Chapter News!

FEBRUARY CHAPTER MEETING:
“LEADING STRONG TEAMS”
Diana Wolgemuth, Director of Professional Development for Dale Carnegie of Central NY is the featured speaker for the February 22nd PMI Binghamton, NY Chapter Meeting being held from 6 to 8pm at Brothers 2 Restaurant in Endwell.

The program will explore the topic, “Leading Strong Teams” and will look at establishing continuous improvement by building on the characteristics of strong teams. Diana will discuss how to capitalize on individual strengths in order to take teams to higher levels of performance. This will include tips to facilitate the interaction of diverse personalities on strong teams and leveraging the competitive spirit to gain cooperation. Be sure to join us for what promises to be an excellent presentation.

WHEN: Wednesday, February 22nd, 2017
   Dinner/Networking: 6:00pm to 6:45pm
   Presentation: 6:45pm to 8:00pm
WHERE: Brothers 2, 2901 Watson Blvd., Endwell NY
COST: Meeting & Dinner
   Binghamton PMI Chapter Members: $15
   Non-chapter members: $20
   Students: $10
If attending Meeting Only — Subtract $10
REGISTRATION: http://www.pmi-binghamton.org/index.php/events/registration   Select “February Monthly Meeting”
Everyone put up your right fist, now your left fist. OK, is everyone standing on their right foot? Good, I want to make sure we start off on the “right foot.” And with that Mary Hladio began her presentation for the Binghamton PMI Chapter 2016 Professional Development Day (PDD).

Mary Hladio, a specialist in organizational development, team dynamics and leadership effectiveness, with more than 20 years of experience, was the featured speaker at the 2016 PDD. The morning session, “There’s no crying on my project – Understanding your Project EQ,” helped participants understand the concept of “emotional intelligence.” Four dimensions of emotional intelligence were covered:

- The capacity to accurately perceive emotions
- The capacity to use emotions to facilitate thinking
- The capacity to understand emotional meanings
- The capacity to manage emotions

The afternoon session, “There is an “I” in team Effectiveness,” challenged the group to observe and appreciate the work preferences exhibited by their project team members and stakeholders. Mary explained that to do that you need to identify and acknowledge your personal working preferences as a team member or team leader of a project. This will enable you to recognize the potential for friction and/or conflict on projects and to respond in a proactive and open communication style.

Mary discussed strategies for effective interactions with people utilizing concepts adapted from Jung’s four quadrants of psychological preferences; a scale that ranges from introversion to extraversion on one axis and thinking versus feeling on the other. Understanding these preferences and what is likely to cause stress for a team mate, will help us to communicate more effectively within our teams.
Cortese Restaurant was the site for the 2016 Annual Business Meeting and election of officers for the upcoming year. The meeting held, December 8th, was attended by 16 people. Director at Large, Pat Shannon ran the meeting and elections. Four new officers were elected to the board of the PMI Binghamton NY Chapter:

- Anthony Olenik has served in the past and replaces outgoing Certification Officer, Carla Sives
- Pat Shannon has served in the past and replaces outgoing Finance Officer, Lee Ellen Hollenbeck
- Duane Theleman is new and replaces outgoing Director at Large/Corporate Officer, Pat Shannon
- Hallie Friedman is new and replaces outgoing Programs Officer, Tom D’Onofrio

The board would like to thank Carla, Pat, Lee Ellen, Tom and the outgoing Past President John Clark for their support and service to the chapter and welcome the new officers in 2017.

Please feel free to contact any of the members of the board. Email addresses are listed at: http://pmi-binghamton.org/index.php/who-we-are/chapter-board
Hello and Happy New Year to you!

Have you been to a chapter meeting lately? It was great to see some new faces at our “Meet ‘n’ Greet” January chapter meeting. Taking time to get to know one another is the kind of opportunity each chapter meeting affords, and networking is more than just for when you are looking for a job! Our members have different perspectives and experiences that can be helpful to learn about, and it also feels good to help others by sharing your experience.

