

2017 ANNUAL REPORT



CHAPTER INFORMATION

VISION

- ❖ To be the Recognized leader in Project Management Excellence

MISSION

- ❖ To develop passionate project managers

CORE VALUES

- ❖ Professionalism
- ❖ Mastery
- ❖ Involvement

We look forward to the challenges of 2018, and the Board, anchored by our Vision, Mission, and Core Values will continue to offer exceptional value for our members. Thank you for being a member of PMI Southern Alberta Chapter. Our lines of communication are always open to new ideas so please make the most of your membership by participating and volunteering for our activities.

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MESSAGE FROM THE PRESIDENT

I'm extremely proud of the work this Chapter has been able to do with this talented Board of Directors, over 100 treasured volunteers, valued sponsors, and key strategic partners. They dedicate time, talent, and passion for the sole purpose of honouring and developing the Project Management Profession in Southern Alberta.

The continued downturn in Calgary's economy remains a challenge for PMI-SAC.

Despite this challenge, we continue to deliver the exceptional programming our members expect.

- We hosted over 800 guests at our dinner meetings with an average attendance of 80 per dinner.
- EPC Roundtable
- NGO Roundtable
- Our annual golf tournament was a great success
- Our Professional Development portfolio continues to deliver increased additional learning opportunities for our members with PMP Study groups and 300 hour sessions following the tracks of the PMI talent triangle.
- The Chapter NGO Outreach program lead by Paulo Camargo has grown significantly and increased Project Management focus within the NGO community.
- The mentorship program has been a tremendous success. For the first time in years we had an excess of mentors step up, resulting in an additional session being added.
- The PDC committee chaired by Jenny Knoble, has put together a great event at (Winsport) for fall of 2017.

The Board also worked very hard to develop new policies and procedures for improved Chapter governance. For the first time, elections were conducted through an electronic balloting process allowing all Chapter members the opportunity to vote for the Board that will represent them. As we look forward to 2018, the Board of Directors will continue to focus on delivering high-quality programs and services for our members.

I want to thank all of our members, volunteers, and sponsors for your commitment to the growth of the Southern Alberta Chapter and the Project Management Community.

Regards,

RANDY GEORGE, PMP | PRESIDENT
PMI SOUTHERN ALBERTA CHAPTER



PORTFOLIOS

VP PROFESSIONAL DEVELOPMENT

Saad Ahmed has served as VP of Professional Development since January 2016. He brought some fantastic ideas to expand this portfolio and the Chapter's educational and developmental offerings. The Outreach Program that was initiated part of his portfolio over the past two years and it is very successful and rewarding. Over the past two years, Saad and his team developed strategic visions to re-shape the organizational culture to be more adaptive to the changes that our city going through and brought PMI-SAC back to the world stage by:

1. Working with Non-for-profit organizations and local professional communities.
2. Giving back to our member's strategy by having free professional development and networking events, PMP/CAPM study groups and professional development workshops and seminars (partnering with our local education institute).
3. Help to establish a clear and meaningful strategic planning process.
4. Engage with Chapter members to ensure success.
5. Use an innovation process for all new professional development and service delivery model
6. Help to create initiatives to manage the strategies and prioritize all of these initiatives to ensure they are properly resourced.

Saad and his team worked very hard to bring new ideas, strategy and management to the PMI-SAC Professional Development portfolio to move the profession forward. If you have any questions or concerns related to Professional Development, please reach out to Saad at profdevelopment@pmisac.com.

VP OPERATIONS

John Moura has served as VP of Operations since July 2016 and has been volunteering with PMI since 2006. He believes in giving back to the community and that Agile is a great for product and software development projects.

John and his team worked hard to deliver the first ever electronic elections for PMI-SAC's Board including all changes that had to be prepared. The team is also focusing on the Chapter strategy and delivering a KPI framework to help the Chapter make better decisions based on data.

On the governance side, new policies were approved and an update of the Manual of Operations is in always in progress to make sure PMI-SAC benefits from the highest standards.



VP MEMBERSHIP

Tanya Jaffer is passionate about Project Management and strategic leadership. Since joining the Board of Directors, Tanya has been a never ending source of enthusiasm and energy and has dedicated herself to enhancing the membership experience. Tanya believes strongly in helping those in need and giving back to the community. She has volunteered extensively for PMI-SAC while working fulltime as a project manager and leading an active family life. Tanya is dedicated to ensuring that members develop both personally and professionally by offering programs such as the Mentorship Program, Company Ambassador Program, Member Orientation Sessions and partnering with the local Toastmasters Club.

