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PMI-CTT Chapter News is published 5 times a year in February, April, Summer, October and December.

Upcoming Events

Interested in Upcoming Events? Click [here](#) to see the latest information.

Message from the President

Summer is finally here, with the world cup soccer matches keeping some of us occupied. Another fantastic year has passed with all of the great events and opportunities made available to the membership by the tireless efforts of the Volunteers.

The volunteer appreciation night was well attended and was a great success. Please make sure that you checkout the [volunteer page](#) on PMI-CTT website for new opportunities for you to participate in our ever-evolving chapter.

The Board of Directors and the Symposium Committee have been fully engrossed in planning and scheduling for our next season starting September 2010. From our annual Symposium to dinner meetings, special events, mentoring program and more, much thought and organization is needed to execute successfully, and we hope you will participate in many of this coming season's events. The details will be made available via our communication channels (newsletters, blast and website). Please make use of all the professional development opportunities available to you as members of the chapter.

To mention a few: [PMP study group](#), [Mentoring program](#), [PM Connects](#), and other special events. I am looking forward to seeing many of you at these events, and I hope you can attend often to maximize your chapter benefits.

In addition to the transition to the new season, it is also time for me to transition my role. Starting September, Marc Blanchette will be taking over as the President and I will officially become Past President. The past two years have gone by quickly and it has been an honour to represent the chapter as President. I am looking forward to my new role in the chapter and to continue my involvement with chapter events and activities as needed.

You can always take a look at our [events calendar](#) for all scheduled chapter events.

Enjoy the summer!

Venkat Ramachandran
President

PMI-CTT Board of Directors

- Venkat Ramachandran- President*
 - Margaret Charles - Vice President, Communications and Publicity* (acting)
 - Vartkes Peltekoglu - Vice President, Professional Development*
 - Lorraine Ziegler - Vice President, Membership & Community Affairs*
 - Rick Black - Vice President, Treasury and Finance*
 - Ian Adare - Past President
- * elected positions

- Kim Eccles - Director of Communications
- Carol Baker - Director of Events
- Cyndi Seifried - Director of Publicity and Marketing
- Derek Atkins - Director of Certification
- Andrew Pearen - Director of Re-Certification
- Marc Blanchette - Director of Mentoring
- Heather Leblond - Director of Membership & Recruiting
- Melody Zapanta - Director of Volunteer Coordination
- Dave Bright - Director of Community Affairs
- Tony Pimenoff - Director of Sponsorship
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Details and registration: www.pmstar.org - cindybell@pmstar.org

Webinars coming in the fall

With the widespread usage of webinars as a vehicle for learning and connecting to people, PMI-CTT recognizes that this technology will provide additional opportunities for our 600 members to earn their Professional Development Units (PDU) in the convenience of their home or workplace.

The results from the survey received from the May 19th dinner event confirmed that our members are familiar with webinars and are very interested in attending webinars offered by the PMI-CTT chapter. Here are the main highlights of the survey results:

- 73% of survey respondents already participate in webinars 1-3 times a month
- 93% of survey respondents would be interested in signing up for webinars offered by PMI-CTT
- Most people prefer noon time; however, morning and evening seminars were acceptable as well
- Respondents indicated a high interest in topics such as Leadership, Stakeholder Analysis and Communication Management, Risk Management, Teambuilding and Sponsor Relationship.

As a pilot, the PMI-CTT chapter is working with an established provider to extend their offerings to our chapter members. This partnership will allow you to:

- Gain direct access to extensive course offerings by an established multinational, professional education provider with over 25 years of experience
- Accumulate PDUs by attending “live” and pre-recorded webinars in the comfort of your own home or office and on your schedule
- Acquire new skills and knowledge for FREE (limited time offer)!

We are will be launching the webinars in the fall! Stay tuned for details.

