



The Washington, DC Chapter of the Project Management Institute (PMI®)

A Consistent Leader Serving the Project Management Profession in the Washington, DC Metropolitan Area

PMIWDC COMMITTEE DESCRIPTIONS

In addition to committee descriptions (committees are noted with bullets), some **specific volunteer positions** are also given. However, keep in mind that the committees listed below might not be available to new volunteers. The **Profile Form** lists only those committees for which we need volunteers, and is required for all volunteers. The Profile Form will be updated as committees become available, or as we add new committees.

AD HOC COMMITTEES

- **International Project Management Day**

Sharpen your PM skills and be a leader in in this exciting professional development opportunity! International Project Management Day committee is responsible for a one-day event in celebration of International Project Management Day. 2008 available positions include:

IPM Communications/PR Chair :Create excitement and buzz among the membership about International Project Management Day.

IPM Finance Chair: Make sure that the program expenditures dont exceed the budget.

IPM Facilities Chair: Find and manage the best possible venue for this event.

IPM Fun/Supplies Chair: Create an atmosphere of fun.

IPM Registration Chair: Manage event-day registration.

IPM Speakers/Content Chair: Responsible for International Project Management Day Professional Development Content.

IPM Sponsors/Vendors Chair: Find and Manage sponsors and vendors for the event.

IPM Awards/Honoraria Chair: Responsible for recognizing outstanding Projects and PMs from our membership for award and recognition on IPM day.

IPM Project Management Team: Responsible for keeping the ball rolling and keeping the teams on track

Questions? Michiko.Diby@gmail.com

- **Financial Review Committee**

The Financial Review Committee is responsible for reviewing the Chapter's financial status, processes and budgeting system. It makes recommendations for improvements to the VP of Finance and the Board on matters regarding fiscal responsibility, financial reporting requirements and control of chapter assets. Questions?

Ron.Taylor@pmiwdc.org

- **Records Management Committee**

Interested in Board operations? Learn how the more than a dozen monthly events are managed and supporting documentation maintained. Be a part of a committee that supports Board record management by taking notes and recording accomplishments.

Attend an occasional Board meeting and contribute to documenting Board operations.

Specific positions available: Chapter Accomplishments Lead; Process Management Lead.

Questions? PMIWDC Secretary: Jay.Demas@pmiwdc.org



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- **Scholarship Committee**

Support is needed to further develop the program, advertising the scholarship, review and select applicants, and follow-up with scholarship payment. Scholarships are offered five times a year and requires about a 10-hour commitment for each scholarship cycle.

Questions? Richard.marinucci@pmiwdc.org

- **Component of the Year Award Committee**

Participate in collecting and sorting the Chapter's many accomplishments each year and help the Chapter create a history that will survive to the next generation. The Component of the Year Award application is as much about capturing our accomplishments as it is about being recognized by PMI and associated components. The work involves attending an occasional Board meeting, working with Board members to capture accomplishments and maintaining logs of artifacts and events in preparation for completing the applications. Questions? Jay.Demas@pmiwdc.org

- **Golf Tournament Committee**

Support is needed for registration, pairings, getting sponsorships, and running the tournament. The next event will be in June 2006. Approximately 20 hours of support is needed, plus support the day of the tournament. Questions? Linda.Cantey@pmiwdc.org

COMMUNICATIONS – Questions? Aaron.Hall@pmiwdc.org or Kendall.Lott@pmiwdc.org

- **Virtual Collaboration Tools Committee:**

Support PMIWDC by leading the Communications committee's virtual collaboration tool prototype project. The need is to integrate an already-selected collaboration tool with the Chapter's website/processes and prove the concept of a PMIWDC virtual collaboration forum. The effort is intended to improve communication and professional development among PMIWDC members. A background in web and collaboration tools will be very helpful.

- **Public Relations Committee:**

The PMIWDC Chapter is looking for volunteers who are interested in developing and maintaining relationships with organizations external to PMIWDC (academic institutions, professional societies, etc.) for the purpose of advancing project management awareness and the profession. This committee also coordinates PMIWDC submissions for global PMI publications and public advertising of PMIWDC services/events, among other roles. The Public Relations Committee is a great opportunity to network with other businesses, non-profit organizations and governmental agencies that are looking to associate with CAPM, PMP, and PgMP-certified professionals.



