

PMI Keystone Chapter Newsletter

May 2015
Issue 2

Happy 20th Anniversary, Keystone Chapter!

From Jesse Middaugh, Chapter President

Fellow PMI-Keystone members and Project Management Professionals,

Spring is finally here. It is warm outside; the weather is great. Baseball players are taking to the fields. The long winter is over and life turns from one season to the next one. Changing seasons doesn't just bring the end but it signals a new beginning. We can relax because there is no more snow to shovel, ice to scrape or work/school delays or cancellation. We can just sit back and enjoy life – Correct? No – Not really - spring brings a different type of busy as we prepare for the warmer weather.

The chores that must be done, raking, trimming, fertilizing, mulching, etc... and maybe planning that special summer vacation. There is always so much to do and so little time to get it all done. But the chapter still needs you and your expertise.

I have learned over the years that time is a strange resource. We value it, we watch it and it still disappears quickly. Think for a moment how you spent the last hour, day, or week? If you had the power to do it over would you? Time management is about prioritizing your time.

This year our chapter is celebrating its 20th Anniversary of serving members and promoting excellence in project management. Founded in

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Volunteer Appreciation!

A special Thank You to the following volunteers for their efforts in coordinating Family Day at Hersheypark:

- Scott Bryer
- Pramod Maheshwar
- Kathleen Shonaiya

Thank you!

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1995, currently, our chapter has approximately 800 active members of which 625 are PMPs. These numbers are continuing to grow. We also have members certified in PMI-ACP, PMI-SP, PMI-RMP and CAPM. PMI-ACP certification is a fast-growing certification within our chapter.



During this upcoming year, there will be abundant opportunities for you to come to events, increase in PM knowledge, celebrate our 20th Anniversary and earn PDUs. There will be many networking, fellowshipping and educational events in local areas. Regular meetings are held at various locations throughout our chapter. Information about these local area meetings can be found on our website (www.pmi-keystone.org) or by contacting the local area director.

We will be offering a new PDU event this year. A family day at Hershey Park on June 19th - Registration covers entrance to the park, a catered lunch meal and a speaker.

Finally, I would like to thank all the past board members for their service to the chapter over the past twenty years. Space on the newsletter prevents me from listing all the board members but I would like to acknowledge

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Schedule Change!

The Agile Class originally planned for May has been rescheduled for July 17th and 18th. Details included at the end of this newsletter.

Volunteers Needed!

You can find all of the Keystone Chapter's volunteer needs posted in the Volunteer Relationship Management System (VRMS) which is easily accessible from our website!

But to pique your interest *now*, below is a snapshot of just some of our immediate needs:

- *PM Classroom Instructors* – to work with local educational institutions to establish and deliver introductory PM curriculums
- *Educational Outreach, PM Mentors* – the Keystone Chapter has established a program with a local middle school to provide project management mentoring for a group of middle school students
- Our Susquehanna Region is looking to fill these volunteer positions:
 - Social Events Coordinator
 - Partner Relationship Coordinator
 - Facilities Coordinator
 - Event Speaker Coordinator

Please visit the VRMS (available from our Chapter website) for details about each of the above positions and others. You can apply for any of our openings online from within VRMS or contact the Chapter's Volunteer Coordinator, Robin Rawdon, directly at volunteer@pmi-keystone.org

REMEMBER! In addition to the satisfaction you get from volunteering with the chapter, you will expand your professional network, build your PM knowledgebase, benefit from the exchange of ideas and experiences, and garner those valuable PDUs for your volunteer service! ♦

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the past presidents for their vision, leadership, time, and dedication:

Last	First	From	To
Middaugh	Jesse	1/1/2013	Present
Hoffman	Bryan	1/1/2009	12/31/2012
Berry	Eric	1/1/2007	12/31/2008
Lemmonds	Penn	1/1/2005	12/31/2006
?*	?*	1/1/2003	12/31/2004
Mumma	Wayne	1/1/2002	12/31/2002
Walter	Herman	1/1/1999	12/31/2001
Grigg	William	1/1/1997	12/31/1998
Tuman	John	1/1/1995	12/31/1996

?* I have no records of who served as president in 2003 and 2004. If you know, please send to me (president@pmi-keystone.org) the person's name and contact info.