**Daisy Martin & Thuy Hilderley,
Events Coordination Team**



2010 Symposium: “Projecting the Future”

While everyone is just getting started with thoughts of summertime and vacations, the Project Management Symposium team is thinking about the fall and are busy at work putting together a terrific day of professional development and networking for you. We are lining up some exceptional speakers and keynotes for our gathering on October 26th.

Uncertainty and challenges are all around us. In these unusual times, you are called upon to prove the value you are adding to your organization, customers, and executives. How will you define your role, show your accomplishments and position your value going forward? The difference between success and failure will be the way you manage your projects: ensure goals are achieved, capitalize on dollars and maximize profits for the long term.

Don't miss this fantastic opportunity to earn 7 PDUs, network with peers, hear new and valuable information, and develop the right skills to stand out as a professional in your field. We are certain the benefits derived from this year's Symposium will long outlast the single day event. Check back to our website as we provide more details on our fantastic program and look for the PMI-CTT Symposium invitation to arrive in your inbox in August.

COMPREHENSIVE SESSIONS & KEYNOTES

Be sure to take this opportunity to develop tools, learn skills and network with like minded individuals. You will gain insight into what's to come and learn how to make your mark on the projects you are managing. Join over 200 of your peers and industry experts at our annual event to further your opportunities and grow in your profession. Through our exceptional program, three engaging and world class keynote speakers and 12 unique speaker-led sessions, you will hear about the most pertinent topics that are top of mind for project professionals.

Dr. Janice Thomas

Dr. Thomas is an associate professor at Athabasca University in Project Management and Director of the Project Management Research Institute. Janice is interested in many aspects of project management - perhaps all of them. Recently she's restricted herself to researching the value of project management (funded by PMI), organizational change, project management, teambuilding and leadership, complexity theory in relation to organizations and the professionalization of knowledge workers. Ultimately her research is aimed at improving the practise of project management in organizations. Janice spent 10 years as an Information Technology and Organizational Change project manager before she became a full time academic. In 2006, she was recognized as one of the 25 most influential women in project management by PMNetwork.

Dr. Hans Thamhain

Dr. Hans Thamhain specializes in technology-based project management. He is a Professor of Management and Director of MOT and Project Management Programs at Bentley College. His twenty years of engineering and business management include GTE/Verizon, General Electric and ITT. Dr. Thamhain has published over seventy research papers and five professional reference books in project and technology management, including Management of Technology, Wiley 2005. He is the recipient of the Distinguished Contribution Award from the Project Management Institute in 1998 and the IEEE Engineering Manager of the Year 2000/2001 Award; Certified as NPDP and PMP; profiled in Marquis Who's Who in America.

Carl Sergeant

Carl Sergeant, PMP, Senior Instructor, ESI International, brings an entrepreneurial, results-focused viewpoint based on more than three decades of project, program and portfolio management experience to his ESI client engagements. An internationally respected thought leader, Carl has been recognized as one of the fifty most powerful and influential project management professionals in the world by the Project Management Institute's (PMI®) PM Network magazine.

Carl is an active member of the PMI® Southern Ontario and PMI® Lakeshore chapters. He holds Leadership Certification from Queens University, Kingston, Ontario, Canada.

INTERESTED IN SPONSORSHIP?

Looking for Product Launch, Networking or Corporate Awareness-Raising Opportunities?

The PMI-CTT Annual Symposium will attract over 200 project managers, program managers and other senior managers from the private and public sectors. Our delegates come from all areas of industry, including technology, insurance, government, manufacturing and construction.

Reach this targeted audience to:

- Introduce or promote a new product or service;
- Raise awareness of your company;
- Meet existing and potential customers;
- Increase your ties to the central Canada community;
- Strengthen your corporate image in your customers' mind; or
- Check out your competition

Please contact sponsorship@pmi-ctt.org to find out more information today about how you can participate in this year's Symposium.