Over the last few years, faced with an uncertain local economy, Tanya has implemented changes to the Membership portfolio and programs to promote member retention and encourage greater involvement from the members.

This year, you will find Tanya at the PMI-SAC Flagship booth for our annual Professional Development Conference (PDC). She is always available to respond to any and every question about membership and the Chapter in general.

If you would like to learn more about how to become involved or get the most out of your membership experience, please do not hesitate to contact Tanya at membership@pmisac.com

VP COMMUNICATIONS

Juan Clavier joined the team in January 2017 with the objective of keeping PMI-SAC members, volunteers and sponsors informed on the events and project management topics happening in our Chapter.

By the use of technology, such as Facebook, LinkedIn, Twitter, Emails and our Website, we keep constant communication and engagement with all our stakeholders. Our communication team is as follows:

- Tinu Sunomojola
- Louise Mendes
- Thomas Battle
- Shelley Pinder
- Fabian Asin

We are working as One Team to assure Chapter communication is effective, timely and based on the interest of our Project Management Community.

During this year, we have made great improvements:

2017	Achievement
January	Juan came on board
April	Launched the new design and content for emails
July	Website upgrade to new version
September	Reimage and new website for Pmisac.com
October	Integration of Twitter, Facebook and LinkedIn and launched the MeetUp service

If you are interested to become part of the communication team, please reach us at news@pmisac.com.



VP VOLUNTEER MANAGEMENT

Seyi Odewale resumed her role as the leader of the Volunteer Management team, January 2016. She has been confirmed by acclamation to serve another term in this role starting January 2018.

With her team of 5 Volunteers (project management professionals) - which include the AVP, 1 Volunteer Management Administrator, 2 VRMS Coordinators, and a Committee Administrator. Under her guidance and leadership in 2017, the team has accomplished the following:

- In conjunction with the communication portfolio had the Inauguration of the volunteer management newsletters, which are delivered monthly
- Planning and executing the first volunteer appreciation barbeque, delivering a successful event despite the weather challenges of the day
- Creating more opportunities for the volunteer experience of any PMI-SAC member to be better via volunteer check ins, exit interviews, as well as tools to enable success in every volunteer's role
- Continuous improvement in implementing the onboarding and off boarding process in support of all volunteer managers; this process includes an onboard checklist, a feedback process and an exit survey (interview)
- Improving the quality of the volunteer backlog list of contacts and substitutes for individuals interested in chapter positions
- Creating a succession plan within the volunteer management team through cross training, documentation and extending opportunities for each team member to act on behalf of another
- Ensuring all documentation are up to date and stored in a safe public tool ready for hand over to other team members at any time
- The team delivered prompt, efficient and effective service to throughout the year and are set to continual improving on that level of service for the coming year
- Finally, laying the foundation for the upcoming 2018 by creating a road map for what is expected in support of the volunteers in the coming year.

The volunteer management team looks forward to a rewarding and progressive 2018.



