Wawruck-Gilmour

From: "Society of PM Professionals" <pmprofessionals@walter-wawruck.com>
To: "PMP Vancouver" <pmprofessionals@walter-wawruck.com>
Sent: April 2, 2007 1:34 PM
Subject: Call for Volunteers and Upcoming Seminars

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    ** DO NOT REPLY TO THIS MESSAGE!!**
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IN THIS MESSAGE:

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        Call for volunteers for Society Web Site Upgrade
            Project - April though July 2007
        April 25 Seminar Sold Out
        Other Planned Seminars for 2007
        About the Society - Website Address
        Contact the Officers of the Society

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CALL FOR VOLUNTEERS -
APRIL THROUGH JULY 2007

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Peter Mulholland, PMP invites volunteer PMPs to join the team for the
Society of PM Professionals web site upgrade project. pmulholland@shaw.ca

The assignments involve skills ranging from basic computer literacy to
capability in web page design, and capability in operations planning.
Volunteers are asked to commit no more than 40 hours over a six-week period,
during April through July, 2007.

An initiative to archive the technical proceedings of the Society was
started in 2006. During that year, a substantial effort was devoted to
assembling historical information from Professional Development Seminars
starting with the founding of the Society in 2000. Abstracts, biographies,
and presentation materials were assembled.

At the General Meeting of the Society in November 2006, the members approved
a project to make improvements to the Society web site, including the
incorporation of a repository of proceedings from previous seminars. Peter
Mulholland, PMP was appointed Project Manager for the development of the
repository and Web Site Publisher for the duration of the project.

During January through March, 2007, a requirements specification was
prepared for the website improvements and repository. The specification has
been accepted by the Officers, and a project plan has been prepared. The
plan sets July 31, 2007 as a target completion date.

A copy of the requirements specification can be obtained from Peter
Mulholland, PMP.

It is intended to carry out the project work as a volunteer endeavour. A
total effort of approximately 350 hours has been identified. The plan is to
break the effort into a series of assignments, none requiring a commitment
of more than 40 hours in total, and spanning no more than six weeks in

duration. Most of the work will be carried out using one's own facilities. A team member will be expected to attend two meetings in the course of the assignment.

Five roles on the project team have been identified. Anywhere from one to five PMP volunteers are needed for each role:
Web Site designer
Content Analyst
Web Page Developer
Operations Analyst
Reviewer/Tester

Descriptions of qualifications and duties for the five roles on the project team are given below.

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To volunteer your services, or to obtain more information,
contact Peter Mulholland, PMP
pmulholland@shaw.ca

We want to proceed swiftly with the project, so please reply
by April 6, 2007 if you can.

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Web Site Designer
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Should have knowledge and skill in web site architecture and in web page design, including HTML code and popular web page editing software.

Analyzes requirements for content, develops architecture for the
site, outlines the hierarchic listing of web pages
Prepares design standards for web pages and site
Prepares designs for 7 to 10 web pages to serve as templates
for the production of the full content of the site
Assembles a prototype to demonstrates how the pages would be
inter-linked on the site

Content Analyst
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Should have basic computer literacy including familiarity with MS Word, Powerpoint, and Acrobat pdf file formats

Identifies and obtains from Society officers the content data for
the pages.
Reviews, and adapts as needed, the download files that will be
associated with the web pages
Obtains author's permissions for making files available for
down load and for publishing e-mail address
Documents missing information and further work to complete the
site

Web Page Developer
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Should have knowledge and skill in creating web pages from MS Word source documents. Capable of interpreting HTML code and using popular web page editing software. Capable of assembling web pages into an integrated site.

