# 

# Project Management Institute Portland Chapter

# Next Chapter Meeting January 19, 2009

# **Educational Presentation**

Transforming Project Management into Project Leadership, J. Hootman, PMP

# **Keynote Presentation**

Roundtables Night!

# Sponsored by



# **Issue Highlights**

# Are You Ready to Serve?

The annual election cycle begins soon. Talk to a current office holder to see how you might want to become more involved in the PMI Portland Chapter.

# Join Us for Roundtables Night

Join your fellow project managers and we discuss crucial topics that exist in today's business environment.

# Don't Just Manage ... Lead!

J. Hootman reveals how project leadership is paramount to our professional growth, and to successful project management.

# **PMI Portland Workshops**

Three workshops are ready for your enrollment, beginning with Sixth Sense Communications on February 16.

# Jeremy Black - VP Membership

Read about Jeremy and also our new volunteers on the Quality Team.

# Save The Date!

The next Career Networking Event is scheduled for February 25, 2010.

# www.pmi-portland.org

January 2010

# Excellence In Project Management Awards

The EPMA Awards are gearing up. Read how you can apply for one of these prestigious awards.

# Jeff Oltmann - Volunteer of the Month

Thanks and congratulations to Jeff for all his hard work.

# **Faces of PMI Portland**

See pictures from the December meeting.

# Lightweight Project Management

Jeff Oltmann describes a lightweight approach to introducing PM to an organization.

# Why Round?

Todd Williams discusses the origin of the Round Table.

# And More...



# **Chapter Events**

- **Chapter Meeting Sponsor**
- Calendar
- **Keynote Presentation**
- **Educational Presentations**
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards ۵

# **Professional Development**

- ٠ Change Management - Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- **New Quality Volunteers**
- Make PMI Part of your 2010 New Beainninas
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## Articles

- Backpacker's Guide to Lightweight **Project Management**
- Conversation 2010
- But Square Tables are Easier to Find

# PMI

About PMI Portland



# The President's Corner

# **Happy New Year!**



The tradition of New Year's resolutions dates back to 153 B.C. when Janus, a mythical king of early Rome, was placed at the head of the calendar. The Romans named the first month of the year after Janus, the god of beginnings and the guardian of doors and entrances. He was always depicted with two faces, one on the front of his head and one on the back. Thus he could look backward and forward at the same time. At midnight on December 31, the Romans imagined

Increasing value through connection

2 Janus looking back at the old year and forward to the new. The Romans began a tradition of exchang-

ing gifts on New Year's Eve by giving one another branches from sacred trees for good fortune. Later, nuts or coins imprinted with the god Janus became more common New Year's gifts. (Taken from Ezine@articles.com)

Although the date for New Year's Day is not the same in every culture, it is a time for celebration and for customs to ensure good luck in the coming year. Some of those customs include eating a grape at each stroke of the clock at midnight (Peruvians eat a 13th to ensure good luck), opening and closing the back door to let out the bad remains of the year and opening the front door to welcome in the new prosperous year, and a shared kiss to purify the incoming new year, just to name a few. Whatever the tradition, New Year's holds the possibilities of a fresh start, prosperity and opportunity.

With possibility and opportunity come resolutions to help us follow that course or even change our course in the next year. Have you made yours? Do you make resolutions and keep them? Or are you one of the many who make them and break them?

If you don't know what to make as a resolution this year for yourself, may I suggest getting involved with our chapter as a volunteer. Elections are coming up soon, maybe its time to pursue an opportunity on the board. We would love to have you join us!

This chapter's board will remain focused on providing value to you, our members, through its programs and service offerings, connections to each other as well as business and community. Our focus is on changing those programs and offerings that are needed to meet the diverse demographics of our chapter, increasing the guality of continued programs, and listening to you for opportunities to grow and change. I guess you could say this is our New Year's Resolution!

The greatest gift this year's board has received is the gift of your time. To all volunteers of the Portland Chapter, thank you for your time and focus to increase member value through connection. It has been such a pleasure to serve with you.

To our members, new and renewed, thank you for your continued involvement and feedback as a member. This chapter exists solely for you!

I wish you a year filled with opportunity and prosperity – Happy New Year!

Rachel Paulson, PMP, President PMI Portland Chapter

president@pmi-portland.org

# **Thought for the Month**



"We will open the book. Its pages are blank. We are going to put words on them ourselves. The book is called Opportunity and its first chapter is New Year's Day."

-Edith Lovejoy Pierce (Poet b. 1904)

# **Upcoming Chapter Meetings**

# **February 16 - Extreme Project** Management

March 16 - Knowledge Management



### **Chapter Events**

Chapter Meeting Sponsor

Sponsor

Chapter Meeting

- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

### **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## **Articles**

- Backpacker's Guide to Lightweight
  Project Management
- Conversation 2010
- But Square Tables are Easier to Find

# PMI

About PMI Portland



PMI Portland extends a heartfelt "Thank You" to **Slalom Consulting** for its recognition of the importance of professional development for project managers and sponsorship of this month's chapter meeting.

**Slalom Consulting** is a business and technology consulting firm combining its local expertise with national reach. With consultants from the Big 4 and industry leaders, Slalom's mix of local leadership and innovation solves its clients' most challenging business issues across four key practice areas: Business Management, Organization Effectiveness, Technology Enablement and Information Management. Working in areas such as BI, portals, mobility, project management and process design, Slalom helps create a competitive advantage for its Fortune 500 and mid-market clients across all industries.