The 4 Secret Ingredients to Passing the PMP Exam

By Cornelius Fichtner, PMP - Helping you prepare for the [PMP Exam](#)

The Project Management Professional (PMP) exam is developed and administered by the Project Management Institute (PMI) to measure and assess an individual's ability to apply project management skills in six different domains. Initiation, planning, execution, monitoring and controlling, closing the project, as well as professional and social responsibility are evaluated. Don't be intimidated! While the material may seem overwhelming, there are a few important factors to consider when preparing to successfully earn your PMP certificate. Experience, understanding of project management principles, developing a solid study plan and reliably sticking to it, as well as practicing exam-taking strategies are essential ingredients for PMP exam success.

Secret Ingredient #1: Project Management Experience

Perhaps one of the most solid foundations for successful completion of the [PMP exam](#) is actual project management experience. Learning on-the-job with specific situations that develop a wide array of project management skills is an excellent way to retain information and far superior to rote memorization or passive reading. PMP test takers with project management experience are able to draw upon a database of information that is relevant and often easier to retrieve due to its personal nature. Recalling the small details of that last-minute project at work that your supervisor needed yesterday makes all of those grueling hours a worthwhile investment.

Before applying to take the PMP exam, PMI certification requires at least 4500 hours of experience in project management and 35 hours of documented training. This ensures that test-takers have the required skills to be successful and maintains the credibility of the certification.

Secret Ingredient #2: Understanding of Project Management Principles

Specific principles addressed in the PMP exam include communication, cost management, human resources, integration, procurement, quality, risk, scope, and time management. Each of these topics is covered in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. You must understand them individually and how they work together to ensure overall successful project management. It is essential to use the most current version of the *PMBOK® Guide* for studying and review.

Secret Ingredient #3: Having a solid plan to study for the exam & sticking to it

As with all standardized examinations, the PMP covers a wide variety of material in a relatively short period of time. Don't be discouraged! Remember that careful planning and structure are essential to your exam success. It is important to develop a PMP Exam Study Plan to reduce the amount of intimidating material into manageable portions. People often find they work well with a structured exam preparation course that provides focused instruction over a specific timeline. One of the requirements of the PMP examination (35 hours of project management instruction) can be met with an online or in-person class. If you select an online course, ensure the class provides an "end of course assessment" and gives you written certification of participation and completion of required instruction hours.

The number and type of questions on the exam are: initiating the project (11%), planning the project (23%), executing the project (27%), monitoring and controlling the project (21%), closing the project (9%), and professional and social responsibility (9%). Many people often divide up their study time in a similar manner, giving more hours to those topics that are tested more heavily. Others take practice exams and note specific weak areas in their knowledge, choosing to focus more review time on those topics. Your plan of attack will be personal and best suited to your own strengths, weaknesses, and timeline.

Most resources recommend spending one to two hours each day for four to eight weeks in preparation. Some people will require more time and others will require less. Work out a schedule with a manageable amount of material to cover each day. Be realistic in how much can be covered in one to two hours so that the schedule can be followed closely and certain areas don't slip, get skipped, or left out completely. Remember that most of us can't afford to neglect our day job during this study period and still have external commitments and responsibilities. Set weekly goals and regularly take practice exams to chart your progress. It's also very important not to forget to take refreshing breaks to do something you enjoy.

Secret Ingredient #4: PMP Exam-Taking Strategy

The PMP exam is made up of 200 multiple choice questions conducted on a computer at a Prometric testing center during normal business hours from Monday to Saturday. Test-takers are given a 15-minute tutorial and four hours to complete the exam. 25 pre-test questions remain ungraded, as they are used for future exam purposes. Inside the examination center, test takers are provided with rough sheets of paper and pencils. If needed, there are a variety of translation materials available upon request as the exam is only administered in English.

Mock questions and simulation exams are available from a variety of test preparation websites. Practice exams help future test-takers become familiar with the style and format of questions and enhance the endurance required for four-hour exams. It is commonly recommended that consistently scoring above 80% on mock exams is a strong indicator of success on the real thing. Gauge your progress on a weekly basis and determine how comfortable you feel with each topic area. Arriving on exam day with confidence means half the battle is already won.