Finally, I thank our many chapter volunteers who are indeed the backbone of the PMI-Keystone chapter. All board members and other leaders are volunteers. There are no paid positions within the chapter. Each member contributes his/her time, work, and expertise. Your dedication to this chapter is sincerely appreciated.

In closing, I would like to thank you for your time (past and future) dedicated to the chapter. And here's to the next 20 years.

Jesse Middaugh, PMP
President
PMI-Keystone Chapter
president@pmi-keystone.org
<http://www.pmi-keystone.org> ◇



PMI KEYSTONE CHAPTER 20TH ANNIVERSARY FAMILY DAY EVENT AT HERSHEY PARK

– FRIDAY, JUNE 19TH 2015. DETAILS AND REGISTRATION AT WWW.PMI-KEYSTONE.ORG

Professional Development Days

Earn PDUs. Network with fellow Keystone members.

Fall PDD 2015 2-Day Event

Registration for the 2015 Fall Professional Development Day is now open! See the fliers at the end of this quarter's newsletter for more information. Go to our [website](#) to register!

Feel free to attend one or both days of the educational event. A total of 14.5 PDUs can be requested for two day participation.

The workshop "Simulation Learning: Improve Your Project Management & Decision-Making Skills" is planned for the second day of the Fall PDD. This workshop is a joint effort between Merit Career Development and our chapter. For more information, see the flyers included in this newsletter or contact Lori Spence at Professional-Development@pmi-keystone.org.
◇

Project Manager Toolbox: Checklists



As you are coasting to the take-off point at your local airport, does it make you feel safer to know that the crew has a series of checklists that they follow to help ensure that no important steps are forgotten? Did you know that the use of pre-flight checklists is a key element of airline safety? Yes, checklists are an essential part of monitoring activities during complex procedures for airline crews. Checklists facilitate the routine aspects of multi-step processes, improve team dynamics and minimize error. In fact, checklists are used prior to all critical events such as engine start up, takeoff, descent and landing.

During these procedures, teams work together on the checklist and all must agree that it is safe to proceed. There is a shared responsibility for properly carrying out the procedure. If a fault is found, it must be corrected before proceeding with the remaining items on the checklist. This minimizes the possibility of misinterpreting or overlooking a critical step. Checklists provide a backup to human memory during routine and emergency procedures. They serve as a formal reminder, help prevent errors of omission and contribute to a safer environment.

“What a powerful insight this is: In an age of unremitting technological complexity, where the most basic steps are too easy to overlook and where overlooking even one step can have irremediable consequences, something as primitive as writing down a to-do list to “get the stupid stuff right” can make a profound difference”

– From a New York Times review of the book The Checklist Manifesto by Atul Gawande

The airline industry did not always include checklists as a critical component of their safety program. According to www.atchistory.org, the origin of the pre-flight checklist was a crash of a Boeing Model 299 on October 30, 1935 at Wright Field in Dayton, Ohio during the final phase of aircraft evaluations under U.S. Army specification 98-201. Boeing had submitted their Model 299 for the competition.

Boeing’s entry had swept all the evaluations, figuratively flying

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Changes to the PMI Agile Certified Practitioner Exam

The PMI-ACP exam content is changing. A new domain was added to the delineation (Agile Principles and Mindset). The revised PMI-ACP examinations specifications will be based on domains and tasks, with secondary reference to the supporting techniques and / or knowledge and skills.

The new examination will be released in a pilot program beginning July 15, 2015. On October 15, 2015, the new exam will go live and be deployed globally.