Slalom has extended its national reach from the Seattle headquarters to Atlanta, Chicago, Dallas, Denver, Los Angeles, Portland and San Francisco. Slalom's local, flexible model for both consultants and clients has repeatedly earned the firm recognition by national and regional programs as a best place to work and for service excellence. For more information, visit www.slalom.com.





# **Chapter Events**

### **Chapter Meeting Sponsor**

- Calendar
- **Keynote Presentation**
- **Educational Presentations**
- Roundtables
- Leaders Get Prepared!
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### **Professional Development**

- Change Management Myths, ٠ Mistakes & Methods
- Sixth Sense Communications ٠

### People

- Membership News
- Jeremy Black VP Membership
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- Faces of PMI Portland

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- Conversation 2010
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### PMI

About PMI Portland



# January/February 2010

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MON	TUE	WED	THU	FRI	SAT
					SUN
January 11	12	13	14	15	16
	Workshop: Change Management			CORVALLIS Lunch	
	Management				17
18	19 CHAPTER MEETING	20 SALEM Meeting	21 WEST Roundtable	22 NORTH Roundtable	23
		OALEM MCCling	EUGENE Meeting	NORTHINOUNDIADIC	
	NE Roundtable				24
25	26	27	28	29	30
		DNTWN Roundtable			
					31
February 1	2	3	4	5 SOUTH Roundtable	6
					7
8	9	10	11	12 NW Roundtable	13
					14
15	<b>16</b> Workshop: Sixth Sense	17 SALEM Meeting	18 WEST Roundtable	19 CORVALLIS Lunch	20
	Communications				
	CHAPTER MEETING		EUGENE Meeting		21
	NE Roundtable				
				detaile and the colordar	

A professional photographer will be on-site to document Chapter Meeting events and activities. Photos are the sole property of PMI Portland. By registering for or attending these events, attendees under-stand that all photos may be used for promotional purposes.

# **New Member Meeting**

Held during the Chapter Dinner Meeting Networking hour.

We meet directly after the Educational Presentations at 5:35 pm in one of the Education rooms – listen for the announcements at the beginning and end of each session for the room. Join us to learn about who we are and what we offer, to answer your questions, and to meet other new members. For details, see the calendar on the chapter website

# **January Dinner Meeting Menu**

Chicken Marsala: Pan-seared Boneless Chicken Breast and Sauteed Mushrooms finished with Marsala Sauce Served over Garlic Mashed Potatoes

Wild Mushroom Ravioli: Crispy Mushroom Ravioli over Grilled Vegetables And Roasted Tomatoes with a Smokey Rogue River Bleu Cheese Cream Sauce

Or



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- **Educational Presentations**
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

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- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
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- **New Quality Volunteers**
- Make PMI Part of your 2010 New Beainninas
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

# Articles

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# PMI

About PMI Portland

# January 2010/Pg 5

# **January Keynote Presentation**

# **Roundtables Night!**

Are you ready to participate in an evening filled with valuable Project Management knowledge and networking? The Portland PMI Chapter is proud to announce its official Roundtable night! Come and join your fellow Project Managers as we discuss a variety of crucial topics that exist in today's business environment.

The evening will consist of several Roundtables to allow all attendees to participate in the discussions. The Roundtables will provide the opportunity to share "real life" examples as well as a chance to ask questions. The Roundtable attendees will walk away with a new understanding of how other Project Managers excel in certain situations. Don't miss out on the opportunity to experience the value of Roundtable discussions as well as a chance to network with other experienced PM practitioners!

# **Chapter Meeting Logistics**

- 4:00 Registration Table Opens
- 4:30 Educational Presentation 5:30 Networking
- 5:35 New Member Orientation & Q&A
- 6:30 Dinner and Announcements 7:00 Keynote Presentation

Doubletree Hotel-Lloyd Center 1000 NE Multnomah Portland, OR 97232 (503) 281-6111

**Free Parking!** Get a pass at the registration table.

Online registration closes Monday prior to the meeting at 10 am.

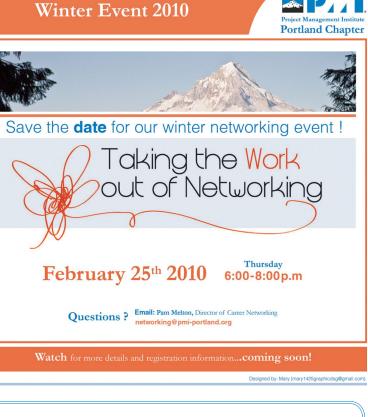
PMI Portland Chapter Members - Keynote Presentation \$25, Educational presentation \$10. Both for \$35

PMI Portland Chapter Student Members - Keynote Presentation \$10 Non-Members - Keynote Presentation \$30, Educational presentation \$10, Both for \$40

Keynote Presentation only (without meal) - \$12

Price is \$10 more at the door. (PMI members and student members must provide PMI number at the door to receive member pricing.) No refunds within 24 hours of the meeting.

Contact the Director of Registration for registration questions.



# Why Pre-register?

Although you can register at the door for the Chapter dinner meeting, preregistration is preferred. This helps us to assure there are enough tables, chairs and food for you. Register online now ....

- You will be entered into a drawing for a free meeting.
- There is a \$10 fee for walk-in registration.
- Online registration closes at 10 am the Monday prior to the meeting.