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- **E-Newsletter Committee:**
Enjoy reporting and publishing news items on a large scale? Earn PDUs while you work with Chapter Board Members, other volunteers, and our technology providers to communicate PMIWDC's services and events to over 10,000 PMs each month!
- **Collaboration Committee:**
Interested in helping our Board members work together more efficiently and connecting PMIWDC members who have similar interests, qualifications, etc. - all via web-based collaboration tools? Bring your experience and/or interest in the latest Web 2.0 tools & techniques to the collaboration team!
- **PMIWDC BoD Business Process Assessment Committee:**
Calling all Business Process gurus! In this day and age of corporate accountability and compliance, your PMIWDC Chapter is embarking on an effort to set the operational standard of PMI Chapter operations and identify/document the best of our processes. Our committee is identifying and defining our business processes and governance models to showcase to the PMI community at the next PMI Leadership Institute Meeting in Denver, CO in October 2008. If you are looking for a high-profile volunteer opportunity, this is the one! A rewarding project with specific outcomes, volunteers can anticipate approximately 25 hours of volunteer effort from October 2007 through April 2008.
- **Communications Content Committee:**
Interested in web content management? Enjoy reporting and publishing news items? Would you like to get involved with one or many of the regular activities within the PMIWDC chapter? Then the Communications Content Committee is for you. Earn PDU's while you work with Chapter Board Members, other volunteers and our technology providers. Find out how you can communicate the successes of your Chapter today!
- **Suggestion Box Committee:**
Help the Board manage and respond to anonymous suggestions to improve our Chapter made via our website. This high-profile, low-volume role is key to managing the relationship between PMIWDC and its members.
- **Website Administration Tool Committee:**
Serve as the subject matter expert (SME) for the PMIWDC board on the tool we use to manage our website. Duties involve training, documentation, and responding to requests for support.
- **Special Projects Committee:**
Do you have a smaller amount of time available to volunteer, but are interested in joining the Communications team to lead and/or participate in the myriad of special projects that arise? Managing the website, newsletter, and internal/external



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communications of the largest PMI chapter in the world is an exciting role, which regularly requires special project team leaders and members – many of whom choose if/when they can participate and to what level.

- **Website Rehosting Project**

The PMIWDC website is currently based on older web technologies and does not have the flexibility demanded of a chapter as large and as virtual as the Washington, DC Chapter. To make the website a 21st century, first-class point of entry for members and non-members to experience the Chapter, a re-hosting and re-design effort has been chartered. The scope of the re-hosting project is to gather requirements, develop an evaluation methodology, solicit proposals and select a new vendor to host the PMIWDC chapter website. The implementation and migration to the new host will be addressed under another project.

- **Job Board Monitoring Project**

This committee is to provide monitoring of the Job Board and identify opportunities for Continuous Improvement. The committee will be the POC with PMR for all interactions in the operation of the Job Board, will be the PMI decision-maker for changing fields and improving services on job board, and will perform analysis of monthly data and reporting to Communications/Board of Directors (number of corporations, price-point, number of users, etc.).

- **PR/Event Advertising**

The purpose of this committee is support board members and their teams in providing messages to local media channels to share Chapter information and events with relevant external audiences. It will provide constant point of contact interaction for the other board members and teams and will stay abreast of costs, the processes to engage, constraints, etc.

FINANCE - Questions? Tom.Bishop@pmiwdc.org or Darla.Howard-Ramirez@pmiwdc.org

- **Dinner Meeting Registration Committee**

The committee assists the committee chair with checking in guests at the monthly dinner meeting. In general 3-4 volunteers are needed per meeting, depending on attendance. Duties include: set up check-in tables, signs, name badge table prior to dinner meetings; prepare registration lists from information gathered from the PMI WDC online registration system and from emails and voice messages; prepare PDU forms and register PDUs with PMI national; check-in dinner meeting attendees and collect registration fees from walk-ins; and reconcile funds received from check-in and make bank deposits.

Time: One hour per dinner meeting. Additional two hours per month for pre-meeting preparation or post-meeting reconciliation.



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- **Corporate Finance Committee**

1. Mail receipt, deposits, and logging of invoices and payments
2. Finance Software/Document Processing Balance Sheet and P&L
3. Event Registration Process Guidance, oversight & improvement

MEMBERSHIP – Questions? Shirley.Buchanan@pmiwdc.org or Karen.Browne@pmiwdc.org

- **Career Day Committee**

- Work with PMIWDC Event Project Manager and Membership Committee Leaders to plan and implement inaugural PMIWDC Career Day on September 12, 2007
- Develop Career Day Communication Strategy (e.g., write content for the PMIWDC webpage, compose email announcements, prepare newsletter announcements, and prepare press releases for the PMIWDC Career Day 2007, etc.)
- Day of the Event Support (e.g., coordinate speakers, guide participants and sponsors on the day of the event, greet registrants, administer facility requirements)

- **New Member Welcome Committee**

- Work with PMIWDC Membership Committee Leaders to facilitate new member welcome activities
- Review and update the New Member Welcome Packet as appropriate
- Greet and welcome new members and guests during Chapter events
- Respond to member inquiries
- Facilitate networking during Chapter events
- Create and maintain PMIWDC website content specifically targeting new members
- Attend New Member Welcome Committee meetings at least once per month
- Participate in special projects (such as New Member Orientation)

