



ANNUAL REPORT

FOR THE PERIOD ENDING DECEMBER 31, 2016



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 2016, 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

Between the continued downturn in Calgary's economy and the premature departure of the President and VP Marketing & Sponsorship from the Board, 2016 was a very challenging year for PMI-SAC.

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

Despite the challenges we have faced over the past year, we continue to deliver the exceptional programming our members expect.

- We hosted over 1000 guests at our dinner meetings with attendance between 100 - 150 per dinner.
- EPC Roundtable
- NGO Roundtable
- Our June golf tournament was a great success
- Our Professional Development portfolio has initiated new learning opportunities for our members with PMP Study groups and 300 hour sessions following the tracks of the PMI talent triangle.
- The mentorship program has been a tremendous success with record numbers of pairings.
- The PDC committee chaired by Candice Davis, has put together a great event in an exciting new location (Winsport) for 2016.

The Board also worked very hard to develop a revised set of bylaws that more closely reflect how the chapter should operate and although a few changes were made, allowing electronic elections for a more democratic chapter is the main focus of the change.

As we look forward to 2017, under my direction, the Board of Directors will continue to focus on delivering high-quality programs and services in this new economy.

I look forward to serving as your President for the next 14 months and 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 MARKETING AND SPONSORSHIP

Mark Perry has been volunteering with PMI since 2010. He is an avid believer in giving back to the community, and does this while maintaining a full time job and active family life as a single father of 4 kids. Mark is passionate about PMI and the main reason why he continues to volunteer his time and effort. Mark has built a solid portfolio and continues to improve and tweak new areas to offer ROI for our sponsors.

His accomplishments for this past year include:

- A great 6th annual PMI-SAC Golf Classic
- A very successful sponsorship campaign despite an economic challenge in Alberta
- Creating consistent branding marketing materials for all our events

Mark is an enthusiastic leader on the Board and always looking for better ways to promote PMI-SAC. If you have ideas or thoughts on marketing or sponsorship options, please send him a note at pr@pmisac.com.

VP PROGRAMS

Kaushik Das assumed the role in late December 2015 and has been serving the Chapter as a volunteer since April 2014.

The past one year had seen challenges in the economy and the Program portfolio focused its speakers to enhance skillsets in the area of career development. The PMI-SAC dinner meeting is an excellent forum to network with peers in the Project Management profession and also provides two Professional Development Units (PDUs) for each meeting attended - towards maintaining certifications for Project Management Professionals.

We are constantly supporting other portfolios in the chapter and also looking for volunteers to build our program portfolio. If you ever have any questions or comments about our programming, please feel free to contact Kaushik at programs@pmisac.com.

VP PROFESSIONAL DEVELOPMENT

Saad Ahmed has served as VP of Professional Development since January 2016. Saad 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 this year is very successful and rewarding. PMP /CAPM study group, Free Networking events series for our members, Education Foundations liaison for our youth, Education track sessions for our PDUs seekers and our PMP/CAPM prep courses (partnering with our local education institute) are some of the initiatives that was implemented this year.

Saad and his team worked very hard to bring new ideas, strategy and management for the PMI-SAC Professional Development to move the portfolio and 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 joined the Board in July 2016 after serving for many years as PMI-SAC's Company Ambassador, PMI-SAC Awards Judge and PDC Volunteer.

He has worked hard this year to update the long overdue chapter's bylaws and operational manuals, streamline PMI-SAC's SharePoint and he looks forward to more years of service to the chapter.

VP MEMBERSHIP

Tanya (Dossa) Jaffer is passionate about Project Management and continuing education. Since becoming the VP of Membership in June of 2015, 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 Toastmasters Club.

You will find Tanya at the PMI-SAC booth for our annual Professional Development Conference again this year. 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

Fabian Asin is proactive leader focused on providing the best communication mediums to our members. Fabian's focus is to provide innovative ways to share information at the chapter level. He is key contributor to all of our chapter communications.

His biggest challenge is to make sure our members are engaged, but not annoyed by the information being provided. It is difficult to know what the best balance is, but he focuses on the following mediums:

- LinkedIn
- Facebook
- Bi-weekly emails
- www.pmisac.com

If you are interested in the above mediums, we strongly encourage you follow us to take part! For questions around getting involved, you can reach Fabian at news@pmisac.com.

VP VOLUNTEER MANAGEMENT

Seyi Odewale resumed her role as the leader of the Volunteer Management team, in January 2016 after being the AVP for 6 months.

Her first duty was to build her team of 5, which include the AVP, 1 Volunteer Management Administrator 2 VRMS Coordinators, and a Committee Administrator. Under her guidance and leadership in 2016 the team has accomplished the following:

- Creating and implementing an onboarding and off boarding process (template) in support of all volunteer managers that includes an onboard checklist, a feedback process and an exit survey (interview)
- Implementing a volunteer backlog list of contacts and substitutes for individuals interested in chapter positions; while supporting the other portfolios in their search for volunteers
- Implementing volunteer team portfolio management to enable the team support other portfolios in volunteer recruitment
- Documenting the volunteer management processes on the drop box site with items related to portfolio including a VRMS Manual, Handbooks of different processes, actions logs, meeting minutes, and other team communication tools etc.
- Finally, laying the foundation for the upcoming 2017 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 2017.



VP FINANCE

Richard Venerus, the new Finance VP, joined PMI-SAC in late Fall of 2015. He was brought on to work with his colleague on the Board to develop processes and rigor around our chapter finances. His annual report for the 2015-2016 calendar year is as follows:

The 2015-2016 calendar year reporting period has been characterized by the worst economic recession in Alberta in decades. Naturally, PMI-SAC membership, sponsorship and events have been impacted, resulting in materially reduced revenues. With a view to maintaining a financial “hard target” of break-even, PMI-SAC has made major efforts to reduce expenditures to offset the impact on revenue. Each Portfolio has contributed in either generating cost reductions or cost avoidance. I am proud to report that we are within striking distance our objective, subject to the success of the Professional Development Conference in November 2016. The December 2016 monthly financial reporting will provide a summary of our financial situation for the 2015-2016 period.

In terms of accomplishments since the Fall of 2015, I am pleased to report the following:

Budgeting

The Finance portfolio has designed improvement into the PMI-SAC budgeting process, implementing a budgeting calendar for planning - as well as instituted a practice of monthly budget “check-ups” per portfolio. Partially implemented in last quarter 2015 - and more fully implemented in 2016, this approach has increased the level of discipline applied in the budgeting process making portfolio budgets more accurate and ensuring that actuals are constantly being adjusted to track to budget.

Procurement and Contracting

The Finance Portfolio has proposed and/or implemented a draft of changes to PMI-SAC procurement and contracting activities, including:

- The development of “cost-savings culture” at the pmi-sac board level that has, and will continue to ensure pmi-sac is run cost-efficiently in 2016-17
- ~ \$30,000 (Est.) Of savings through strategic renegotiations with our suppliers
- The creation of a procurement policy, processes and tools that will continue to generate new saving opportunities
- The creation of a contracting policy, processes and templates that will increase visibility into our contracting activities and reduce and mitigate risk to the chapter.

Organization

Mr. Jai Mehta has joined the Finance team as AVP Finance. The AVP role was vacant for most of 2016, following Sidd Mukerjee’s departure abroad in search of work.

If you have any questions or concerns with how the financials are being managed, please reach out to me at finance@pmisac.com.





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