# **Register Here!**



# **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

## **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

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- Conversation 2010
- But Square Tables are Easier to Find

### PMI

About PMI Portland

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# **January Educational Presentation**

# Transforming Project Management into Project Leadership

Project Leadership is the essential skill needed for a successful project. Without GOOD leadership, a project will most likely fail. Ironically, leadership is part of each process group, yet the PMBOK barely broaches the subject. So, what is project leadership?

It isn't just about getting your team to successfully complete a project; it's also about conveying a larger strategic vision so the team understands where the project fits into the overall goals and how they contribute to them.

Transforming Project Management into Project Leadership sounds fairly simple. However, even though we can all recognize good leadership (and bad) when we see it, all too often we do not practice it ourselves. Especially when the fires start! When the heat is on it's easy to revert back to our "management" skills and lose sight of the people and strategic goals. Subsequently, we tend to focus solely on the project rather than continue to lead the team through those stressful times.

Yes, sometimes we must use our management skills. There is a time and a place for everything; however, we should never lose sight of the vision and how the project fits into the overall strategy.

PM is 40% science and 60% art, and unfortunately it's the art portion that is hardest to conquer. Leadership is an art, and without mastering it project managers will remain "middle management" at best. A few years ago, PMI published an article referencing the "glass ceiling" project managers face, and within the last couple of years the PgMP certification has surfaced which is aligned toward executive type leadership and decision making, so we're moving in the right direction.

During this session, we will bring home the idea that project leadership is not only a key factor in successfully completing projects, but it is also paramount to our professional growth.

### About the Presenter

**Joseph "J" Hootman**, MS, MPM, MBA, PMP is a certified Project Management Professional (PMP) with extensive project management experience in both the military and commercial business. His experience covers a vast array of projects; from unmanned aerial vehicle field tests to the development of custom web/software applications. He has over 10 years experience in Software/Database Development and Information Technology Management. He retired from the Navy in 2005. He last served as the Director of Information Technology for the Joint Unmanned Aerial Vehicle Test and Evaluation Command in Fallon, NV. Other career highlights include serving as Chief Engineer, USS Moosebrugger, and Naval Liaison to the Office of Military Base

Re-alignment and Re-use for the Governor of California.

Mr. Hootman is a highly decorated veteran who was awarded the Joint Service Commendation medal, a Joint Service Achievement medal and 5 Navy Achievement medals among numerous other campaign medals and personal awards. He earned a BS in Marine Science from the University of South Carolina and holds a Masters in Information Technology Management from the Naval Postgraduate School.

He has also earned a Masters in Project Management and an MBA in Finance along with a Graduate Certificate in Financial Analysis from Keller Graduate School of Business. Before relocating to Portland, he was the VP of Operations and Project Management for an interactive agency specializing in database driven web sites, custom web applications and interactive marketing.

Presently, Mr. Hootman is the Director of Certification for the PMI-Portland Chapter and operates his own consulting firm. He is also an adjunct faculty member for DeVry University and Keller Graduate School of Business in the fields of Project Management and Computer Information Systems.

# Student Chapter Meeting Pricing Reminder

- Students can attend dinner meetings for \$10/dinner meeting if they are a registered student with PMI Global and the Portland Chapter, and they pre-register for the meeting.
- Students can attend dinner meetings for \$20/dinner meeting if they are a registered student with PMI Global and the Portland Chapter, and they do not pre-register for the meeting. They must provide their PMI number at the door.
- Students can attend dinner meetings for the regular non-member fee if they are not PMI Portland Chapter members.

# Looking for chapter meeting presentations?

Go to our website and select *Member Resources > Meeting Handouts* from the menu bar.



# **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

### **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## **Articles**

- Backpacker's Guide to Lightweight Project Management
- Conversation 2010
- But Square Tables are Easier to Find

### PMI

About PMI Portland



# **Portland Area Roundtables**

# **NW Roundtable**

Con-Way 2055 NW Savier, Portland Ask at desk for room

2nd Friday 7:15-8:45 am

# WEST Roundtable

Nike World Headquarters, Beaverton

Nolan Ryan Bldg, Air Huarache, 1st Floor

3rd Thursday 7:30-9 am

# SOUTH Roundtable

Mentor Graphics 8005 SW Boeckman Rd., Wilsonville Commons, Big Muddy Conf. Rm.

1st Friday 7:15-8:45 am



# North Roundtable

**Clark Public Utilities** 1200 Fort Vancouver Way, Vancouver - Community Room

4th Friday 7:15-8:45 am

# NE Roundtable

The Portland State Office Bldg. 800 NE Oregon Street, Portland Room 1C-30

3rd Tuesday 7:30-8:30 am

# DOWNTOWN Roundtable

Unitus Plaza 1300 SW Sixth Ave., Portland Community Room, 4th floor 4th Wednesday 7:30 am

# Join us!

For more information, maps, to join the roundtable, contact the moderator, or RSVP for meetings ... see the PMI Portland roundtable webpage.

# Write an Article & Earn PDUs!

Write an article or book review for the newsletter.

