



## PROJECT MANAGEMENT INSTITUTE WESTERN AUSTRALIA CHAPTER

MAKING PROJECT MANAGEMENT INDISPENSABLE FOR BUSINESS RESULTS

### NEXT CHAPTER MEETING

10 Oct 2012 @ 5:30pm  
City West Receptions, 45  
Plastowe Mews, West Perth,  
WA 6005

### IN THIS EDITION

Annual General Meeting  
Election of board members  
Annual Report

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What's On  
September—October 2012

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Status Reporting, Clarity  
and Accountability  
George Pitagorsky

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### GENERAL

[Webcast](#)  
Chapter Meeting  
Will Earn You PDU's

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Events, Events, Events  
Read about it [here](#)

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Newsletter Content  
Member contributions are  
most welcome.  
[Contact](#) the Editor!

### - Annual General Meeting -

The PMI WA Chapter Annual General Meeting will be held immediately prior to the September Chapter Meeting on **Wednesday 10<sup>th</sup> October 2012** at the City West Reception Centre, 45 Plastowe Mews, West Perth.

The AGM will commence at **5.30 pm** with the usual Chapter Meeting commencing at 6pm as usual.

The Annual Report is also now available, click [here](#) to access the report.

Agenda papers, including a Nomination Form for Board positions which become vacant at the end of October and descriptions of the position can also be download from the Chapter [website](#) or by following the links below:

[Agenda](#)

[Vacant Board Positions](#)

[Board Nomination Form](#)

This is your primary opportunity as financial members to exercise your voting rights, hear about the Chapter successes in the past year and have a direct say in the management of your Chapter.

There are six nominees for you to consider for election, they are:

Marc Centa, PMP

Allen Hahn, PMP MBA

Anthony Raspa, PMP

Galen Townson, PMP MBA

Cole Vindevoghel

Yogesh Wani

As a member based organisation, the Chapter relies on a stream of suitably qualified professionals willing to donate their time and talent to help further promoting the vision of making project management indispensable for business results. Please take some time to [consider these nominees](#) and remember to vote at the AGM or if you are unable to attend then please vote via proxy (click [here](#) for details)

## What's On: September—October 2012

Enter these dates in your calendar now before your schedule fills up:

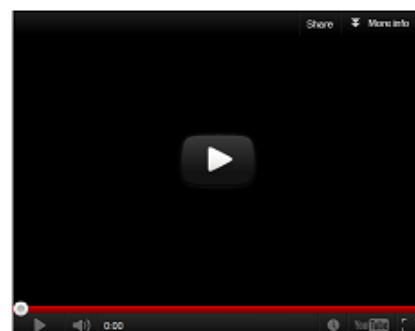
26 Sept 2012	Project Management Toastmasters (Woodside Plaza)
10 Oct 2012	Project Management Toastmasters (City West)
10 Oct 2012	WA PMI Annual General Meeting
10 Oct 2012	WA PMI Chapter Meeting
24 Oct 2012	Project Management Toastmasters (Woodside Plaza)



## Missed a Chapter Meeting? - Watch the Webcast

We all have busy lives with competing priorities but now there's no need to miss out if you can't make it to the Chapter meeting.

You can watch the Webcast online and earn your PDU as well. [Give it a go.](#)



## PMI Global Congress 2012—North America

Take advantage of this opportunity to join thousands of like-minded project managers from around the globe at the PMI Global Conference 2012 in Vancouver, British Columbia.

There is a full program of events planned, details of which can be found [here](#). You could also:

- Earn more than 19 PDU's
- Attend SeminarsWorld to earn upto 47 PDU's
- Have unparalleled networking opportunities

The Congress will run from 20-23 October so find out more and book by clicking [here](#).



## PMI Australia National Conference 2013



As most of you will already know, PMI Chapters across Australia are uniting to hold the inaugural PMI National Conference - Australia, from 1-3 May 2013, at the Sydney Convention and Exhibition Centre.

The conference will be an exciting event featuring inspirational leaders and motivational speakers, the latest material on leadership, agile project management, portfolio, program & project management, as well as innovative ideas and exciting networking opportunities.

