PLANNING A PROFESSIONAL DEVELOPMENT PROGRAM

10:15 am to 11:45 am, November 20, 2014

Introduction: Walter Wawruck, 5 minutes
Workshop in groups: 50 minutes
Reporting back to the assembly and deciding next steps: 30 minutes
Wrap-up and next steps: Walter Wawruck, 5 minutes

The purpose of this workshop is to prepare concrete plans for four professional development seminars to be put on by the Society in 2014. We are going to break into four groups, each group will have a specific seminar topic.

1. Managing IS and IT Projects -How Far Have We Come? February 19, 2014.
2. Managing Projects in the Public and Institutional Sectors. April 16, 2014.
3. Adapting to Changing Times for Engineering-Architectural-Construction Projects. September 24, 2014.
4. Managing Relationships on Projects. November 19, 2014.

The participants assigned to the four 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, 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. 50 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   50 minutes
Once you have gone to your assigned table you will have 50 minutes to plan a full day seminar. We have pre-selected a facilitator for each group.

Part 3   30 minutes
Each group will have 7 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. Managing IS and IT Projects -How Far Have We Come? February 19, 2014.
   - John Cooke - Facilitator
   - Judith Brook
   - Vlad Cohen
   - Kim Hunter
   - Sow-San Leong
   - Emmanuel Mahieu
   - Roseline Melzer
   - Greg Ryan
   - Glynis Sandall
   - Robert Schulz
   - Marko Wolf-Pany

2. Managing Projects in the Public and Institutional Sectors. April 16, 2014.
   - Stephen Forrest - Facilitator
   - Cory Cavazzi
   - Margaret Hanson
   - Linda Launay
   - Sophie Mas
   - Gurdarshan Matharu
   - Christopher Pinske
   - Mark Wise
   - Sarah Peerless
   - Harvey Quan
   - Shahzad Islam

3. Adapting to Changing Times for Engineering-Architectural-Construction Projects. September 24, 2014.
   - Bryan McConachy - Facilitator
   - Mike Dewing
   - Michael Hicks
   - Adil Jessa
   - Ron Kroeker
   - Tracey Lakey
   - John Richmond
   - James Snowdon
   - Reid Merriman
   - Donna Hardie

4. Managing Relationships on Projects. November 19, 2014.

      Mary-Jean Payeur - Facilitator
      Peter Duggan
      Eugene Dy
      Paul Fodchuk
      Darlene Hope-Ross
      Jenny Karim
      Patricia Larga
      Shannon Shakerley-Bennett
      Stanley Tang
      Jim Tucker
      Duncan Wood

Attachment II

Volunteer Presenters and Workshop Leaders - Draft November 13, 2013
2014 Program

1.Managing IS and IT Projects -How Far Have We Come? February 19, 2014.

State of the art; methods, good and poor practice, case histories-successful and failed projects, remaining challenges

First	Last	Role	
TBA		Project Manager	
Sue Ann	Barkteko	Evaluation Report	Confirmed. Evaluation Report
Eileen	Iverson	Presenter	Confirmed. Rescuing a Financial System Implementation
Marko	Wolf-Pany	Workshop	Confrimed. Business Impact Analysis, a pre-requisite for a Business Continuity Plan
Kim	Hunter	Workshop	Confirmed. Implementing a PM methodology,using 4PM as an example
Andrew	Kim	Presenter w/ Stanley Tang	Confirmed . "Sink or Swim - The Top 5 non-Technology Mistakes that sink IT Projects"
Roseline	Melzer	Presenter	Confirmed: Wind Down and Integration of the BCAA Road Safety Foundation
Bill	Warner	Presenter	Confirmed. Organizational Change Management: Validated Theories and Proven Strategies

2. Managing Projects in the Public and Institutional Sectors April 16, 2014

Government, health care, education, public safety, etc

First	Last	Role	
TBA		Project Manager	
Biying	He	Evaluation Report	Confirmed
Bill	Warner	Registration	Confirmed
Robert	Molina	Presenter	Confirmed. Managing Large Healthcare Projects
Maria	Patten	Presenter	Confirmed. Highlights from the PMI Symposium on the PMO
Stuart	Bourhill	Workshop 90 minutes	Confirmed. Adoption & Sustainment - Driving Continuous Returns from IT Investments
Tom	Waldock	Presentation	Confirmed. Managing projects in PM-hostile environments
Sophie	Mas	Presentation	Confirmed.The BC Policing Plan
Robyn	Rocoe	Workshop	Confirmed.managing research projects within a healthcare institution

3. Adapting to Changing Times for Engineering-Architechtural-Construction Projects.
   September 24, 2014

Meeting the challenges of capital funding, economic and regulatory uncertainty, availability of skilled resources, sustainability

First	Last	Role	
TBA		Project Manager	
Damien	Stoneham	Registration	Confirmed
Lucy	Long	Evaluation Report	Confirmed. Evaluation Report
Ranbir	Manj	Presenter	Confirmed.BC Hydro Capital Project - Case History
Alberto	Cayuela	Presenter	Confirmed. The Intersection of Project Management and Sustainability
Matt	Drown	Presenter	Confirmed. Managing Technical Issues on Projects
Chit	Vyas	Presenter	To be confirmed.Risk Management effort on Skytrain & Development Integration Projects
Laurence	Stan	Presenter?	Confirmed. Challenges for EPCM Projects in the New Economy. Has been asked to devlop this as a workshop
	Sukumar	Workshop	Confirmed. Sustainability in Heavy Construction.

4. Managing Relationships on Projects & AGM.November 19, 2014

Team building and development, project start-up, partnering, conflict resolution and negotiation, motivation, communication, and cognitive styles

First	Last	Role	
TBA		Project Manager	
Damien	Stoneham	Mgmt Team	Confirmed. Available for any role
Biying	He	Evaluation Report	Tentative
Stan	Shaw	Presenter	Confirmed. The role of the "Relationship Manager"
Walter	Wawruck	Workshop Leader	Confirmed. Program Planning Workshop . 90 minutes
Andrew	Kim	Presenter w/ Stanley Tang	Confirmed, "Conflict Resolution - Sharing War Stories"
Sue Ann	Bartecko	Workshop Leader	Confirmed: A Critical Look at Project Team Dynamics
Robyn	Roscoe	Presenter?	Tentative: The Respectful Workplace. Available if a presenter is needed.
Matt	Drown	Presenter?	Tentative. Relationship Management and Stakeholder involvement on the Vancouver City Central Transmission Project. Available if Needed.

General- Resources Available for Any Seminar

First	Last	Role	Topic
Eileen	Iverson	Presenter	Potential. City of Surrey PMO
Matt	Drown	Presenter	Potential. Vancouver City Central Transmission Project; A case History of Relationship Management
Rav	Gill	Presenter	TBA
Mike	Dewing		Potential. Wideman Foundation candidates
	Sukumar	Presenter	Partnering on the Little Mountain Reservoir Project - previously presented to the Society, very well received
	Sukumar	Presenter	Value Management case history. previously presented to the Society, very well received
	Sukumar	Presenter	Sustainable Concrete as a Project Requirement. Managing relationships: soft skills in engineering and project management Either topic is available for other seminars
Marko	Wolf Pany	Presenter/leader	"Emergency Response Plans - Risk Assessments".
Bill	Warner	Management team	Available for any role on the management team in September and November. Lives in Washington State.
Lucy	Long	Management team	Available for management team roles in April and November

ATTACHMENT III

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.

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.