



## PROJECT MANAGEMENT INSTITUTE WESTERN AUSTRALIA CHAPTER

MAKING PROJECT MANAGEMENT INDISPENSABLE FOR BUSINESS RESULTS

### NEXT CHAPTER MEETING

16 Oct 2013 @ 6:00pm  
City West Receptions, 45  
Plastowe Mews, West Perth,  
WA 6005

### IN THIS EDITION

October Professional  
Development Workshop

With Alan Tupicoff & Jeff  
Dutton

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**NEW** Insurance facility  
for Project Managers  
from **Perrymans**

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What's On  
October 2013

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Five Ways to Set Up  
Your Team For Success

Tim Clark

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### GENERAL

#### [Webcast](#)

Chapter Meeting  
Will Earn You PDU's

\*\*\*

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

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

### - October Chapter Meeting -

#### Green Project Management— Sustainable Change for Successful Projects

Our October Chapter Meeting will be presented by Alan Tupicoff of Atsolve, and Jeff Dutton of Decisionxdesign. It will look at the principles of sustainable project management, or Green Project Management. [[Book Now](#)]

#### Transport note.

The venue is close to the CityWest train station and free city bus services are proposed for mid 2013. [Read more](#). The yellow and green CAT will service this area. [See the map](#).



### - October Professional Development Workshop -

Our October workshop will be presented by Alan Tupicoff of Atsolve, and Jeff Dutton of Decisionxdesign. It will look at the principles of sustainable project management, or Green Project Management. Along with the fundamentals of Sustainable Project Management, it will look at the engagement of staff, and effective alignment of Sustainable Project Management practices with corporate goals. [[Book Now](#)]

Cost: \$155 for PMI WA Chapter Members / \$251 Non-Members

Dates: 1.00pm to 4.30pm, 16 October 2013

Location: City West Receptions, 45 Plastowe Mews, West Perth

### - Notice of Annual General Meeting -

Notice is hereby given that the Annual General Meeting of the PMI WA Chapter will be held at **5.30 pm Wednesday 16<sup>th</sup> October 2013** at the City West Reception Centre, 45 Plastowe Mews, West Perth.

The meeting will be held immediately before the monthly WA Chapter Meeting which will commence at 6pm.

[Agenda](#) papers, including a [Nomination Form](#) for [Board positions](#) which become vacant at the end of October and descriptions of the position can be found via these links or downloaded from the Chapter [website](#).

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.

## What's On: October 2013

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

- 16 Oct 2013 WA PMI Annual General Meeting
- 16 Oct 2013 WA PMI Chapter Meeting [[Book Now](#)]
- 16 Oct 2013 WA PMI Professional Development Workshop [[Book Now](#)]
- 23 Oct 2013 Project Management Toastmasters (Woodside Plaza)



## PMI Australia Conference 2014—Melbourne



Following the success of the inaugural PMI Australia Conference in Sydney the Australian PMI Chapters have collaborated to present a second conference to be held in Melbourne in 2014. Taking up the mantle from its predecessor, the Melbourne conference will build on the platform provided for professionals, academics and community representatives to share knowledge, experience and professional camaraderie; whilst once again recognising and acknowledging professional excellence via the PMI Australia Annual Awards.



Keep in touch with the latest news about the PMI Australia Conference via social media channels by clicking the appropriate icon (left) to make sure you don't miss anything.

## REMINDER—Professional Risks Insurance Facility for PMI Members



**Perrymans** is pleased to announce the launch of the **NEW Professional Risks Insurance Facility for PMI Members**.

The facility is for PMI Project Managers who are seeking a competitive insurance facility and who work in various industry sectors including: Construction and Allied Professions, Business Services and IT. The facility provides cover for Professional Indemnity and Public Liability.

Perrymans have been advising, arranging and developing covers for Project Managers and the Project Management industry for more than 20 years and are widely considered an expert and leading insurance broker in this industry sector.

The extension of the facility has arisen as a direct result of contact from PMI members to Perrymans seeking not only an insurance broker/advisor that understands what they do, but also offering an insurance facility with additional benefits for them.

Please visit [Perrymans](#) online and complete the 'Enquiry Today' section or phone our office to speak with a member of our team. Alternatively you can also refer to your local PMI Chapter [website](#) for access.

## - Shireen DuPreez presented at the September Chapter Meeting -

The topic for the the September Chapter Meeting was presented by Shireen DuPreez.