- **Member Retention Committee**

- Work with PMIWDC Membership Committee Leaders to facilitate member retention initiatives
- Assist in developing strategies to retain PMIWDC members
- Respond to member inquiries
- Facilitate networking during Chapter events
- Create and maintain PMIWDC website content specifically targeting current members
- Attend Member Retention Committee meetings at least once per month
- Participate in special projects

- **Member Relations Committee**

- Work with Membership Committee Leaders and other Chapter leaders to identify ways to enhance member services
- Work with PMIWDC Membership Committee Leaders to develop, publish, and maintain Chapter marketing and promotional materials
- Recommend modifications to information on the Chapter website



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- Respond to member inquiries
- Facilitate networking during Chapter events
- Attend Membership Committee Leaders meetings at least once per month
- Lead or participate in special projects
- Recruit volunteers

- **Member Recognition Committee**
 - Work with PMIWDC Membership Committee Leaders to develop and implement a member recognition program
 - Develop and maintain member recognition information on the Chapter website
 - Respond to member inquiries
 - Attend Membership Committee Leadership meetings at least once per month
 - Lead or participate in special projects
 - Recruit volunteers

- **Sponsorship Program Committee**
 - Work with PMIWDC Leaders to implement and grow the Chapter's sponsorship program
 - Recommend modifications to information on the Chapter website
 - Respond to sponsorship program inquiries
 - Facilitate networking during Chapter events
 - Attend Membership Committee Leadership meetings at least once per month
 - Lead or participate in special projects
 - Recruit volunteers

PROGRAMS - Questions? David.Maurer@pmiwdc.org or Adriana.Ortega@pmiwdc.org

- **PM Tools Committee**

PMIWDC provides for the opportunity to earn valuable PDUs (1 per month) by attending our monthly PM Tools sessions. These sessions are held from 5:30 to 6:30 the 3rd Tuesday of each month on the same evening as the monthly chapter dinner meeting. The PM Tools sessions are designed as a forum to present timely and relevant information to our members on any and all aspects of the profession of project management. These are typically in the "news you can use" category; information, lessons learned, strategies, approaches, skills, and techniques that will help us all in the pursuit of improved project management.

- **PM in the AM Committee**

This committee will support a new program area for PMIWDC. The purpose of the committee is to plan, organize and coordinate a breakfast meeting for members of PMIWDC who work in the downtown, Washington, DC area. Volunteers are needed to assist with registration at the door and to take ownership of the meeting on a continuing basis.



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- **Quantico Outreach Committee**

The Quantico Outreach Committee provides another opportunity for PDUs and informative meetings in the southern reaches of the Chapter's area of responsibility. The committee has two co-chairpersons plus members, and holds meetings every other month, four of which are luncheons and two are dinner meetings. The committee is pursuing opportunities to offer a CAPM and PMP preparation course in the Quantico area. Committee meetings focus on events. At least two members work the registration desk during meetings and one or two prepares the site for the guest speaker (arranging audio/visual equipment and making introductions). One member is the focal point for recording events, orders honorariums, and maintains inputs to the chapter web site. Quantico activities are expanding and volunteers are needed for rewarding work. For more information contact Bill Terrell Terrell_Bill@BAH.com.

- **Executive Breakfast Meetings Committee**

The purpose of the committee is to plan, organize and coordinate a breakfast meeting for senior-level executives throughout the DC Metro area. Locations are TBD and the expected frequency is quarterly. Attendance is expected to be between 30 and 40. Volunteers are needed to assist the Project Lead with speaker selection, registration at the door and other administrative procedures.

Lunch Meetings – similar duties for lunch meetings Questions? Roy.Burton@pmiwdc.org

Plan, coordinate, and run lunch meetings. Reserve the room, arrange speakers, order honoraria for speakers, prepare PDU forms and register PDU with PMI national, prepare sign-in sheets, maintain sign-in sheets from previous meetings, provide meeting synopsis and speaker bio for web site and newsletter, introduce speakers and close meetings. Time: several hours per month.

- **Chantilly Committee**
- **CIA Committee**
- **Department of Labor Committee**
- **DIA Committee**
- **Fairview Park (Falls Church) Committee**
- **FBI Committee**
- **DOL Committee**
- **IRS Committee**
- **M2D2 (Food & Drug Admin) Committee**
- **McPherson Square Committee**
- **Skyline Committee**
- **Tysons Corner Committee**

- **Speaker Selection - Lunch Committee**

Help find/recruit VIP speakers. Bring ideas on how to charter and outreach to speakers for our different events.



