment that reflects the testing conditions of the PMP exam, you will know what to expect on the day. Knowing what to expect removes much of the stress of taking exams: at least you are fully prepared and have already "lived through" an exam-type situation. The exam will appear easier, because you can focus on the content of the questions and not on familiarizing yourself with the online environment or the way the questions are presented.

In summary, a PMP exam simulator is a tool that supplements your personal study for the PMP exam. It provides you with a realistic, computer-based testing environment that enables you to practice reading, understanding and responding to the exam questions in a short period of time. Using a PMP exam simulator before taking the real exam is a good way to prepare yourself for both the exam environment and also the types of questions that you will be asked.

About the author: Cornelius Fichtner, PMP is a noted PMP expert. He has helped over 13,000 students prepare for the PMP Exam with *The Project Management PrepCast* at <http://www.pm-prepcast.com> and *The PM Exam Simulator* at <http://www.pm-exam-simulator.com>

Summary:

A good PMP exam simulator will help you prepare for the format of the exam by giving you an insight into what sort of questions you'll face. Here are 10 things to look for when choosing which PMP exam simulator to use.

Proud member of the Greater Fort Walton Beach Chamber of Commerce.



Where do I take the PMP Exam?

If you are not taking a PMP training class that includes taking the exam, you may be wondering how/where you will take your test. The PMI website provides the name of the testing company but not much more in the way of specifics. You might start your search using the following URL: <http://www.prometric.com/default.htm> As you drill down to find a testing site, be aware that the one most convenient for YOU may not be in Florida; for instance, the site in Mobile Alabama is more convenient if you live near Pensacola. Another possibility is Tallahassee—depending on your location.

Need PDUs for renewing your PMP certification. FREE Webinars.

Check out the Chapter [Calendar of Events](#) for Webinars and other events worth PDU credits from vendors registered with PMI.org. Many webinars are 1 hour and worth 1 FREE PDU. Other webinars may be listed and have a minimal charge. Webinars are not sponsored by the chapter. Webinars are to provide additional resources for our Chapter members. Please see webinar registration site for more information on a particular webinar.

If you know of an opportunity for FREE or low cost PDUs, please email vpopera-tions@pmiemeraldcoastfl.org to post to our Chapter calendar of events.

PMI Emerald Coast FL Chapter Needs YOU!

If you are interested in volunteering, the Chapter has many opportunities for Volunteers and you can earn PDUs at the same time. The Chapter has a continuous needs for volunteers to help board members with planning and executing Chapter activities.

Volunteering is an excellent way to expand your contact network, and to increase your skills and qualifications as a leader.

Board Members earn 10 PDUs for their service. Chapter volunteers also earn PDUs to help you meet your continuing certification requirements for your PMP. However, having a PMP is **NOT** a prerequisite!

NOT a member of PMI® or the Chapter?

When you become a PMI member, you'll gain access to knowledge, networks and resources that can help you to improve your work and advance your career in project management. Membership means you'll be recognized as someone who is:

- Serious about professional and personal development
- Enthusiastic about good practices in project management
- Dedicated to practicing your profession in an ethical manner

All of these factors give you an edge in the job market and distinguish you to employers, colleagues and stakeholders. Go to <http://www.pmi.org/en/Membership/Membership-Benefits-of-Membership.aspx> for more details on how to become a member of PMI and the Emerald Coast FL Chapter

Why participate as a Sponsor?

The PMI Emerald Coast FL Chapter serves the Northwest panhandle of Florida and Southern Alabama area. Sponsorship at this Chapter offers a tremendous opportunity to support the Project Management profession while exposing your company's products and services to our members.

We are the newest chapter in our Region. Our depth and breadth of membership has various needs for community outreach programs, educational opportunities and professional networking. Our primary location is Fort Walton Beach, FL with Chapter branches in Mobile AL, Pensacola FL and Panama City, FL

Additional facts about PMI Emerald Coast FL:

Our members are Project Managers working in a broad range of industries.

Our monthly Chapter meetings are broadly attended by local project management practitioners and are open to members and non-members. Many of our member attendees are certified Project Management Professionals (PMP®).

Our newsletter is circulated electronically to active members & subscribers.

Our Chapter website receives frequent visits from guests, members and other Project Management professionals.

We will be happy to discuss our sponsorship program with you. Simply email your inquiry to info@pmiemeraldcoastfl.org.

Sponsorship Options

The PMI Emerald Coast FL Chapter is pleased to offer a variety of sponsorship options. Descriptions for each of these sponsorship options are presented below.

- *Annual Sponsorships (\$2,500, \$1,000, \$500)*
- *Event Sponsorships (\$500, \$250)*
- *Bi-Monthly Newsletter Promotions (\$500, \$250, \$100)*

If you would like to sponsor the Chapter Annually, for an event, or newsletter contact us at info@pmiemeraldcoastfl.org.

If you have suggestions for other sponsorship ideas, please feel free to contact us at info@pmiemeraldcoastfl.org.



Chapter Website

www.pmiemeraldcoastfl.org

Check the website often for information regarding Chapter Events (and registration for Events), Newsletters, as well as PDU-earning opportunities such as Webinars, Classes and Bootcamp sessions that might be of interest to our members. You will also find the Monthly Training Session presentations on the website; these are posted within a day or so after the monthly membership meeting. We encourage suggestions and other input regarding Newsletter and/or Website content. If you have an item or an idea for Newsletter or Website content —please send it to: info@pmiemeraldcoastfl.org

Academic Resources

To advance the teaching of project management in higher education, PMI offers a range of programs and services for students, professors, researchers and educational institutions.

Student Resources: For students, PMI continues to develop educational resources to help them achieve their academic goals. PMI also offers discounted student memberships, tuition scholarships, professional credentials and the ability to get involved in communities to learn and network with other students and project management practitioners.

Faculty Resources: Classroom resources such as teaching case studies, journal articles, *A Guide to the Project Management Body of Knowledge* and other global standards have proven invaluable to instructors. PMI also offers a scholarly journal and research grant opportunities.

Institutional Resources: Because higher education plays an important role in advancing project management, PMI offers programs that give recognition to universities and colleges that meet quality standards for project management education and training.

From: PMI website - see “Academic Resources” under “Academic Degree Accreditation” on the “Career Development” page on the PMI.org website: www.pmi.org.

Chapter Communications

If you are receiving e-mail communications from the PMI Emerald Coast Florida Chapter - your e-mail address is on our distribution list. You have been added to this list because - (1) you have requested notification of chapter events (2) we have received notification from the PMI that you have joined/renewed your membership in our chapter (includes contact info) and/or (3) you are a PMI member in our area and we hope to interest you in an upcoming chapter event (including Chapter Branch formation). Also—when you renew your membership - please ensure your contact information is current!

It is not our intent to contact anyone who wishes to be excluded from our distribution list. If you receive unwanted e-mail from the PMI Emerald Coast Florida Chapter- please contact the VP Communications at vpcommunications@pmiemeraldcoastfl.org and request to be removed from this distribution list.

For new members who may not yet be receiving chapter e-mail notices - depending on the day of the month you join it may take a couple of weeks for us to receive your information from the PMI. Please feel free to contact the VP Communications to have your e-mail address added to our distribution list rather than waiting for PMI to send us their notification.

Photographs from second annual Spring Conference:



Above: Keynote Speaker: Larry Sassano, President Economic Development Council, Okaloosa County
Below Left: Caroline Pepa; Below Right: Cheryl Archer and Hazel Wiggington of H2 Performance.