The education and experience eligibility requirements for taking the PMI-ACP examination remain appropriate and will not be changed. Please see the link below for further information. <http://www.pmi.org/en/Certification/New-PMI-Agile-Certification.aspx>

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circles around the competition. The aircraft made a normal taxi and takeoff. It began a smooth climb, but then suddenly stalled. The aircraft turned on one wing and fell, bursting into flames upon impact. The investigation found "Pilot Error" as the cause. One of the pilots had neglected to release the elevator lock prior to take off.

It appeared that the Model 299 was dead. Some newspapers had dubbed it as 'too much plane for one man to fly.' Most of the aircraft contracts went to the runner-up, the Douglas DB-1. The Boeing pilots sat down and put their heads together. What was needed was some way of making sure that everything was done; that nothing was overlooked. What resulted was a pilot's checklist. Actually, four checklists were developed - takeoff, flight, before landing, and after landing. The Model 299 was not "too much airplane for one man to fly," it was simply too complex for any one man's memory. These checklists for the pilot and co-pilot made sure that nothing was forgotten.

With the checklists, careful planning, and rigorous training, the twelve Model 299 aircraft purchased by the U.S. Army managed to fly 1.8 million miles without a serious accident. The U.S. Army accepted the Model 299, and eventually ordered 12,731 of the aircraft they numbered the B-17. The idea of the pilot's checklist caught on. Other checklists were developed for other crew members. Checklists were developed for other aircraft in the Air Corps inventory. Checklists are now a standard component of airline safety programs.

"Under conditions of complexity, not only are checklists a help, they are required for success. There must always be room for judgment, but judgment aided—and even enhanced—by procedure." —Atul Gawande

Checklists are not unique to the airline industry. They are considered by many to be the simplest and most productive means of building consistency in work practices. Checklists are useful in almost every field especially in professions where repeatability and

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Professional Development Team – New to Keystone Chapter

On April 9, the Keystone PA Chapter held its first Professional Development Team meeting to share ideas and plan the direction for the new team. Some of the goals of the Professional Development Team are to:

- Offer a wide-range of educational events and opportunities for members to maintain/obtain their PM credentials
- Create a "Professional Development" area on the chapter website for project management resources and information
- Support and be a liaison to our chapter branches
- Collaborate with area Universities and Colleges to offer joint programs for the project management community and our members

If you are looking for an opportunity to volunteer with the chapter and would like to be part of a dynamic team please consider joining the Professional Development Team.

We will be meeting the 2nd Thursday of every month at 7:00 P.M. Contact Lori Spence for more information (Professional-Development@pmi-keystone.org)◇

Events Near You!

The Chapter offers educational events throughout the Central PA region: York, Port Matilda, Allentown and Harrisburg. You are welcome to attend events at any and all of these venues. Go to our website for the list of upcoming events!

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systematic action drive performance. This includes Project Management.

What is a checklist? Miriam Webster defines a checklist as “a list of things to be checked or done.” It sounds extremely simple and often times it is! A checklist provides a list of steps to be followed or a list of things to be done. Usually a checklist provides the “what,” not the where, when, why or how. If needed, the details on where, when, why or how can be documented elsewhere. Some checklists provide a sequence of events and others provide a list that can be completed in a random sequence. Some examples of checklists that you may use in your personal life include lists for packing for vacation, grocery shopping lists, and to do lists.

Project Managers and others on project teams often rely on checklists to ensure that things are not forgotten and steps are not missed during repeatable processes. Repeatable processes can include such things as starting a project, preparing for a client status meeting, compiling code for deployment, or configuring hardware. Some checklists that support successful project delivery are short-lived and specific to a certain project or client and others have long term use across an array of projects. To Do lists are a common type of checklist that are hugely beneficial to team members so that important tasks are not forgotten.

