

**Vancouver PMI Roundtable**  
**March 24, 2006**

<b>Attendee:</b>	<b>With:</b>
Dave Routtu	PBS Engineering & Enviro
Bo Schultz-Andersen	Clark PUD
Brian Mattox	MCM Project Management
Lori Comstock	Qwest
Ed Wilson	Conversys
George Walker	Self employed
Ron Hayhurst	Verizon
Selene Connolly	HP
Alan Strong	PMI -PDX
Darin Steinborn	Yakima Products
Jack Codron	-

**Announcements:** Alan brought some flyers detailing the Willamette Valley Chapter's MS Project class that will be held on March 27-29 in Salem.

We talked about the MailMan e-mail distribution program - I'll try to migrate some of the users from my local list to the MailMan program as we are missing about ¾ of the folks on the local list. Anyone can send a notice out to the mailing list - it just needs to be approved by one of the moderators before the program will release it.

**Topic 1:** Project Management in "Immature" or "Difficult" Situations / Organizations

There is a need for more emphasis on skills other than the hard PM skills, leading to influencing an organization on the PM process & benefits.

Thought - maybe two workshops per monthly meeting; one on PM skills and one on advanced or soft skills.

Resources - Audiotech business books on tape

- Change Management classes (like last chapter premeeting)
- Being an effective team leader topics / training
- Program Management forum - this is a group of senior level PMs that goes beyond the mechanics of project management. They sponsor learning breakfasts; Alan will forward information to the North Mailman group. Information is also available on the PMI Portland chapter web site (next meeting is in April).
- PSU Extension Business classes; 4 center on PM skills but there are others.

## **Topic 2: Task Tracking**

Situation – PM leading a project team of 8 people engaged in engineering / manufacturing / procurement / etc. This team is just one of several that share resources and is handling multiple projects concurrently. Management also wants to integrate scheduling with the risk planning process. How do you track task completions & individual project progress?

Currently they are tracking tasks in the coming two weeks as a team, using Excel to sort & prioritize. They inventory tasks & status; there is lots of overlap & changes as they work through each project.

The tracking used by a project team will differ by type of project; for example a software development project will probably be different than a construction project. Many folks are using Excel – MS Project can become too cumbersome for some projects or tracking multiple projects.

MS Project Server does allow for the tracking of multiple projects within an organization using shared resources. It allows for task tracking & completion by means other than the PM entering it into the individual file.

Need to decide – are you going to rely on the “tool skills” or on the management skills to be successful? The PM & team need to define the true needs of the project / organization and determine communication requirements to know what will work best for their circumstances.