We also talked about what the chapter is doing this year. We are growing at a healthy rate, with 110 members at last count! Our focus this year is on increasing member engagement. To that end, we’ve dropped our chapter meeting prices to encourage attendance, will be changing up which night of the week our meeting is held, and have recently reached out to ask for volunteers on relatively small tasks that will help our chapter offer more value to our members. Please be sure to take time to look through the list and see what you can do to help. Some tasks span a short period of time, such making arrangements with a venue for a chapter meeting. Other tasks require an ongoing low level of recurring effort, such as helping to update the website content. Don’t forget, every hour you volunteer is a PDU, up to the maximum 20 PDUs for volunteer hours per certification cycle.

I hope to see you at February’s meeting on Wednesday the 22nd. Diana Wolgemuth from Dale Carnegie is making her annual trek from Syracuse to help us to Lead Strong Teams. Her topics have always gotten among the highest satisfaction ratings from our attendees, so come see why!

I’d like to close by thanking the 2016 Board for their efforts in ensuring the success of the past year. I’d also like to thank the 2017 Board members for volunteering to help continue to bring members educational and networking opportunities. We especially welcome new board members Duane Theleman, PMP, and Hallie Friedman, PMP!

If you have any comments, questions, or suggestions, please contact me at president@pmi-binghamton.org. I look forward to hearing from you!
5 MISTAKES EVERY PROJECT MANAGER SHOULD AVOID!

Reprinted with permission from Elizabeth Harrin’s blog at http://www.girlsguidetopm.com/

I’m delighted to be partnering with KnowledgeHut to bring you an article by Abhishek Gaurav today.

Even a tiny mistake on your end could cost the organization a lot of money, or worse still, the entire project. And if things go really bad, all your colleagues will end up losing faith in your ability to get work done.

However, you can save yourself from the perils of making serious mistakes while managing your projects. Here’s a list of common pitfalls facing project managers, and how you can avoid them tripping you up.

1. FORGETTING THE TEAM

When you launch a project, it’s imperative to identify all the stakeholders, and make sure they’re all on board with your plans. This includes everyone who invests time and energy into the project, and is directly affected by it. If you fail to understand that every single member of your team is important, you could end up undermining, or even causing the complete failure, of your project. **Tip:** Your team members are stakeholders too!

2. LACK OF COMMUNICATION

Would you like to see your project systematically self-destruct? All you have to do is stop talking. If you don’t set up elementary communication channels and guidelines into place right at the beginning of the project, you can forget about results or completion. Make sure you do regular status checks, target reviews, and team temperature checks; this will keep you and the team engaged and motivated at every stage of the project. **Tip:** Build out a communications plan at the beginning of your project.

3. BEING A ROBOT

Yes, numbers are important, deadlines are important, and clients are important. But if that’s all you care about, you might as well just replace your heart with a battery pack. You’re working with people, not machines; everyone has feelings, and everyone gets stressed out. Try and understand that if you act like a walking talking spreadsheet, these people aren’t really going to care about your problems (in this case, your project) either. **Tip:** Your business case is important, and deadlines matter, but people are people too! Think about how you lead teams so that you show empathy, consideration and respect in your interactions.

4. PRIORITISING BUDGET OVER QUALITY

In order to finish the project and stay within the budget, some managers make the mistake of focusing only on getting deliverables out of the way. In the process, all quality checks are bypassed; what goes out is an end product with lower quality standards than the average fast food joint. **Tip:** Plan for quality. Set your quality standards at the beginning of the project and make sure these are both communicated to the team and agreed by the end users. Then check you are on track to achieve them every so often during the project so there are no surprises.

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MISTAKES TO AVOID — CONTINUED FROM PAGE 6

5. FAILING TO UNDERSTAND EFFORT

Now that we’ve made it clear that deliverables aren’t just ‘things that need to be pushed out of the door’, let’s talk about something more important. Meeting deadlines and quality standards takes time and energy.

If you’re unable to ensure quality, or if you’re unable to meet deadlines because of the high quality requirements, you should be able to explain to your client why this is happening. Don’t come charging into office and start admonishing your workers about how the client is harassing you for something. This just shows that you have no idea what your team’s capabilities are, and that you couldn’t care less about them either. Not the greatest idea, that.

**Tip:** Projects take effort. Involve your team in creating the estimates so that you have a better idea of what is involved. Keep the communication going in both directions so you know what they are able to deliver – and you don’t overpromise to your client.