Specific tips for test day strategies include sleeping well the night before, eating a healthy breakfast, wearing comfortable clothing, and arriving early. Before beginning the exam, many test-takers like to utilize the provided rough sheet to write out things like formulae, lists of processes with their inputs and outputs, as well as tools and techniques that will be useful throughout the exam. Consider taking two breaks spaced evenly throughout the exam. Don't waste too much time on a single question; mark it for review and move on.

Applying these four simple steps thoroughly and intelligently will ensure that the valuable time and money spent on the PMP exam is not wasted. Successful completion of the PMP depends on a test-takers ability to put their project management experience to work, to understand and apply project management principle, to thoroughly prepare with a solid study plan, and to bring everything smoothly together on a stressful exam day. Preparation is the key to reducing stress and guaranteeing success.

About the author: Cornelius Fichtner, PMP is a noted PMP expert. He has helped over 10,000 students prepare for the PMP Exam with *The Project Management PrepCast* at <http://www.pm-prepcast.com>.

Introducing Your New Executive Members

Starting in September, two of our Executive roles will be changing hands. Carol Baker will be assuming the role of VP of Communication and Publicity, and Marc Blanchette will be our new President. Both Carol and Marc have been involved in the chapter in roles on the Board of Directors. Please read on for their biographies and further information on your new Executive members!

Carol Baker, incoming VP, Communications & Publicity

I'm very pleased to be taking on a more senior post as VP, Communications & Publicity this coming September. By way of introduction, here is a bit more about me and my plans for this role.

In my work-life, I am an Information Systems Director at Manulife Financial, a leading, global provider of financial services. For more than a decade I have held project management and directorship positions, leading business development and infrastructure projects of several millions of dollars in size, for Individual Insurance and Group Benefits organizations. Prior to that, I had business management and training roles, developing leadership, service quality, process improvement and technical training programs for management staff and employees.

As I got more involved with project management, I pursued my PMP designation, and joined the PMI-CTT Chapter as one of its founding members. I attended Chapter events over the first few years, but wanted to do more. So I volunteered as an Event Coordinator. A short time into my Event coordination activities, the Director of Events role came available. I saw this as a great way to get even more engaged with the Chapter, and have a means of contributing to the PM profession on a broader basis. I put my name forward and was successful in being appointed to that position.

I've now been the Director of Events for two years, working with a fantastic team of Event Co-ordinators, to deliver regular and special events to our Chapter members. It has not only given me the opportunity to deliver high quality events, but it has also given me the chance to contribute to Chapter strategic plans, member feedback sessions, Regional PMI meetings, and Board-level decisions and initiatives to further the Chapter's vision and mission.

When the VP position came free, I viewed this as one more challenge for me in the local PM community. I reviewed the role description, assessed my ability to contribute at a more senior level, considered the Directors reporting to the role, and thought about the time I would need to invest to make this role a success. I was very lucky that I had worked directly with Margaret Charles, the incumbent in this VP position, over the past several years. She provided me with the support and encouragement that I needed, and was a very strong role model. Another advantage was the fact that two very able Directors within this portfolio were already in place: Kim Eccles, Director of Communications and Cyndi Seifried, Director of Publicity. Their energy, commitment and focus on high quality standards reassured me that our portfolio would continue to be successful with their help.

So I took this role, and have already started the transition period with Margaret assisting me. Looking to the future, we already have a powerful set of event plans underway for our 2010-2011 season. The topics were chosen based on your feedback. We also plan to start offering PM and soft skills training through a webinar format to give you more choice in how you enhance your skills and earn PDUs. These will start in the Fall, 2010.

To keep you regularly informed, we'll continue to promote our Chapter activities through our web, newsletter and email blast communication vehicles. We also expect to explore opportunities for social networking provided we get volunteer support for this initiative.

I'm always happy to hear about what we are doing well or need to change. Please feel free to approach me at events to share your feedback directly, or send me your comments via the events@pmi-ctt.org email address. I look forward to serving you, overseeing the events, communications and publicity portfolio for the next two years.