Click here for details. Contact newsletter@pmi-portland.org



### **Chapter Events**

- **Chapter Meeting Sponsor**
- Calendar
- **Keynote Presentation**
- **Educational Presentations**
- Roundtables
- Leaders Get Prepared! ٠
- 2010 EPMA Awards

### **Professional Development**

- Change Management Myths, ٠ Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- **New Quality Volunteers**
- Make PMI Part of your 2010 New Beainninas
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## Articles

- Backpacker's Guide to Lightweight **Project Management**
- Conversation 2010
- But Square Tables are Easier to Find

# PMI

About PMI Portland



# **Leaders - Get Prepared!**

There is no better way to highlight your leadership skills than to serve on the Board of Directors for PMI Portland! Take the next step in your career. Gain invaluable experience serving on the Board for this dynamic nonprofit organization. Strategically lead your portfolio to better serve our 1300+ members. Form the relationships that will propel you to the next levels of your career.

We're holding chapter elections earlier this year to allow a better handoff of outgoing and new Board members. So, it's time for you to start thinking about how your investment in PMI Portland can help you to the next level of your career. Here's the timeline:

March 1st thru March 28 – Nominations accepted for all Board positions

- April 3rd thru April 20th Membership votes on nominees
- May 5th Winners are announced
- ◆ May 5th thru July 1st Winners shadow current Board members
- ♦ July 1, 2010 thru June 30, 2011 New chapter Board is active

Every PMI Portland Board of Directors position involves the following:

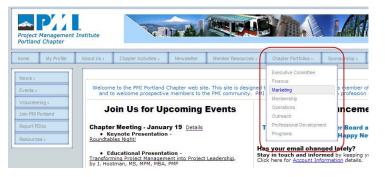
- Strategically develop and lead your portfolio<sup>1</sup> to achieve the mission of the chapter
- Manage your portfolio budget
- Represent your portfolio and the chapter at monthly Board meetings, chapter dinner meetings and special events.
- Attend annual Board transition and strategy sessions
- Opportunity to participate in an annual leadership conference
- Learn about and understand your portfolio and the chapter.
- Be a positive spokesman and evangelist for your portfolio and the chapter.
- Carry out the fiduciary, due care, and diligence responsibilities of the Board of Directors by reviewing programs, policies, financial statements and other materials.
- Put the interests of the component ahead of any other organization or business when acting as a Board member. Disclose any potential conflicts of interest which could affect decision making. Serve on committees and offer to take on special assignments.

Is this opportunity right for you? You won't know unless you learn more. Talk with our current leaders - each is happy to chat to you about his/her experience on the Board.

<sup>1</sup> "Portfolio" describes a team that manages a logical grouping of responsibilities. For example, for PMI Portland, Membership is the portfolio dealing with member communications, volunteering and quality surveying. The VP of Membership leads this portfolio.

Position	Contact
President-Elect	Joseph Marietta: presidentelect@pmi-portland.org
(After a year as President-Elect,	Rachel Paulsen: president@pmi-portland.org
this position be- comes President, then Past President)	Dianne Johnson: pastpresident@pmi-portland.org
Secretary	Kathy Pemberton: secretary@pmi-portland.org
VP Finance	Shancy Saban: vp_finance@pmi-portland.org
VP At Large	Jeff Oltmann: vp_atlarge@pmi-portland.org
VP Membership	Jeff Oltmann: vp_membership@pmi-portland.org
VP Outreach	Eldon delaCruz: vp_outreach@pmi-portland.org
VP Marketing	Jeff Brummel: vp_marketing@pmi-portland.org
VP Operations	Jimmy Godard: vp_operations@pmi-portland.org
VP Programs	Terri Hagmann: vp_programs@pmi-portland.org
VP Professional Development	Darin Goble: vp_prof_devel@pmi-portland.org

Learn more about each position at PMI-Portland.org:



As with any opportunity, it requires an investment of time and effort from you.

But, the career and personal satisfaction payoff is huge.

Don't hesitate!



### **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

### Professional Development

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## **Articles**

- Backpacker's Guide to Lightweight Project Management
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### PMI

About PMI Portland

www.pmi-portland.org

# 2010 Excellence In Project Management Awards (EPMA)

The PMI-Portland Excellence in Project Management Awards (EPMA) Program acknowledges, honors, and widely publicizes a project team, an individual project manager and a senior high school student for their superior management of a recently completed project. The primary goals of the awards are to:

- Recognize and celebrate project excellence in the Portland community
- Increase awareness of project management principles and disciplines
- Encourage PMI-Portland member involvement
- Increase Portland metro business community awareness of PMI and the PMI mission

This year, the EPMA Program will continue with three award categories that focus on excellence in project management:

**1. Project of the Year Award** – typically honoring a corporation, nonprofit or other company's efforts in its careful management of projects, previously known as the EPMA award.

**2. Project Manager of the Year Award** – honoring an individual Project Manager for his/ her consistently demonstrated leadership and focus on project management best practices.

**3. Student Project of the Year Awards** – For High School Seniors who have completed a project this year and can demonstrate an alignment or an understanding of how their project aligns with project management best practices.

The EPMA Program Team will begin accepting applications for the 2010 awards in January.

The PMI Portland Chapter website will contain all of the necessary information needed to apply for the awards beginning January 2010. Look under Chapter Activities>EPMA.

Each award category has its own eligibility criteria, application, application process and guidelines; however, all projects completed between Jan. 1, 2009 and Dec. 31, 2009, regardless of size and industry, as well as project managers (nominated or self-nominated) and high school seniors, are encouraged to participate.

For more information, contact the EPMA team at awards@pmi-portland.org.