“We don’t like checklists. They can be painstaking. They’re not much fun. But I don’t think the issue here is mere laziness...It somehow feels beneath us to use a checklist, an embarrassment. It runs counter to deeply held beliefs about how the truly great among us—those we aspire to be—handle situations of high stakes and complexity. The truly great are daring. They improvise. They do not have protocols and checklists. Maybe our idea of heroism needs updating.” —The Checklist Manifesto by Atul Gawande

Many of today’s projects are very complex and it is difficult for the project leadership and team members to keep track of all the details needed to reach a successful conclusion. Checklists may be a way to help increase productivity, promote teamwork, share knowledge and reduce expensive mistakes. ♦

PMI- ACP® Preparation Course

Agile Certified Practitioner (PMI-ACP®) is the newest certification from the Project Management Institute (PMI®) and it "sets the bar" for agile project management professionals! That also means that the two hurdles stand in front of you – completing the application and passing the exam – are rigorous. Luckily this course helps you sail over those hurdles and go to the next level with solid, real world practices.

This session is scheduled for July 17th and 18th. For more information, please view the [ACP Exam Prep Seminar flyer](#).

To register for the seminar, please **visit the Gr8PM.com website**. Use the coupon code **pmikeystone0715** to receive the chapter discount!! ♦

Flyers for Upcoming Events

Go to our [website](#) for registration and information on any of these events!



Date: Friday June 19th, 2015

Cost:
Members (& member's Family) \$50
Registration includes ticket and catered lunch within Hersheypark

Non Members \$60
Registration includes ticket and catered lunch within Hersheypark

***Catering Only \$20**
No Ticket – *Option can only be purchased by people with 2015 Hersheypark season passes

*Ages 2 and under are free.
Same registration price for all other ages.*



PMI Keystone Chapter 20th Anniversary Family Day Event
Date: Friday, June 19th, 2015
Time: 10:00 AM – 10:00 PM (Park Hours)
Location: HERSHEY PARK
100 W. Hersheypark Drive,
Hershey, PA 17033
Contact: Ed King at eking@hersheypa.com

PMI KEYSTONE CHAPTER 20TH ANNIVERSARY FAMILY DAY EVENT AT HERSHEYPARK

Friday June 19th, 2015

Event Description: PMI Keystone Chapter is holding a special family day event at Hersheypark to celebrate the chapter's 20th anniversary. Event is open to family members and should be a fun filled day for all.

Registration: visit PMI Keystone Chapter website, pmi-keystone.org

Catering:
Catering room is non-accessible, stairs are required to enter.
Catering will be buffet with 3 entrees and 2 sides with beverages from 12:00noon – 1:00pm, then beverage service only from 1:00pm-2:00pm

For those who are unable to use stairs to access catering room location, we will provide meal vouchers redeemable for one meal at any Hersheypark food stand. If you need this option, or if a vegetarian meal is requested, please email pmi.keystone.event@gmail.com no later than 14 days prior to event.

Hotel:
A limited number of rooms are blocked at the Hershey Lodge at reduced rate of \$299 for 2 queen bed room or \$259 for king bed room. Room discount availability is 1st come 1st serve. Discounted rooms can be booked through MAY 22 by calling Hershey Reservations (1-800-HERSHEY // 1-800-437-7439) and refer to the PROJECT MANAGEMENT INSTITUTE OR RES ID 2592986.

Ticket & Catering Vouchers:
Ticket and catering vouchers will be distributed day of event before entering park. More info to exact location will be communicated closer to event.

Parking:
There will be a \$15 additional parking charge per vehicle at toll booths when arriving at Hersheypark

Speaker Info:
Steve McNulty, Sr. Project Manager, Construction Services at Hershey Entertainment & Resorts.
Steve manages construction projects with new roller coasters built within Hersheypark. Steve will provide insight into the unique project management process and pitfalls managing coaster construction from idea to finish, referencing his experiences with Hersheypark's newest coaster, Laff Trakk, which is planned for opening during 2015 park season.

All family members are welcome to attend speaker presentation. Presentation will be in catering room 12:30pm - 1:30pm 1 PDU



Training · Coaching · Consulting

PMI-ACP® Exam Preparation Seminar

Two-day Seminar • 21 Hours / 21 PDUs • Pre-work Required!

