

# PLANNING A PROFESSIONAL DEVELOPMENT PROGRAM

10:45 am to 12:15 am, November 25, 2009

Introduction: Walter Wawruck, 5 minutes

Workshop in groups: 55 minutes

Reporting back to the assembly and deciding next steps: 30 minutes

The purpose of this workshop is to prepare concrete plans for five professional development seminars to be put on by the Society in 2010. We are going to break into five groups, each group will have a specific seminar topic.

1. Information Systems and Information Technology – February 10, 2010
2. International and Cross-cultural Projects – April 21, 2010
3. The Role of the Project Manager – May 26, 2010
4. Engineering, Architecture, and Construction – September 22, 2010
5. Human Resources and Communication – November 24, 2010

The participants assigned to the five groups, and a facilitator for each, are listed in Attachment I

## **Seminar Planning Workgroups**

The output from the working groups will be:

- A list of presentations and workshops, by topic or title, to constitute a one-day seminar
- Candidate presenter or workshop leader for each item by name, if possible
- Recruiter for each presenter by name (if needed)
- A candidate project manager for the day by name, if possible, and the name of the person who will recruit the PM (if needed)
- A list of additional presentations, workshops, and topics, together with candidate presenters, which were generated by the group, and which will serve as substitutes for the items in the plan, or as ideas for other seminars.

The suggested workshop process is to have the group brainstorm ideas for seminar content, then to prioritize them for interest and feasibility, and then to assemble a specific agenda for a one day program. Either before or after assembling the technical program, the group must also identify the members of the management team for the seminar. The final and crucial step will be to solicit commitments from the members of the group to pursue the agreed follow-up actions. 55 minutes will be a tight time frame

To reinforce the commitments, the candidate PM (if he or she is present) should make the concluding report back to the assembly. Failing that, the person who has undertaken to recruit the PM should make the report.

Additional notes on the topics, and the names of committed and potential presenters, are listed in Attachment II

Attachment III contains suggestions for workshop topics and formats, along with more information on the typical roles on the management team for a seminar.

**Part 1** 5 minutes  
Introduction and instructions by Walter Wawruck

**Part 2** 55 minutes  
Once you have gone to your assigned table you will have 55 minutes to plan a full day seminar. We have pre-selected a facilitator for each group.

**Part 3** 25 minutes  
Each group will have 5 minutes to make its presentation to the assembly. The format is your choice, but we will want a firm plan for a full day seminar.

**Part 4 Wrap-up** 5 minutes.  
Conclusions and next steps by Walter Wawruck

# ATTACHMENT I

## Assignments to Groups

### 1. Information Systems and Information Technology – Wednesday, February 10, 2010

Carol McLean - Facilitator  
Jonathan Aitken  
Greg Baker  
Gary Chan  
Daniel Chu  
David Dowdell  
Michael Guelpa  
Teresa Lee  
Maria Pontejos  
Janet Smith  
Marko Wolf-Pany

### 2. International and Cross Cultural Projects – Wednesday, April 21, 2010

Tim Kikkert - Facilitator  
Nimira Anandji  
Vlad Cohen  
Ejaz Dean  
Daniel Dittrich  
Janusz Gwiazda  
Diana Iorga  
Igor Meshman  
Fred Roth  
George Stefan

### 3. The Role of the Project Manager – Wednesday May 19, 2010

Duncan Smith - Facilitator  
Sam Ambrosio  
John Cooke  
Margaret Hanson  
Dora Herald  
Kim Hunter  
Shannon Shackerley-Bennett  
Lisa Williams  
Duncan Wood

4. Engineering, Architecture, and Construction – Wednesday, September 22, 2010

Alberto Cayuela - Facilitator  
Catherine Berardi  
Stephen S. Cheung  
Novinder Dhahan  
Kelly Gilchrist  
Steve Higginbottom  
Lisa Koftinoff  
Greg Ryan  
Tony Vlastelic  
Tom Waldock

5. Human Resources and Communication – Wednesday, November 24, 2010

Jim Marshall - Facilitator  
Lisa Batycki Downs  
Mike Davenport  
Linda Flegel  
Phoebe Gau  
Jennifer MacKenzie  
Peter Mulholland  
Rosemary Prinz  
Neal Ross  
Michelyn Smythe  
Jim Tucker

## Attachment II

### Volunteer Presenters and Workshop Leaders - Previously Identified 2010 Program

#### 1. Information Systems and Information Technology- Feb. 10, 2010

First	Last	Presenter	Facilitator	Topic
Robert	Meier	PM		Confirmed
Dr. Blaize	Reich	Presenter		Report on Survey of PMPs - Confirmed
Marko	Wolf-Pany	Presenter		Demystifying the SEI CMMI - Confoirmed
Marko	Wolf-Pany	Presenter		Integrate the PMBoK, the SEI and the IEEE Software Engineering Standards.- confirmed
Roger	Hannah	Presenter		Testing?
Teresa	Lee		Facilitator	Wotkshop on topic, tentative