Have a great summer, and I'll see you in September!

Carol Baker
Incoming VP, Communications & Publicity

Marc Blanchette, incoming President

I am not new to volunteer organizations as I have led a few and been involved at various level since my days at the University; from being elected to the Board of Directors of my University and appointed by the President to be a member of its Executive Committee; to running a local chapter for an international student organization (AIESEC); moving on to be in charge of 11 chapters (representing Quebec) to finally being selected as the Taiwan National Committee Development Assistant while working there.

After moving to Waterloo, I joined the Training & Education Committee of the KW Chamber of Commerce for which I also was the chairperson for 1 year. I then got involved with Communitech and became a member of the operational committee of PMConnect where PMI-CTT first sparked my interest. I then participated in our mentoring program for which I am currently the "outgoing" Director of Mentoring.

To be a good president, I believe that you have to be resourceful, energetic and charismatic with contagious enthusiasm... I'm definitely ready to bring this to the table.

Because I have not been involved for a long time with the Board of Directors, I feel that I can bring a new perspective to the team. These various experiences I briefly described above helped shape my personality; developed my leadership skills and made me realize how crucial communication and understanding of the people you work with is in order to be successful. I like what I've seen so far and I definitely want to be an active part of it & help grow it; I want to make a difference.

As for what's in it for me... I find it re-energizes me to know and feel that I am making a positive impact. Looking forward to meeting & working with you!

Marc Blanchette, PMP
Incoming President

Upcoming Events Update

As much as our events are in hiatus during the summer season, our Event Coordinators have been busy planning for the upcoming year. We have identified a healthy mix of event formats, excellent speakers and topics. These selections are based on feedback you supplied at dinner meetings and through our member survey. Our goal continues to be one of providing you, our Chapter members, with a highly educational and interesting program to further develop your PM skills.

Here are the dates and topics we are currently targeting:

- Wed, Sept 22nd, 2010 - back by popular demand, Peter Paul, and part 2 of his "Facilitation Skills" evening workshop
- Thurs, Nov. 25th, 2010 - "Risk Management" panel discussion

- Tues, Jan. 26th, 2011 - "Flipskills" evening workshop
- Wed, Mar. 8th, 2011 - Joint Event with the local CMA Chapter
- Wed, Apr 27th, 2011 - Joint Event with the local IIBA Chapter
- Tues, May 18th, 2011 - "Working with Sponsors" presentation & Annual General Meeting

Please also check out the Webinar promotional article elsewhere in this issue. We know that some of you are not able to join us regularly for dinner meetings or evening events. These online educational offerings give you an alternate means of expanding your PM skills repertoire and earning PDUs.

Note that we will be posting more detailed event information on our pmi-ctt.org website by the end of July. Be sure to check there for presentation summaries and speaker biographies, as well as the location, timing and PDU code for each event.

Have a great summer, and here's to an 'eventful' 2010-2011 season!

Carol Baker
Incoming, VP Communications and Publicity



PMP® Exam Preparation and Focused Studies for the Project Management Professional

three O Project Solutions is offering the following courses in Toronto beginning September 13th. three O is a Registered Education Provider (R.E.P.®) and has been training PMs since 2004. PMI-CTT members will receive a 10% discount on all courses. e-mail support@threeo.ca to receive your coupon.

PMP® Exam Preparation

This is a 5 day course that uses classroom lectures, visual aids, group exercises, test questions and an interactive educational tool, Acelt®, to prepare students for the PMP® certification exam. The course covers the 11 Knowledge areas and 5 process groups described in the PMBOK®. The student will receive 35 contact hours of PM training, a training manual, course notes, and a copy of Acelt®.

The focused studies being offered are all based on the best practices described in the PMBOK and use lectures, visual/audio aids, and group exercises to enhance learning. These courses expand on the theory found in the PMBOK and provide practical advice on how to put the theory into practice. Students will receive a training manual and course notes.