EXCELLENCE IN PROJECT MANAGEMENT AWARDS



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January 2010/Pg 9

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# **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

### **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
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- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

### **Articles**

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### PMI

About PMI Portland

# January 2010/Pg 10

# **PMI Portland Workshops**

# Change Management - Myths, Mistakes & Methods

### January 12, 2010

7:30 - 4:30

A rational approach for implementing Change within your organization based on an approach devoid of the myths and hype which serve to make a relatively simple task almost impossible. This seminar will present a reality based model of the Change process which explains not only why we resist being changed, but also how to convert our natural response to change into support and enthusiasm for the change. This is an in-depth and provocative approach to introduce both staff and management to organizational change - encouraging the formation of teams, respecting intelligent criticism, inviting participation and breaking down the traditional obstacles of the "we" vs. "them" in organizational cultures.

**Peter de Jager** is a keynote speaker/writer/consultant on the issues relating to the issue of managing change of all shapes and sizes in all types of organizations. www.technobility.com

### Logistics:

World Trade Center, Plaza Conference room, 121 SW Salmon, Portland, OR

PMI Portland Chapter Members \$225

Non-members \$245

8 PDUs

Registration closes 01/10/2010 at 5 p.m.

Details and Registration

# **Upcoming Workshops**

March 18, 2010 - Project Teams Unstuck! April 13, 2010 - Innovation Critical

# **Sixth Sense Communications**

## February 16, 2010

7:30 - 4:30

Understanding how to communicate in a project setting is a vital skill for project managers and those who facilitate change. Results define project success and communicating an effective vision is a critical component gain results. Developing a message and communicating it using written, verbal and visual forms is your projects story and helping others understand its importance within the organization. In this interactive training event, a dynamic speaker-trainer will guide participants to a clear understanding of how to more effectively communicate project settings, leading to more successful change initiatives.

Gain a detailed understanding of Sixth Sense Communication and why it is critical to project success. Learn the importance of a balanced approach for project management and the connection with project success. A balanced approach starts with traditional technical tools, then layers on business acumen and a portfolio of interpersonal skills including Sixth Sense Communications.

Learn the importance of a balanced approach for project management and the connection with project balanced approach starts with traditional technical tools, then layers on business acumen and a portfolio of interpersonal skills called A Sixth Sense for Project Management®. Gain a detailed understanding Communication and why it is critical to project.

**Christine Zust**, MA works with people who want to enhance their communication effectiveness and professional success, and with companies to develop more productive leaders and teams.

### Logistics:

World Trade Center, Flags room, 121 SW Salmon, Portland, OR

PMI Portland Chapter Members \$225, Non-members \$245

\*\*\$50 discount for registrations before 1/16 at 10 p.m.\*\*

8 PDUs

Registration closes 02/14/2010 at 5 p.m.

**Details and Registration** 



# **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

### **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## **Articles**

- Backpacker's Guide to Lightweight Project Management
- Conversation 2010
- But Square Tables are Easier to Find

### PMI

About PMI Portland

# **Membership News**

# **Welcome New Members**

Dav. Susan

Eddy, Tina

Escudero, Jocelyn

Fasulo, Michael

Hamilton, Larry

Heck. Stephen

Jansen. Scott

Liljedahl, Scott

Mwango, Édwin

Sprenger, Keri

Streit. Leanne

Suji, Narinder

Tag, Aaron

Swanson, Dennis

Little, Misty

Mills. Harry

Kanagal, Bharath

Jakubowski, Timothy

Foley, Susan



Anderson, Rick Beil, Nathan Bennett, Trisha Bhatt, Santosh Chee, Peili Crawford, Bonnie Crawford, Lorraine

# **Congrats New PMPs**



Bach, Erick PMP Beckley, Dean PMP Dees, Brian PMP Eisenhauer, James PMP Haney, Peter PMP Lawrence, James PMP Peckham, Michael PMP Ramachandran, Sid PMP Stephenson, Karla PMP Witkowski, Ann PMP

\* Membership information is provided to the chapter monthly by PMI Headquarters. There may be a 1 to 2 month delay due to newsletter publishing constraints. Contact PMI Headquarters at (610) 356-4600 or www.pmi.org to change or manage your membership information.

# Welcome Jeremy Black as our new VP of Membership



The PMI Portland Chapter Board is pleased to announce Jeremy Black, PMP as the newly appointed VP of Membership, via board vote on January 5, 2010. His responsibilities at a high level include member communications, chapter volunteers, volunteer recognition, and quality (surveys and metrics).

January 2010/Pg 11

Jeremy has been ably serving as the Program Manager in charge of Volunteer Recognition (Membership Portfolio), and is a frequent contributor to this newsletter.

Please congratulate him on his new appointment and offer your support as he transitions into the board to support you, our chapter members.

# **New Quality Volunteers**

Please welcome four new volunteers in the chapter's quality program. This quality team is responsible for tracking the quality of the events and services that the chapter provides.

**Diana Wagner** is the new Director of Quality. She is the Workforce Planning Project Manager at BPA. Diana enjoys data gathering and analysis, as well helping teams reach their full potential.

Diana's team is composed of Gidu Sriram and three new volunteers:

- Anna Bredahl will be working on quality surveys for the monthly chapter meetings. Anna has past experience designing surveys and is looking forward to this opportunity to get more involved with the chapter.
- **Amal Amer** will be working on the annual survey, our chapter's main method of measuring overall quality for the program year. Amal recently earned her PMP certification and will put that new knowledge to good use on the quality team.
- **Dyon Martin** will also be working on the annual survey. Dyon is a new PMI member. He recently graduated from Keller University with a MBA and MPM this year. He also has a degree in technical management.