Agile Certified Practitioner (PMI-ACP®) is the newest certification from the Project Management Institute (PMI®) and it “sets the bar” for agile project management professionals! That also means that the two hurdles stand in front of you – *completing the application* and *passing the exam* – are rigorous. Luckily this course helps you sail over those hurdles and go to the next level with solid, real world practices. Remember, *after* you have passed the exam you must meet the *raised* expectations of your boss, co-workers, and customers as an agile expert!

Pre-work entails reading 2 chapters, provided in PDF format, to learn basic Agile concepts and completing 2 short quizzes. Students need to plan on 5 hours to complete the Pre-work Assignment.

WHO THIS COURSE IS FOR:

This course will benefit anyone interested in agile project management methods or PMI-ACP® certification. The list of beneficiaries includes:

- Program Managers and Product Owners
- Project Managers and Scrum Masters
- Project Team Members – Engineers, Analysts, Developers, and Testers
- Customers, General Management, and Senior Management
- Partners, Vendors, and Contractors
- College and University Instructors

WHAT THIS COURSE INCLUDES:

Students receive the *ACP Exam Prep PLUS Desk Reference* book with two full-length PMI-ACP® practice exams, *Student Notebook* of the PPT slide decks for note taking, *Flashcard Deck* with 150-cards, and a six-month subscription to the *GR8PM Online Exam Simulator!* *PLUS...*

Expert Digests of:

- Scrum
- XP
- Lean
- FDD
- AUP
- Crystal
- TDD
- Agile Modeling

Study Aids such as:

- Terminology Matching
- Crossword Puzzles
- Word Searches
- Chapter Practice Tests

CLASS DATE TIME: Class is on Friday and Saturday, July 17th & 18th, 2015 from 8:30 to 5:30.

LOCATION: TBD

REGISTRATION:

PMI Members’ **Super Early Bird** rate is only \$1,095. The *Early Bird* price is only \$1,295. The **Standard** price is \$1,495 and non-member prices are higher. All the details and the Registration link are on the GR8PM website (<https://www.gr8pm.com/events-class-registration/ACP-exam-prep-seminar-pmi-keystone-july-17-2015-detail>).

As PMI member use coupon code **pmikeystone0715** to receive the member pricing for the seminar.

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**Project Management Institute,
Keystone Chapter**

2015 Fall Professional Development Day (PDD)

Registration Opening Soon - Save the Date!!

Check the chapter website for updates: <http://www.pmi-keystone.org/>

Date: Friday, September 18, 2015

Time: 7:30 AM – 4:30 PM

Cost: Keystone Chapter Members \$125.00 Non-Members \$150.00

Location: Holiday Inn, Harrisburg-Hershey off I-81 Exit 80, Grantville, PA

Activity	Start	Stop	Presenter & Topic
Registration	7:30 AM	8:00 AM	Registration and Continental Breakfast
Welcome	8:00 AM	8:15 AM	Welcome and Introduction
Morning Session 1	8:15 AM	9:45 AM	Carl Pritchard PMP and Susan Parente PMP: Alphabet Soup: The Four P's and the Four C's of Risk Management
Break/Networking	9:45 AM	10:00 AM	
Morning Session 2	10:00 AM	11:30 PM	Carl Pritchard PMP and Susan Parente PMP: Putting Risk Management into Practice: The Positive Side of Risk and Risk Tools
PM Jeopardy!	11:30 AM	12:00 PM	Project Management Trivia, Meet the Experts Book Selling and Signing Available
Luncheon Keynote	12:00 PM	1:00:PM	Michael Dobson, PMP: How to Manage an Impossible Project
Afternoon Session	1:00 PM	2:30 PM	Carl Pritchard PMP and Susan Parente PMP: Dueling Banjos: Risk versus Opportunity
Break/Networking	2:30 PM	2:45 PM	
Capstone Keynote	2:45 PM	4:15 PM	Mike Hannan, PMP: Project Portfolio Risk Management: How to Achieve Project Success Rates Of 95% (or Better!)
Wrap up	4:15 AM	4:30 AM	Closing Comments, drawings, raffles
Applying for 7.5 PMI PDU's			