Generates complete, inter-linked web pages, including
document links, following templates and design
standards developed by others
Assembles completed web pages into an integrated site
Corrects defects identified through testing
Prepares instructions for generating additional web pages and
for updating website, for operating manual

      Documents missing information and further work to complete the
        site
      Prepares training plan and training materials
      Trains website publisher in web page generation and updating

Operations Analyst
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Should have knowledge and skill in developing and documenting a comprehensiv
e operating plan and procedures for operating and maintaining a web site in
a volunteer organization. Familiarity with ITIL or comparable standards and
operational methodologies would be an asset.

      Prepares table of contents for operating manual
      Obtains operations information from development team and Officers
      Generates content and prepares operating manual
      Prepares addenda to Seminar Management Manual
      Prepares training plan and training materials
      Trains website publisher in operations duties
      Prepares sections of project completion report dealing with
        operations deliverables

Reviewer/Tester
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Should have good English language skills; experience in proof-reading,
editing and fact checking; and basic computer literacy. Some reviewers
should be familiar with web page design principles, including the use of
intra-page, inter-page, off site and document links.

      Tests prototype: tests all document links and navigation links,
        including links to other sites
      Proof-reads completed web pages and checks content against
        source documents
      Verifies file references in document links
      Tests integrated site; tests all navigation links, including
        links to other sites
      Issues reports certifying successful completion of reviews and
        tests following defect correction
      Proof reads operating manuals and operating instructions
      Prepares sections of project completion report dealing with
        technical deliverables

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APRIL 24, 2007 PD SEMINAR
SOLD OUT
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There was an overwhelming response to the first notice for the April 24,
2007 PD Seminar "Successful Relationship Management on Projects". The
available seats were filled within 30 minutes of the broadcast, and there
are more than 78 people on the waiting list. The Officers are exploring the
possibility of repeating this seminar on what is clearly a popular topic.

If you are registered and your plans change, please advise the Registration
Manager promptly so that those on the wait list can be accommodated. Notify
Don Cuthill
cuthill@telus.net

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 PD SEMINARS PLANNED FOR 2007

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Three more PD seminars are currently planned for the remainder of the year.

  May 23, Project Management in Science and Engineering

Christine Poulin, PMP, Project Manager
macpoulin@telus.net

September 26, Non Traditional and Novel Projects
Darryl Kropp, PMP, Project Manager
darryl.kropp@absu.accenture.com

November 21, Large Scale Projects and AGM
Jacques Marut, PMP, Project Manager
jacques_marut@telus.net

There are opportunities for additional presenters, workshop leaders, and management team volunteers for all three seminars. Contact the Project Managers to participate.

There is room in the calendar for additional seminars in 2007. If you have an idea and the desire to organize a seminar, please contact Robert Schulz, PMP, Society President, robert@AJAE.ca

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ABOUT THE SOCIETY - WEBSITE ADDRESS

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The Society of PM Professionals is a voluntary, democratic organization of PMP®s in the Greater Vancouver area, who are dedicated to the achievement of their common purposes in the profession through mutual support, co-operation, and collective effort.

There are more than 450 PMP®s in the Vancouver area who receive notices of Society events.

The Society holds at least three Professional Development Seminars in Vancouver each year.

The Professional Development Seminars feature technical presentations and workshop facilitation by PMP®s for the purpose of continuing professional development. The seminar is intended for PMP®s. However, a PMP® may invite guests who are committed to the advancement of the Profession. Practitioners who plan to become certified as PMP®s are welcome in particular.

For more information on the Society:
http://www.vcn.bc.ca/pmprof/

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CONTACT THE OFFICERS OF THE SOCIETY

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At the November 22, 2006 Annual Meeting, the officers of the Society were elected for a one-year term.

President: Robert Schulz, PMP
robert@ajae.ca

Secretary Treasurer: Gary Murphy, PMP
garymurphy@sierrasystems.com

Registrar: Walter Wawruck, PMP
wawruck@intouch.bc.ca

If you have not yet filled in a membership application, contact Walter Wawruck, PMP, download one from the website, or complete a form at the April 24, 2007 seminar.

Please let us know if you wish to receive notices from the Society at a different e-mail address.