#### 2. International and Cross Cultural Projects April 21, 2010

First	Last	Presenter	Facilitator	Topic
Andrew	Coates	Mgr Tech. Program		Confirmed. Will recruit presenters from HSBC for cross cultural presentation China-Canada
Stan	Shaw	Presenter		First Nations Health Care - with Katya Wilson - Confirmed

#### 3. The Role of the Project Manager - May 26, 2010

First	Last	Presenter	Facilitator	Topic
Lana	Gilpin-Jackson	Presenter		An exploration of the variety and range of duties and roles played by the Project manager. An opportunity for case histories and comparisons across industries, cultures, and organizations
Shannon	Shakerley	Presenter		With Dr. Toth, Project Management and R&D, tentative Power Smart - tentative

#### 4. Engineering, Architecture and Construction September 22, 2010

First	Last	Presenter	Facilitator	Topic
Alberto	Cayuela	Presenter	Leader	Fossil Fuel to Renewable Conversion - Confirmed
Alady	Sukumar	Presenter		Team Building during Value Engineering Workshop, confirmed
Lana	Gilpin-Jackson	Presenter		Construction in Africa - pitfalls, skill requirements, ethics and techniques for aid projects, confirmed
Prashant	Pandit	Presenter		Contract Documents and Planning for Construction Management, tentative

**5. Human Resources and Communications - November 24, 2010**

<b>First</b>	<b>Last</b>	<b>Presenter</b>	<b>Facilitator</b>	<b>Topic</b>
Theresa	Marshall	Presenter		Generation Y and 4 generations in the workplace and what that means - Tentative
Tracy	Page	Presenter		Flexible, variety of topics, tentative
Walter	Wawruck		Leader	Program Planning Workshop confirmed
	President		Leader	Annual General Meeting

**General- Resources Available for Any Seminar**

<b>First</b>	<b>Last</b>	<b>Presenter</b>	<b>Facilitator</b>	<b>Topic</b>
Ken	Pepin	Presenter		Practical Tools (Office/Project), Emerging Technology, Collaboration Skills (ITIL for PM), BA Skills for the PM - tentative
Gary	Murphy		Leader	Workshop on topic - tentative
Tracy	Page	Presenter		Flexible, variety of topics - tentative

# ATTACHMENT III

## **Suggestions for Workshop Formats**

In November 2008 a working group was asked to make suggestions for attracting and recruiting presenters and workshop leaders. Among their recommendations were the following suggestions for workshop formats:

- . Introduce some new formats to the seminar day;
  - a. “Open Forum Business Issues” period
    - i. PM gets list of issues sent to them ahead of time +
    - ii. Period of open floor raise issues
    - iii. If a key big issue run a workshop format where people break out into groups – create a template for this format
  - b. “Sharing Tools & Techniques” period
    - i. Have a different topic each seminar i.e. change management, risk management, quality management, PM basics, new tools etc.

Concept is to shift to a more participatory i.e. sharing information & knowledge through discussion, less presentation and one-way communication – presentations less value.

## **Roles on the Seminar Management Team**

These are some possible roles on the team:

### **Seminar Project Manager**

- has complete responsibility for event delivery from start to finish: from booking the facility and recruiting the presenters to collecting any outstanding fees and issuing the evaluation and completion reports. The PM is the key player. If there is no PM, then there is no seminar.
- The “Seminar Management Manual” contains detailed requirements and guidelines for managing a seminar, and describes the duties of the PM in more detail

**Technical Program Manager** - Often the PM retains this role to herself or himself.

- Recruits additional technical presenters, panellists, workshop facilitators, and discussion leaders.
- Organizes the technical program agenda.
- Obtains requirements for equipment and supplies from presenters and workshop leaders.
- Chairs and directs the technical proceedings.

**Binder Editor** - Often the PM retains this role to herself or himself.

- Collects binder materials from presenters and workshop leaders, including abstracts, biographies, softcopy of slides, and handout or workshop items. Solicits permissions from the presenters to post their materials on the Society web site.
- Prepares the soft-copy and reproduction masters for the seminar binder.
- Conveys soft copies of presentation and workshop materials to the Registrar for archival records, along with author's permissions to post materials on the Society web site.

**Registration Manager**

- Receives and acknowledges registrations.
- Recruits assistants to help with sign-in.
- Prepares name tags, sign-in sheets, and receipts.
- Collects fees and conveys them to the Secretary Treasurer.
- Collects payments from no-shows and issues binders upon receipt of payment.

**Facility Manager**

- Contracts for the facility and catering. Arranges for projectors and workshop supplies. Confirms numbers for the final food order. Liaison with hotel and catering staff on the day of the seminar.

**Binder Publisher**

- Arranges for the physical production of the seminar binder and handout materials. Possibly also prepares name tags and sign-in sheets and, provides workshop supplies. Walter Wawruck is usually willing to perform this role, but please check and confirm.

**Evaluation Report Manger**

- Collects evaluation forms at the event. Prepares the evaluation report and submits it to the Project Manager for Distribution.