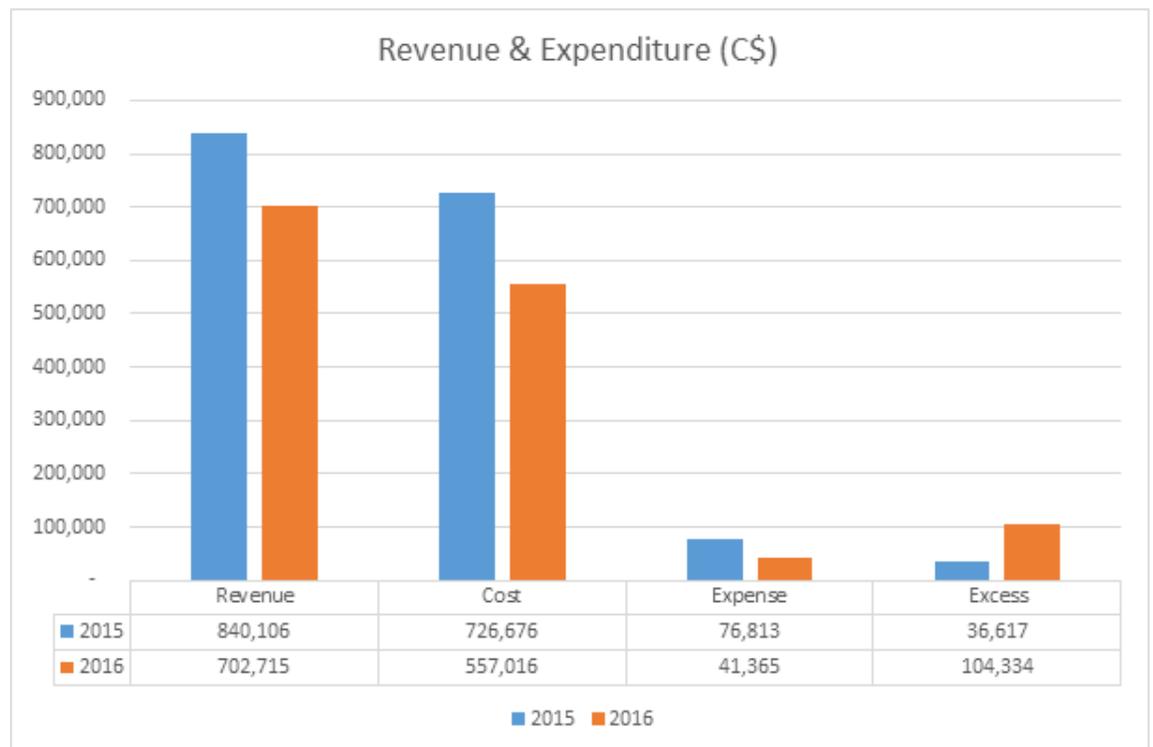
VP FINANCE

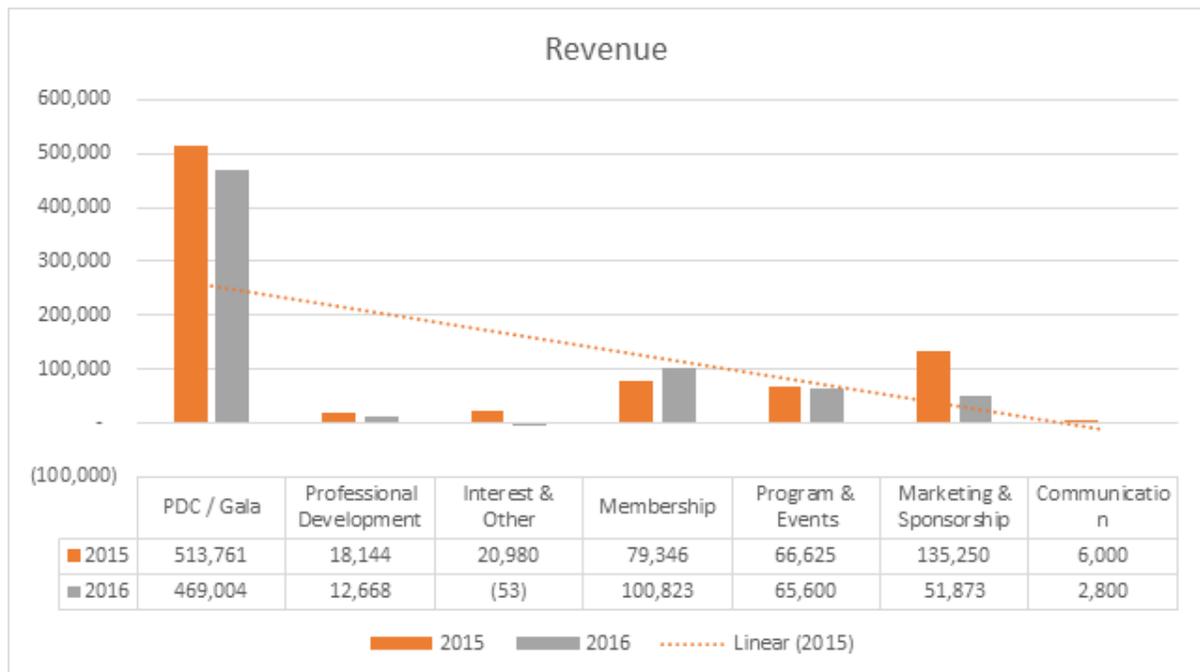
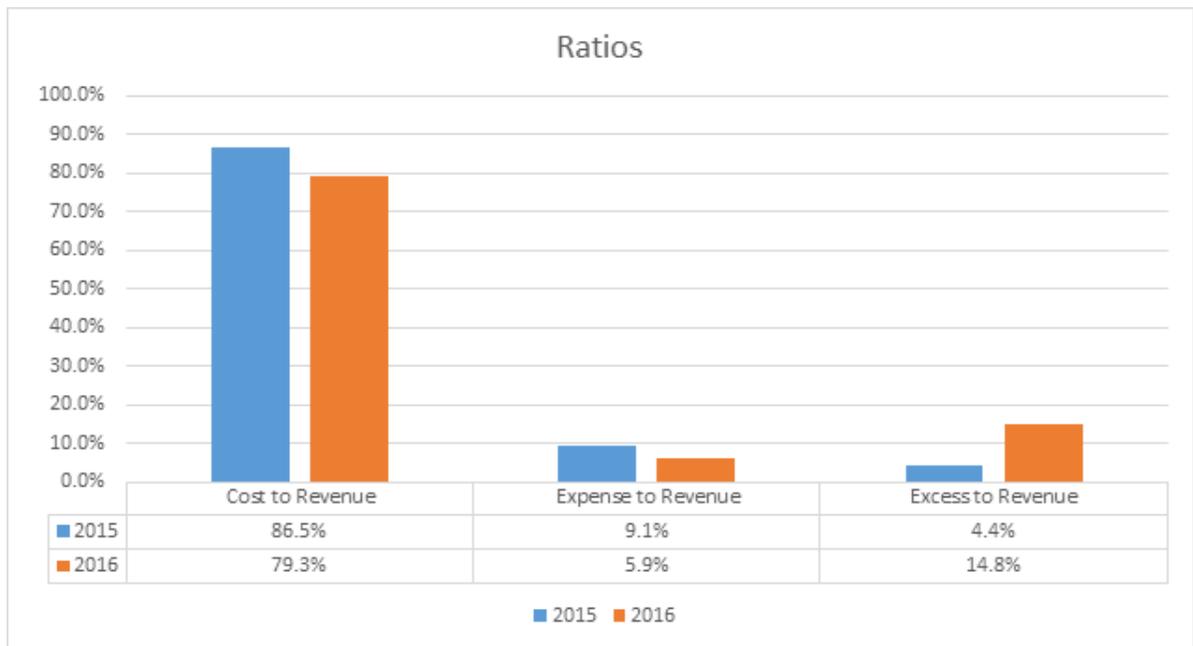
In 2016-2017, PMI-SAC – along with much of Southern Alberta – continued to ride out the economic recession. As in the previous fiscal period - PMI-SAC membership, sponsorship and event revenues were negatively impacted. And again – as in the previous fiscal period - PMI-SAC Board had set a financial target of break-even.

The Finance Function (Mr. Jai Mehta - AVP Finance; and Mr. Richard Venerus - VP) executed on the Board's mandate to ensure a minimum break-even as follows:

