



College of Performance Management
Washington, DC Chapter

CPM WDC
INAUGURAL MEETING
March 19, 2014

Barbara Phillips, PMP, EVP
PROVISIONAL CHAIR, CPM WDC CHAPTER
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Agenda

- Value Proposition
- Chapter Administration
- Provisional Chapter Board
- Next Step- Final Business Case
- Meeting Introduction – Bill Mathis

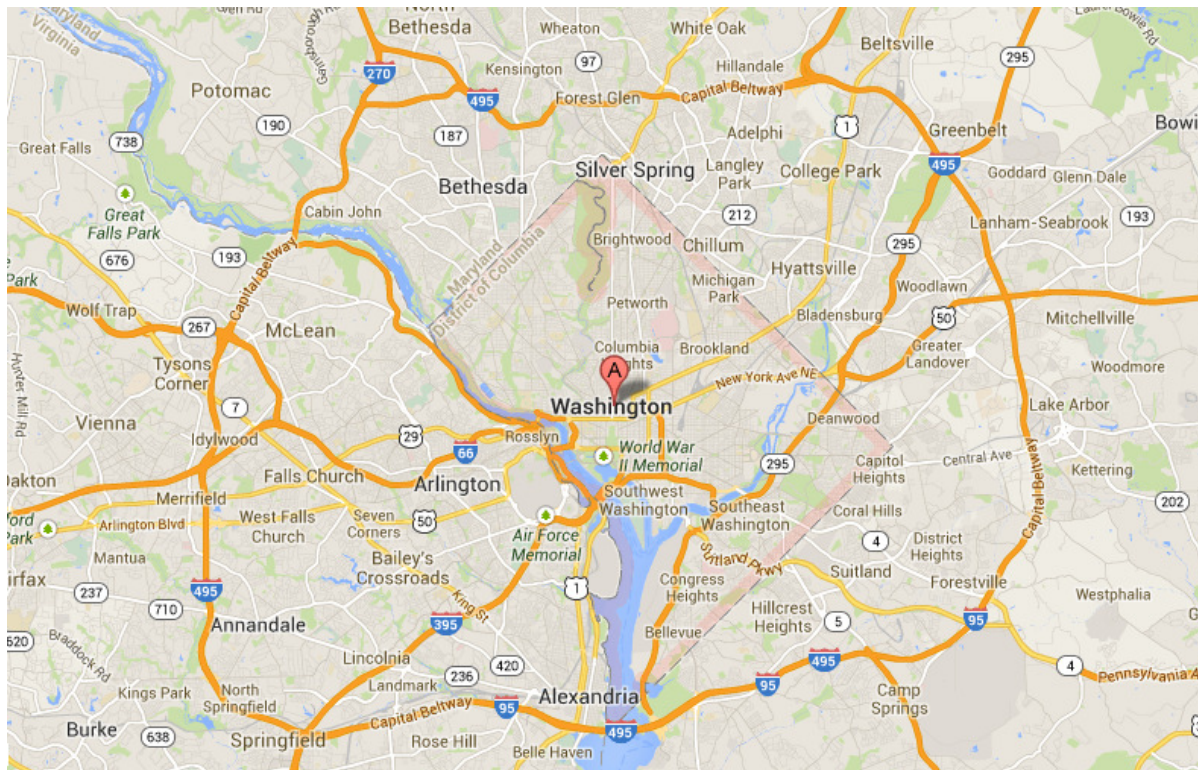
Membership Value Proposition

- **Network/Your Career.** Make connections for subject matter expertise, recruitment and job opportunities right here in the Washington area
- **Learn.** Opportunities to hear from experts and others in trenches.
- **Time.** Nearby opportunities to learn and network. Meeting people in person (move past social media).
- **Volunteer Opportunities.** Studies indicate that volunteers feel great satisfaction in the opportunities where they can fully utilize their skills and talents while making significant contributions

Membership means you are a dedicated program controls professional and you are both learning/staying current as well as being of service to others in the field.

Chapter Administration: Proposed Geographic Catchment

Washington, DC including suburban areas in Virginia and Maryland that are within or outside 10 miles of Interstate 495 (the beltway)



Chapter Administration: Chapter Objectives

The chapter objectives are to provide a local forum for CPM members and project controls professionals for:

- Networking
- Introduce New Topics (e.g., IPMR)
- Panel Discussions (e.g., flow down)
- EVM/Scheduling Tool Demonstrations/ Exposure in a non-commercial setting
- Various Speakers

Chapter Administration: Schedule for Chapter Establishment and Activities

Time	Event
Oct 2013	Advertise Chapter Kick Off Meeting
Nov 2013	Chapter Kick Off Meeting
Dec 2013 Jan 2014	Plan Inaugural Meeting
Feb 2014	Advertise Inaugural Meeting
Mar 2014	Conduct Inaugural Meeting <ul style="list-style-type: none">- Finalize Chapter Business Case- Elect Provisional Chapter Officers Submit Business Case
Apr 2014	Upon approval for Chapter, set up administration

Chapter Administration: Schedule for Chapter Establishment and Activities

- Operation (2 years)
- Quarterly Meetings to be held **March**, May, ~~August~~, November
- Other?
- Produce & independently review Annual Financial Statement for incorporation in CPM tax return
- Monitor Chapter against KPI's twice annually for August and January CPM HQ review (include brief notes of meetings and activities)
- Request Business Case amendment as appropriate
- Produce Measurement News article at least annually

Chapter Administration

Next Step – Chapter Business Case

- Final Business case document including elected officers and requests from 25 members for chapter affiliation
- Minimum 2 years chapter membership/ activity/objectives budget projections

Chapter Administration: Provisional Chapter Board Members

- **Walter Barnes, Provisional Director, Administration and Volunteer Coordination**
 - Develop and document the bylaws including mission, vision
 - Recruit, create and maintain Chapter committees, as needed
- **Eva Walters, Provisional Director, Membership and Communication**
 - Create and maintain the membership distribution lists
 - Write the correspondence to members
 - Coordinate with CPM HQ for e-mail blasts and postings to CPM LinkedIn.
 - Coordinate with Chair to post to other LinkedIn Groups
 - Create and administer the satisfaction survey after event(s)
- **Ryan Smith, Provisional Director, Professional Development and Programs**
 - Finalize the Business Case (provisional has been submitted - find attached) including documenting the provisional Chapter Board Members
 - Recruit and support speakers
- **Barbara Phillips, Provisional Chair**
 - Coordinate with CPM and ensure compliance with CPM Chapter requirements
 - Support business case development including strategic planning
 - Support all efforts with initial emphasis on determining meeting schedule for 2014 including meeting venue selection and speaker selection
 - Contribute to communications, create name tags/tents for meeting

Meeting Introduction

Bill Mathis

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Questions?

Provisional Chair contact information:

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