This will be a great team! Please congratulate them on their new positions.

If you'd like to volunteer for the chapter, please send an email to Saby Waraich at volunteer@pmi-portland.org or fill out the application form on the website at www.pmi-portland.org.



### **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
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### **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## **Articles**

- Backpacker's Guide to Lightweight Project Management
- Conversation 2010
- But Square Tables are Easier to Find

### PMI

About PMI Portland



# Make PMI a Part of Your 2010 New Beginnings!

The New Year is a time for new beginnings. It is an opportunity to sort out what's important for you in the coming year. Sometimes, this process consists of simple actions like shopping for new sweaters or checking your online accounts profiles. Other times, it includes actions that call for more commitment in order to benefit you and to benefit others. My husband and I sat down recently to formally write down a list of all the items that remained on the back burner last year. Without writing it down, however, I knew volunteering would be a part of my life this year. One of those volunteer activities is to continue doing my part in contributing to make PMI – Portland a great professional organization that helps us grow our skills, knowledge and networking resources.

I got involved with PMI-Portland fairly recently. In the fall I attended a September dinner meeting, signed up on the volunteer list at the volunteer table, got an email about an opening, applied for a role that interested me, interviewed for and got the position, and then began contributing in small ways in my new role as Assistant Director of Volunteering. It was all pretty simple. Yet, it came after a year of observing PMI-Portland from a distance and reading the consistent PMI chapter newsletters and

### Volunteering is a great opportunity to not only help out with the chapter, but to also showcase your skills and to build up your reputation.

emails about events. Then, in August 2009, I attended the annual allday chapter conference and was blown away by the attendance and the level of organization involved in putting together multiple tracks of seminars for the participants. I know it takes either a lot of volunteers or a lot of commitment (or both) to run a volunteer group - having been involved in volunteering within both small and large groups, including health care canvassing in New York City and a stint as treasurer for a homeowner association in Portland. At that September meeting, I was especially impressed when our current President of the chapter, Rachel Paulson, introduced each VP on the board and detailed their responsibilities and accomplishments. I also knew that even with all the enthusiasm and commitment of the Board members, the organization must rely on the work of the rest of the volunteer team to help make things happen. The funny thing is I happened to sit down at a dinner table where there were at least four present and past board members, plus some other volunteers. The camaraderie was so apparent and the members were so friendly that I decided I had to help out now so I could work with this group of people.

Volunteering is a great opportunity to not only help out with the chapter, but to also showcase your skills and to build up your reputation. It's a great way to add to your network – by meeting people, and letting others know who you are, your character, your strengths, and unique qualities. If you're PMP certified already, you can earn PDU credits for each 3, 6, or 12 months of volunteer participation that count toward

your 3-year cycle of PMP certification. If you're not already a volunteer for the chapter, I encourage you to check out the volunteer section on the chapter website to view the current open positions. You can choose to apply for an open position, or just send an email requesting to be put on the general volunteer pool so you can be notified whenever help is needed for upcoming events. To those who are already volunteers, hurrah! May you continue to give your invaluable service to the chapter. And to everyone, cheers for a wonderful New Year. May you continue to make PMI a part of your 2010 new year!

Pamela Lam, Assistant Director of Volunteering

volunteer@pmi-portland.org

# Volunteer of the Month -Jeff Oltmann



Please join me in congratulating our January Volunteer of the Month, Jeff Oltmann. As the 2009-2010 elected VP at Large, Jeff has the responsibility to learn the various roles on the board so that if needed he can step into any role with little or no impact to the organization. He has been consistently diligent in asking questions throughout the year to make sure he is aware of what is going on with the chapter and its board. This helped make his transition into the Acting VP of Membership board position this past month a successful one. He immediately assessed the need, met with the portfolio

directors, and began to interview candidates for the VP of Membership position.

Jeff has also agreed to take on some of the responsibility within a second chapter portfolio to assist another board member. Therefore, Jeff is managing his role on the board as VP at Large, he is acting VP of Membership until the role is filled, and he is now working in yet another area of the board. Jeff is a strong example of a volunteer going above and beyond when and where needed, and he is a tremendous asset to our chapter and its board. Thank you Jeff for all that you do.

### Rachel Paulson, President



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### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
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- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

### **Articles**

- Backpacker's Guide to Lightweight Project Management
- Conversation 2010
- But Square Tables are Easier to Find

## PMI

About PMI Portland



# **Faces of PMI Portland**



**George Walker** 

The Scope Creeps: Jack Codron, John Paulson, Rachel Paulson, Pam Melton,

Steve Kuepker, Kevin Nichols







Many thanks to Rick Smith for the photos.



# December 2009



Lucky Winner







## **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

### **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## Articles

- Backpacker's Guide to Lightweight Project Management
- Conversation 2010
- But Square Tables are Easier to Find

### PMI

About PMI Portland



# Backpacker's Guide to Lightweight Project Management Overwhelmed? What Goes in the Backpack

The field of project management has been around for decades, accumulating so much technical knowledge that organizations new to it are overwhelmed. They need a lightweight, simple way to start their project management journey – a backpacker's guide to project management.

I have helped many clients start project management in organizations that had very little of it. First, let me share six lessons I've learned about introducing project management where there is none. Then in the next section, I'll show you what I load into my lightweight project management backpack.

