College of Performance Management
Washington, DC Chapter

CPM WDC

INAUGURAL MEETING

March 19, 2014

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

cpmwdc@mycpm.org 703-626-4752
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

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2013</td>
<td>Advertise Chapter Kick Off Meeting</td>
</tr>
<tr>
<td>Nov 2013</td>
<td>Chapter Kick Off Meeting</td>
</tr>
<tr>
<td>Dec 2013</td>
<td>Plan Inaugural Meeting</td>
</tr>
<tr>
<td>Jan 2014</td>
<td>Plan Inaugural Meeting</td>
</tr>
<tr>
<td>Feb 2014</td>
<td>Advertise Inaugural Meeting</td>
</tr>
<tr>
<td>Mar 2014</td>
<td>Conduct Inaugural Meeting</td>
</tr>
<tr>
<td></td>
<td>- Finalize Chapter Business Case</td>
</tr>
<tr>
<td></td>
<td>- Elect Provisional Chapter Officers</td>
</tr>
<tr>
<td></td>
<td>Submit Business Case</td>
</tr>
<tr>
<td>Apr 2014</td>
<td>Upon approval for Chapter, set up administration</td>
</tr>
</tbody>
</table>
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
VP, Education and Certification, CPM
william.mathis@mycpm.org

Dale Gillam
VP, Research and Standards, CPM
dale.gillam@mycpm.org
Questions?
Provisional Chair contact information:

Barbara Phillips, PMP, EVP
cpmwdc@mycpm.org

703-626-4752