The aim of the conference will be to energise the profession and promote project management as a life skill for executives, leaders of not-for-profit organisations, and educational institutions. This will be a "not-to-be-missed" event.

The 2013 PMI National Conference – Australia will provide an enormous opportunity for local organisations to promote and showcase their products and services that contribute to the continuous development of the project management profession.

**For Sponsorship and Exhibition enquiries contact:**

[info@pminationalconference.org.au](mailto:info@pminationalconference.org.au)



## Status Reporting, Clarity and Accountability



**George Pitagorsky**, PMP, integrates core disciplines and applies people centric systems and process thinking to achieve sustainable optimal performance.

George authored *The Zen Approach to Project Management* and *PM Basics™*. He teaches meditation and is on the Board of Directors of the NY Insight Meditation Centre.

This article explores the formal reporting that is a foundation for managing by accountability, particularly in large complex projects and programs.

There is a naming issue. Some people use the terms progress, performance and status reporting interchangeably. Technically, a status report describes a point-in-time. A progress report looks at trends and estimates to completion. Performance reporting combines the two and brings attention to performance. The names are important academically but in the end they don't matter.

More important, is the issue of taking the time and effort to prepare, publish and make use of performance reports. Where candid and meaningful reporting is relatively new or has been ineffectual, there may be significant resistance. Senior management must value performance reporting enough to motivate performers and managers to track and document their performance and regularly produce reports.

### LOOKING FORWARD

The key point is to combine status, progress analysis and projections for use in tracking...

## Status Reporting, Clarity and Accountability... (Continued)

progress and making sure that stakeholders have clarity about how to manage the project going forward.

The principle focus in any project is on answering questions about what to do next and why. Project managers want to be able to plan next steps while considering prior expectations, the current state, resources and scope. Project reports become an audit trail that can be used for learning from past experience. Project reporting requires that performers step back from the action to reflect.

Managers also want performance reports to give information and insight into how performance can be improved and where improvement is needed most. Effective reports motivate performance by keeping the focus on what needs to be done and by creating transparency and accountability.

### The Recipients

Who are the recipients and, hopefully, readers of the reports? This important question must be answered to fulfill the readers' needs and preferences.

In any substantial project there are multiple levels of interested parties. Reports to managers, executives and other stakeholders must show the big picture - the entire initiative, program or project - and its current state in a page or two, including meaningful graphs and tables. Some stakeholders want only a one liner; a short paragraph or just a name and a traffic light.

Performers create detailed status reports or provide information at a task level to enable higher level reporting. Project performers, who know very well what is going on directly around them, get to see the big picture and where they fit in it. Performers can look at documented details to better understand the impact of what they do, how they are performing and how they can improve.

### Levels of Detail

Ideally, higher level reports with broader perspectives are structured and coordinated with lower level reports so that readers can easily get a more detailed picture of a specific part of the project, if they choose to.

Each stakeholder should have a clear understanding of his/her role and how it relates to the responsibility to provide performance data and create and use performance reports and at what level of detail.

The content of a status report should be presented in levels of detail, mapped to the projects work breakdown structure, deliverables or activity list. The report addresses scope, time and cost. These three represent the traditional Performance Measurement Baseline. Scope, time and cost are objective and quantifiable. Their current state can be compared with a baseline. The project plan is the baseline. Regardless of the level of detail, report content must reflect the plan.

In general, a status report should contain the following (with activities or tasks from the project plan at an appropriate level of detail for the report audience):

- Accomplishments
- Activities planned to be completed but not accomplished
- Exceptions (e.g. highlight critical issues)
- Relevant Metrics
- Status of issues, action items and risks
- Health status – Overall assessment of the health of the initiative or individual project being reported on
- Activities planned to be completed in the next period

### CONCLUSION

Performance reporting enables a proactive forward looking view of a project, program or initiative.

If performance reports are valued by management at all levels, particularly at the executive level, there will be sufficient motivation to the work required to produce them.

Read this article in it's original format at [projecttimes](http://projecttimes)