Shireen is an experienced Executive Search Consultant and Recruitment Advisor and Author based in Perth. Shireen has recruited staff for organisations of all sizes, from start-ups to US Fortune 500 and ASX 100 companies.

Shireen is the author of a [blog](#) and two career management books, The Executive Search Process. A Step by Step Guide to Finding the Right Candidate and Career Management: Access the Hidden Job Market.

Shireen's presentation covered the 'hidden' job market and how to gain access to it, "smart, proactive job seekers are getting ahead of the game. It's not a level playing field; it is a changing playing field. The market has changed immensely in the last few years, and it's time for you to up-date your knowledge."

Shireen talked about the value of having a LinkedIn profile and gave some tips on how to have a stellar personal profile. One great tip is that the first four words of your title are the most important for search results.

Missed the chapter meeting? Watch the [webcast](#).



## - WA PMI Annual General Meeting -

The WA PMI Annual General Meeting will be held on 16 October 2013.

The agenda for the meeting is shown below and available at the Chapter's [website](#).

1. Opening of meeting and welcome
2. Quorum of financial members present
3. Apologies
4. Minutes of the previous Annual General Meeting and Elections held on Wednesday 10th October 2012
5. Business arising from the previous minutes
6. Election of Office Bearers:
  - Vice President
  - Finance Director
7. Election of Board Officers:
  - Certifications Director
  - Marketing Director
  - Communications Director
8. President's Report
9. Adoption of Financial Report
10. Announcement of Vice President's appointment
11. Announcement of Board Officers appointments
12. General Business
13. Close of Meeting





## - Five Ways to Set Up Your Team for Success by Tim Clark -

The watchword for a successful project is clarity. To set your team up for the best experience and outcome, you have to be clear about your project's objectives as well as each team member's role and responsibilities. Before getting your project started, break down pre-project preparations into these five steps:

**Start before your team does.** The first order of business is to clarify project objectives – before sitting down with your team. This step, vital to successfully completing the project, is likely to be dictated by a customer or, for an internal initiative, by your company's management. Next, create a resource plan that details budget, hours, the number of people and required skills to tackle the work. The resource plan/budget may be broad at the beginning, and it will grow increasingly granular over time. Many people on your team may work only part time for the project, stealing time away from their regular responsibilities. In that case, talk to their individual supervisors before the project begins to reach an understanding about the share of each team member's time that the project needs.

**Clarify roles and expectations.** Before the team's first meeting, reach out to begin a relationship with each individual team member. This gives you a jump on the team-building at the first meeting, and helps you assess talent and get to know your co-workers better if you don't already. As project manager, your role is to make the lives of team members easier. While they are working on their individual tasks, clear obstacles from their path, fend off recalcitrant dissuasions, help them to meet deadlines, identify bottlenecks and advocate for more resources or time to get the job done. For a project that involves both business people and IT (or other technical folks), make sure that both sides share the same goals. Too often different agendas from incompatible expectations impede project progress.

**Set the right tone.** As project manager, you play a huge part in defining the work tone of your team, especially at the beginning. Address your team in a way that makes a positive, team-building impact; negativity can poison a team's mood and effectiveness. Instead, strive for an upbeat team

spirit, a "We deliver as one" team attitude. And don't forget to have a sense of humour – a fun, natural joking style (that's appropriate) can diffuse a stressful situation and help get the most out of team members by relaxing them a bit. Set an example of focusing on solutions, not problems – it can go a long way in maintaining an optimistic and constructive atmosphere.

**Model right behaviours.** Show your team how you expect them to work with your own good work habits. After all, actions speak louder than words. When obstacles arise, as they will, overcome them calmly and openly so others learn the right way to respond to difficulties. To maintain a sense of balance and calm, have a life outside work. There might be times when you have to work overtime, an occasional project push, or to support team members working to stressful deadlines. If your project uses online project management software, set an example by using it the way you want your team members to use it. This is the best way to establish a habit for your team.

**Deal with individuals.** Don't manage with a one-size-fits-all approach. Some people need hand-holding, others hate it, and others like a combo. Some team members respond to a kick in the seat, others go into a mild depression. Model yourself on a high school basketball coach who boldly encourages some players to stretch themselves, takes an intellectual approach with cerebral athletes, and challenges others to the point of annoyance—and better efforts. A cookie-cutter approach to team management won't work.

You can read the full article in its original form at Project Times by following this [link](#).

Did you enjoy this article? Why not join in on the [discussion](#) taking place via our LinkedIn Group?



**Is there something you'd like to share with your peers? [Let us know](#)**