# Six Lightweight Lessons

**1 Project management should be a servant, not a master.** As one of my clients says, "the proper amount of project management is that which is barely sufficient to successfully accomplish the objectives of the project."

2 Start by building a common language. People can't work together to improve how they manage projects until they have a way to talk about it.

**3 Contextualize project management.** Customize the best practices of project management to fit the specific goals of the unique organization. When backpacking, this often means being willing to forgo some theoretical correctness in favor of a small number of simple and possibly inelegant techniques.

**4 Pick your battles carefully.** Focus on the 80% solution – introducing the vital few project management techniques that will yield the highest immediate benefit to the business.

**5** Everything is about organizational change. Introducing PM into an organization that doesn't use it is mostly about changing ingrained organizational behaviors. Use excellent change management techniques, such as described by John P. Kotter of Harvard.

**6 Technology comes last.** When loading your backpack, spend the majority of your up-front time deciding how the people, process, and organizational aspects of doing projects will work. Bringing specific software in too early threatens to shift focus to the software's capabilities, rather than on how to solve the business problems.

I recommend that organizations new to project management load their new lightweight project management backpack with three things: a common project framework, a starter toolkit, and rudimentary project governance.

January 2010/Pg 14

First, define a **simple framework** that the organization will use to run multiple projects in a consistent way. It contains:

1. Agreement on key roles related to projects, at a minimum the responsibilities of project leader, team member, and sponsor.

2. A project lifecycle - a handful of high-level phases that provide a memorable structure for everything else to fit into. I often use a lifecycle that has four phases: define, plan, execute, and close. Embarrassingly simple? That's good.

3. Two or three standard approval points (often called gates) sprinkled throughout the project lifecycle.

The second item in the backpack is a **starter toolkit**. Start with the absolute minimum set of high impact project tools. I include:

1. A flowchart of steps for project teams to follow when running a project. Keep it simple and put it on a poster.

2. Templates, checklists, and examples. The table below shows what I put in a small starter toolkit.

An example flowchart and tools are on the Resources tab at www.spspro.com.

The final item in the backpack is rudimentary **project governance**. Most backpackers benefit from very simple governance, so concentrate on establishing forums and protocols for:

- · Regular reporting to management on progress of all projects
- Project reviews and gate approvals
- Escalation of issues that projects will inevitably encounter

# Endpoint

The sheer quantity of best practices scares away many low-maturity organizations that would like to reap the benefits of better project management. These newcomers should start with a lightweight backpacker's approach to project management – a "barely sufficient" project framework, toolkit, and governance.



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### **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

## **Articles**

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### PMI

About PMI Portland

Project Phase	"How-to" templates, instructions & examples
Define	Define the project's business value and expected deliverables
	Identify the key stakeholders and decide how to work with them
Plan	Create a schedule
	Identify and manage risks
Execute	Monitor progress
	Make steering decisions
Close	Transition the project's output to users
	Learn lessons so future projects will be better

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**Jeff Oltmann** is principal consultant at Synergy Professional Services, LLC in Portland, Oregon (www.spspro.com). He is also on the graduate faculty of the Division of Management at Oregon Health and Science University. Jeff welcomes your questions and ideas. You can contact him at jeff@spspro.com or read previous articles at www.spspro.com/resources.htm.

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# **Conversation 2010**

Small talk doesn't have to be about the weather or Tiger Woods' latest woes. Meeting someone new is an opportunity to create a meaningful relationship, even in a very short time. Here are some tips to make your next man-on-the-street interaction a memorable one.

January 2010/Pg 15

- · Explore questions that relate to your interests.
- · Frame them in a personal way.
- The best questions are ones that entice a genuine answer, not a pre-planned one.

Talking is a way to learn and explore a subject, so ask questions that gently push your audience into exploring something personal, as well as professional.

- · What crossroads do you face?
- What is it you want to create?
- · What situations make it difficult for you to say no?

Follow-up questions show your partner that you have reflected on what they have said. It is a good way to show respect. It is also the most difficult. You have to be sincere while listening and have a genuine interest in what they are talking about.

- · Why is that important?
- What do you mean by ...?
- Can you say more about...?

I hope that we have the opportunity to sit at a table during the January roundtable discussion meetings so that I can explore your interests and concerns.

http://www.conversationtalk.com/ is a great resource for tips on good conversation, conversation topics, conversation skills and how to start a conversation.



Matthew Horvat is a coach for Lean Project Consulting, Inc. He lives in Portland and consults to the AEC industry.

Oregon Food Bank works to eliminate hunger and its root causes ... because no one should be hungry. They also work to eliminate the root causes of hunger through advocacy, nutrition education, learning gardens and public education.

**Oregon Food Bank!** 

Many thanks to the generous PMI Portland December

meeting attendees. \$269 was raised and donated to

the Oregon Food Bank.

For more information about this important organization, please go to www.oregonfoodbank.org.



### **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

### **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

### **Articles**

- Backpacker's Guide to Lightweight
  Project Management
- Conversation 2010
- But Square Tables are Easier to Find

### PMI

About PMI Portland



# **But Square Tables are Easier to Find**



The legendary genesis of the term roundtable comes from the tales of King Author and his Knights. No one knows the accuracy of these tales since they were not recorded until the twelfth century, six hundred years later, by the poet Wace in his work Roman de Brut. The significance, though, was the round table; it had no head, leaving all in the gathering of equal stature. This concept was quite novel in a time that stressed the importance of titles and fiefdoms. Through the years the term has deviated little, detouring only briefly to denote a set of medieval games and cajolery.