For more information please contact Professional-Development@pmi-keystone.org



MERIT
CAREER DEVELOPMENT



**EXPERIENCE
SimulTrain®: A
Project Management
Learning Event**



Saturday, September 19, 2015
9 am - 5:00 pm
Hershey Holiday Inn
Hershey Exit 80, I-81
Grantville, PA 17028
1-888-465-4329

REGISTER NOW
CLICK HERE

Only \$199/participant

Register by September 4th
and save! Only:

\$159/participant

Fee includes course materials,
continental breakfast, lunch
and the opportunity to
earn 7 PDUs or CEUs.

For more information contact
Walt Beadling at
wbeadling@meritcd.com or
call 610.841.1618

EARN 7 PDUs With SIMULATION LEARNING
**Improve Your Project Management &
Decision-Making Skills**

Join the Keystone PMI Chapter and Merit Career Development for a lively, interactive workshop that tests your decision-making skills in a real life project management simulation. You'll learn key decision-making tools that you can *immediately* put to work back on the job. Thousands of projects managers have truly enjoyed this workshop because it includes SimulTrain®, a state-of-the-art computer simulation.

This simulator is fun and fast-paced. Like the workplace, it also has disruptions that can take us off our project path.

In this risk-free learning environment, participants will learn how to deal with:

- Conflicting management objectives
- Working efficiently with intrusive emails, texts, calls and visitors
- Varying constraints when making decisions
- Team dynamics, making better decisions, and resolving conflicts

Who is this workshop for?

- Entry and mid-level project managers
- Project team members and leaders
- Senior managers

The interactive teaching model also incorporates competition to enhance learning and retention with teams reporting their success for their project's **Cost, Schedule, Quality, and Motivation**.

"We make more than 200 decisions a day on average.

Why not master the skills to perfect your decisions?"

– Cornell Research, 2007

THE FEEDBACK FROM THESE EVENTS IS STELLAR

Check out participant feedback for the Project Management with Simulation one-day event on the Merit website > [SimulTrain Testimonials](#).

Sign up now and take advantage of the early registration discount. Go to www.MeritCD.com/events and scroll down to the September 19, 2015 event. While on the registration page, you can also choose to take a one-credit Project Management Assessment online for free.

This event is sponsored by PMI Keystone Chapter.

Merit Career Development • 125 Strafford Avenue, Suite 222 • Wayne, PA 19087 • 610-225-0193 • www.meritcd.com

Current Board Members

Board Member	Role
Anderson, Doug	Technology Director
Bertolet, Carol	Berks Coordinator
Bradley, Peg	Communication Director
Frey, Ellen	Membership Director
Radgoski, Richard	Northeast Coordinator
Gritz, David	Marketing Director
Hoffman, Bryan	Past-President
Milutis, Michael	Lehigh Valley Coordinator
King, Ed	Finance Director
Leininger, Neal	Program Director
Middaugh, Jesse	President
Miller, Myles	Education Foundation Coordinator
Oneufer, Dan	Susquehanna Coordinator
Raschke, Mark	Vice President
Rawdon, Robin	Volunteer Coordinator
Spence, Lori	Professional Development Director
Vanauken, Gordon	Mid-State Coordinator
Wisniewski, Valerie	Secretary
Wood, Jeff	York Coordinator

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Productivity Institute*

We are always looking for additional sponsors for our Chapter and for specific events. Contact Ed King (treasurer@pmi-keystone.org) if you are interested in being a sponsor.

We want to recognize the achievements of our members in future issues. Get a promotion, new job, earn a certification or award? Let us know. Email your information to Peg Bradley, Communication Director at Communications@pmi-keystone.org