Managing Requirements

This course builds on the best practices for Scope Management described in the PMBOK. The course focuses on how to create and implement a requirements management plan that is suitable to your organization and project, and how to tailor the plan to work with the SDLC methodology chosen. This is a 3 day course (22.5 PDUs).

Managing Project Change

This course builds on the best practices of Integrated Change Control described in the PMBOK. The course treats change management holistically, as a separate knowledge area, and teaches the student how to

translate PMBOK theory into practice. The course teaches the student how to create and implement a change management plan suitable for their organization and project. This is a 2 day course (15 PDUs).

Managing Project Communications

This course teaches the student how to create and implement a Communications Management plan suitable to their organization and project. Topics covered include: project performance reporting, conducting Gate Meetings, status review meetings, Steering Committee meetings, and how to select and utilize communications tools. This is a 2 day course (15 PDUs).

Managing Project Risk

Topics covered in this course will include how to identify risks, choosing mitigation strategies, monitoring and controlling project risks, and how to create and implement appropriate Risk Management plans. This course will also cover ERM (Enterprise Risk Management). This is a 3 day course (22.5 PDUs).

For details on course dates, location, price, and registration, please visit our web site at:

<http://threeo.ca/classroomcourse525.php>

PMP, PMBOK, and R.E.P. are registered marks of the Project Management Institute.

“YOU are not alone...” R3 Leaders Summit

Hi Everyone!

QUICK QUESTION

Have you ever felt like it would be great to share knowledge, experience and thoughts about project management with people from various industries or even different countries? ... Well, let me tell you something... YOU are not alone & not only that... it can happen to you too! No, I'm not talking about our Mentoring Program (although I would gladly talk about it to anyone, anytime), I'm talking about REGION 3 (a.k.a. R3)... which every single one of you is part of as a member of this chapter.

ABOUT R3

PMI has divided the world into 15 regions and your chapter is part of Region 3 along with 18 other chapters from North Eastern Canada & USA. As one of its key activities, R3 organizes every year a “Leaders Summit” whereas executives and directors from each chapter get together to network, discuss and learn not only about Project Management as a profession and where we can take it next; but also about sharing and learning better ways to successfully run a chapter, in other words helping people becoming better leaders.

ABOUT PMI-CTT

Back in May, Venkat Ramachandra, Carol Baker & I (Marc Blanchette) had an opportunity to represent our chapter in Boston at the R3 Leaders Summit. Carol also made us proud as she was selected amongst several applicants to be 1 of only 10 presenters over this 2-day experience; her topic: “Succession Planning – Preparing for the Inevitable”.

As it was my 1st experience with R3, the Summit was a real eye-opener for me about what and how big PMI really is, what our region is all about & where our chapter fits in...wow! As a quick example, not only did we learn tricks that we can apply to our chapter to make it better today; met people in similar roles from other chapters for which we can easily pick up the phone and call for information or help, but also we got to meet with people that you might have heard of or read about in PM Today or PM Network magazines, etc...



Venkat Ramachandran, Carol Baker, Marc Blanchette

- Jorge Gelabert , R3 Component Mentor, PMI
- Lesley Bakker, VP of Brand Management, PMI
- Peter Monkhouse, Board of Directors, PMI
- Mark Langley, Executive Vice-President & Chief Operating Officer, PMI

These people are just like you & I who have a passion about our profession and are making a difference, it really demystifies the whole PMI, brings it down to Earth and personally made me realize that I too, one day, could be one of them... and so can you!

ABOUT YOU

Why am I telling all of this????? I want you to get excited about your profession, our chapter and open your eyes as to where it can take you... if you just let it happen.

It all starts with a simple YES, I want to be more involved with my chapter and help make a difference! Who knows maybe you could end up with a more satisfying position or one day find yourself sitting on the PMI Board of Directors...

Looking forward to meeting with you & helping you expand your horizons!

Marc Blanchette, incoming President