So prominent is the symbol of the roundtable that from the start of the twentieth century it took on a symbol of equal governance. This is most commonly seen in today's United Nations Security Council where all the council members seated at a circular table. In daily use, it describes a meeting to discuss serious subjects where all people may express their thoughts with equal consideration in a moderated setting.

Started by the then President Jake McMichael in 2001, the Portland chapter of PMI has coordinated roundtables at sponsoring companies. The first, at the Nike campus, consisted of less than a dozen people. However, this quickly grew and expanded to include Mentor, Conway and Vancouver. There are now six roundtables ranging from one to a few dozen people with a broad geographic representation from Wilsonville to Vancouver. Each roundtable has acquired its own flavor, some even scheduling special quarterly presentations. It is well worth your time to find the roundtable of your liking.

Most groups solicit subjects during the introductions and a vote ranks the topics. Depending on the topics and roundtable format, two or three topics are chosen with topics immediately impacting someone's job taking precedence. The topics are discussed in a moderation style unique to each group and the facilitator.

Meetings are usually held monthly on the following schedule (please check the website for full details, holiday and summer schedules):

- First Friday: Mentor Graphics in Wilsonville, facilitation provided by Ann Walker;
- Second Friday: Con-way in Portland, facilitation provided by Jim Pirtle and Greg Sievers;
- Third Tuesday: The Portland State Office Building, facilitation provided by Frank Steinkellner;
- Third Thursday: Nike World Headquarters, facilitation provided by Mark Poulin;
- Fourth Wednesday: Unitus Plaza, facilitation provided by Bruce Rosenblatt;
- Fourth Friday: Clark Public Utilities Vancouver, facilitation provided by Tess Stewart and Lori Comstock.

Due to their popularity and stellar success, this January 2010's chapter meeting will be in a roundtable format with concurrent roundtables being run by numerous moderators. It promises to be fun and have great educational value. Come and check it out, you will be surprised by what you learn.



**Todd Williams** has thirty years' experience as a Project Manager, architect, entrepreneur and businessperson. He has spent twenty of those years recovering red projects. Mr. Williams' first book, *Back From Red*, will be published in late 2010 by AMACOM Press. *Back From Red* discusses a project audit and recovery process that recovers projects focusing on root cause correction and prevention.

Mr. Williams is the President of eCameron, Inc., located in the Portland, Oregon metropolitan area . He is a published author, maintains a blog at http://ecaminc.com/index.php/blog and regularly publishes a Project Management Technique eZine.



### **Chapter Events**

- Chapter Meeting Sponsor
- Calendar
- Keynote Presentation
- Educational Presentations
- Roundtables
- Leaders Get Prepared!
- 2010 EPMA Awards

## **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News
- Jeremy Black VP Membership
- New Quality Volunteers
- Make PMI Part of your 2010 New Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

# **Articles**

- Backpacker's Guide to Lightweight Project Management
- Conversation 2010
- But Square Tables are Easier to Find

## PMI

About PMI Portland







# Job Hunting?

Chapter Members—sign up for the PMI Portland Jobs Program Members receive emails direct from employers looking to hire!

See the PMI Portland website for details

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# **Chapter Events**

- Chapter Meeting Sponsor ٠
- Calendar
- **Keynote Presentation** ٠
- **Educational Presentations**
- Roundtables
- Leaders Get Prepared! ٠
- 2010 EPMA Awards

# **Professional Development**

- Change Management Myths, Mistakes & Methods
- Sixth Sense Communications

### People

- Membership News ٠
- Jeremy Black VP Membership ٠
- New Quality Volunteers ٠
- Make PMI Part of your 2010 New ٠ Beginnings
- Jeff Oltmann Volunteer of the Month
- Faces of PMI Portland

# **Articles**

- $\blacklozenge$ Backpacker's Guide to Lightweight **Project Management**
- Conversation 2010
- But Square Tables are Easier ٠ to Find

### PMI

About PMI Portland









Jeff Oltmann









Jeff Brummel





Jimmy Godard



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About PMI Portland		
President	Rachel Paulson PMP	
President Elect	Joseph Marietta PMP	
Past President	Dianne Johnson PMP	

January 2010/Pg 18

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VP Finance	Shancy Saban
VP At Large	Jeff Oltmann PMP
VP Marketing	Jeff Brummel PMP
VP Membership	Jeremy Black, PMP
VP Operations	Jimmy Godard PMP
VP Outreach	Eldon delaCruz PMP
VP Professional Development	Darin Goble PMP
VP Programs	Terri Hagmann PMP

# Chapter Mission

Chapter Mission	To promote the profession of Project Management by creating a culture and commu- nity that facilitates professional growth through education and volunteerism.	
Chapter Meetings	Third Tuesday of every month except July and August. Check chapter website to confirm meeting dates.	
Chapter Web Site	www.pmi-portland.org	
Newsletter Editor	newsletter@pmi-portland.org	
More Contact Information	See the "Contact Us" page and the "FAQ" page on the PMI Portland website.	
Mailing Address	P.O. Box 5966, Portland OR 97228-5966	
Voice Mail	(503) 243-6657	
PMI GOC (Global Operations Center)	www.pmi.org	