These are just some of the few mistakes you should be wary of making when you embark on a new project and a few things you can do to stop them causing you headaches.

Just keep in mind that sometimes, whatever can go wrong will go wrong. Don’t get bogged down if a project doesn’t go as expected—use it as a learning experience, and don’t repeat the same mistakes in the next one.

LOCAL ENTREPRENEUR AND PMI CHAPTER MEMBER SPEAKS AT BAE SYSTEMS PROGRAM MANAGEMENT EVENT

*Reprinted with permission of BAE Systems*

The second gathering of the BAE Systems Endicott ProNet took place at Tony’s Italian Grill and had plenty of positive feedback. The networking session brought together 30 project management professionals from the PPS and CAS businesses.

The meeting included a talk by local entrepreneur and Chroma Nano Tech President/CEO Dr. Bill Bernier, and an update on PMA activities and upcoming training by ES PM Support Office member, Tom Pucciarello. This was a good opportunity to get together with other PMs in a relaxed environment, so we hope PMs will continue to come to these events.
ENGAGE AND ENRICH ... GET INVOLVED!

Why should you get involved with the PMI Binghamton, NY Chapter? Why should anyone get involved? Because you'll be glad you did! There are opportunities that will challenge you to learn a new skill or to share a special skill that you already have. It's a way to experience the satisfaction of helping others and on top of that you can earn PDU’s towards maintaining a PMP certification. Take a look at the ideas below, or suggest one and let us know if your interested in helping out. No long term commitment is required.

http://pmi-binghamton.org/index.php/who-we-are/chapter-board

1. Prepare the quarterly newsletter or help draft articles
2. Update/Maintain PMI-Binghamton Social media (Facebook, Twitter, Linkedin)
3. Interface with other regional chapters on events
4. Email meeting notices and reminders
5. Create monthly Chapter meeting flyers
6. Ask people to post meeting flyer at their desks or in central locations at work, and help promot.
7. Volunteer to be a "backup" to any of the officers if they cannot make a meeting.
8. Handle venue arrangements for one meeting - call restaurant, set it up.
9. Research "fun events" for Chapter - call places, get estimates, set up transportation, etc.
10. Be a personal "greeter" at the beginning of the Chapter meeting, to say hello and welcome.
11. Put together a "gift" for the meeting speaker. (cost covered by Chapter)
12. Create and send out surveys, collate results, present at meeting.
13. Be the MC at a meeting on a topic you have interest in. Introduce speaker, facilitate questions.
14. Verify that Chapter procedure documents are consistent and update if necessary.
15. Act as secretary for board meetings by attending and taking minutes.
16. Help IT Officer with website updates (Chapter meetings, links, content, ideas...)
17. Research alternative to registrations & payments such as EventBrite.
18. Set up document sharing space such as box.net.
19. Volunteer to be a company “Ambassador” to communicate and coordinate between your company’s PMO and the PMI Binghamton Chapter.
20. Give a presentation at a Chapter meeting on a management topic you have experience with.
21. Set up volunteer program to link Chapter members to local non-profits that could use program management help.
OBJECTIVES

- Promote Project Management principles and techniques with local businesses, universities and professional associations.
- Support and enhance Professionalism within Project Management by developing and providing quality programs based on local Project Management needs.
- Create and deliver an educational program that strengthens local Project Manager skills and supports the PMI Certification Program.

PMI BINGHAMTON NY CHAPTER, INC.

Project Management Institute (PMI) is the world’s leading not-for-profit professional association for the project, program and portfolio management profession, with over 2.9 million members. The PMI Binghamton, NY Chapter was chartered in October of 1998 to provide a forum for Project Management professionals, to promote the Project Management Institute through networking with other project managers, to share project experiences, to provide and receive training and to support Project Management professionals in their certification efforts.

Chapter meetings are held monthly except during summer months. Meetings include dinner followed by presentations by experienced project managers and lecturers on topics of interest to other project managers or those interested in project management. Topics have included the PM Certification process, the PMI Exam, and a number of specific projects from area businesses that demonstrate the use of project management principles and techniques.

Our mission: Improve our community and enhance the professionalism of project managers by teaching project management principles / techniques and promoting them with local businesses, educational institutions, professional associations, and other organizations.

We believe Project Management can help ensure success!