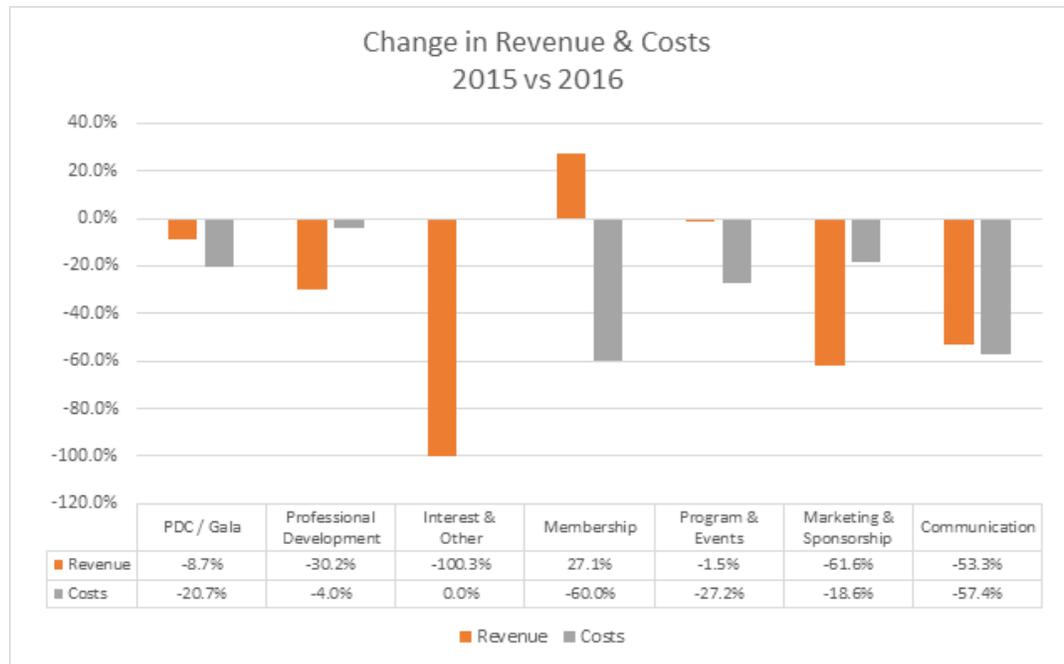
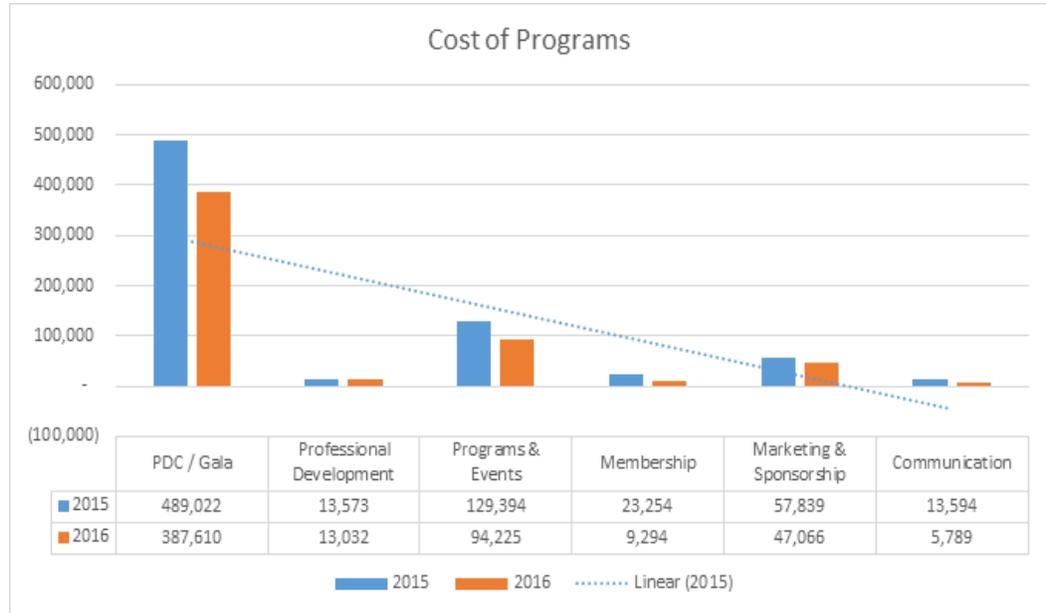
- holding the line on cost saving measures established in 2015 through strategic renegotiations with suppliers i.e. no price escalations;
- maintenance of the “cost-savings culture” set in 2015;
- ongoing implementation of a more disciplined budgeting process in 2017;
- implementing new processes and rigor around procurement and contracting that generated new saving opportunities, increase visibility into our contracting activities and mitigated risk to the chapter.

I am proud to report that these measures were successful in generating the following key results:





1. Cost reductions in every one of PMI-SAC's Programs, including notably;
 - a 20% cost reduction in PDC/Gala costs;
 - a 30% cost reduction in Program/Events costs
 - a >50% cost reduction in Communication costs,
 - a >60% cost reduction in Membership costs, resulting in an:



2. Excess of Revenues over expenditure in the amount of \$104,334

Result: The Board can now invest the excess back into Programs that benefit our primary stakeholders: members and sponsors – and we will also reward our loyal suppliers with continued business.





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