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VOLUNTEER COORDINATION - Questions? Diana.Castaldo@pmiwdc.org or Glen.Scheirer@pmiwdc.org

- **Volunteers Committee**

This committee keeps track of all chapter volunteers. It plans and carries out the Annual Recognition Ceremony, which is held usually in February of the following year. It monitors the website and ensures that it is current for all volunteer recruiting activities. The committee also manages the volunteer badging process (all volunteers who have been active for at least three months receive a volunteer badge) and “Meet Your Volunteer” on the web. This committee is currently in the process of automating the volunteer management process. 2008 positions include:

Badging: Manage and coordinate badge orders, pick-up, and distribution (estimated time – up to 3 hrs/mo)

“Meet Your Volunteer”: Manage the monthly recognition of an active volunteer via the PMIWDC website (estimated time – up to 3 hrs/mo)

“Volunteer Impact” Chair: Monitor the automated tool used to manage the volunteer process, including changes in committees, positions, and incoming/outgoing volunteers; this position requires consistent communication with PMR, board members and other operational leads responsible for volunteer management. (estimated time – up to 5 hrs/mo)

PROFESSIONAL DEVELOPMENT - Questions? Debra.Charles@pmiwdc.org

- **PMP and CAPM Preparation Course Committees**

Typical roles include:

Course Event Manager-Take the lead on planning activities for a course. During the three months before a new class starts, 10 or more hours per month.

Course Event Support-Provide on site support for one or more Saturdays during the class. Hours per Saturday varies based on availability to provide on-site support.

Course Instructor-Audition through an Instructor Intake Session; Deliver one or more modules of the course during a Saturday class.

Instructor Intake Session Event Manager-Collect audition materials; provide on site support the day of the session. 10 to 15 hours of total effort during the two months before an Intake Session.

- **CAPM Community Committee**

Establish a community of practice for chapter members interested in the CAPM credential. In the startup phase, more than 5 hours per month to define and implement the Community’s information needs. Once established, 5 or fewer hours per month to administer the Community’s information needs.

- **Knowledge Exchange Forum Committee**

Event Manager: The event manager is project management at its best! You lead your team in all facets of project management to deliver the 6th Annual Knowledge Exchange



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Forum. The ideal leader will have attended a previous KXF and be a PMP. (2 - 3 hrs/week)

Communications Coordinator: Here you put your marketing skills into practice. You post communications to the chapter web site, write letters of communication to the 7,000+ members of our chapter as well as registered attendees, and maybe even write an article for *PMI Today!* Your role is to generate enthusiasm for the event. (1 - 2 hrs/week)

Speaker Coordinators (5): Central to the success of the KXF is the quality of the presentations and the ensuing dialogue for learning. The Fall KXF will be comprised of 5 sessions/themes. Each speaker coordinator will be responsible for one of the 5 sessions. The coordinator reviews proposals, selects the speakers, ensures the speakers meet their deadlines, and conducts quality reviews of the presentations. (2 - 3 hrs/week).

Facilities Coordinator: This person works with the Bechtel Conference center to select the food, layout the rooms, determine audio/video needs, and set up the registration table. The facilities being the most significant cost to the KXF, the coordinator ensures costs stay within budget. (1 - 2 hrs/week).

Registration Administrator: This person sets up the registration page on the chapter website, collects and reports survey data from the registrations, provides contact information to the communications coordinator, and tracks and closes registrations as sessions become filled. (1 - 2 hrs/week)

Sponsor Coordinator: An important tenant to the KXF is to keep it affordable while maintaining a high level of quality. In order to do that, we depend on sponsors to contribute funds to help offset our costs. The sponsor coordinator reaches out to industry to solicit contributions in exchange for their recognition as a sponsor of the Fall KXF. (1 - 3 hrs/week)

Volunteer Coordinator: A few days before the event, during the event, and just after it, there are a number of small tasks where the event team can use short term volunteers. Short term volunteer activities can include printing badges, printing presentations, staff the registration table, and tally attendee feedback forms. (1 - 2 hrs / week about a month before the event)

KXF Field Trips:

New this year, the KXF will be deploying a new program called KXF Field Trips. The field trip is an event where members of our chapter travel to a local organization to learn about how they do project management. We held a trial last year and it was an overwhelming success. The KXF needs one or two individuals to plan and administer a field trip for this year. The responsibilities will be to identify a host (several organizations have already shown an interest), make sure the host has adequate facilities, set up the registration page, find a caterer (if that is desired), and then conduct the field trip. (1 - 2 hrs/week).



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- **Correspondence Support Committee**

Answer inquiries submitted to the Professional Development email box and voice mail box. Fewer than 5 hours per month.

- **Promising Practices Research Committee**

Conduct ongoing and one-time research to benchmark other chapter's professional development activities. Hours per month varies from fewer than 3 hours for a one-time research task to more than 5 hours per month.

- **Mentoring Committee**

PMIWDC Chapter is initiated a Pilot Mentoring Program to facilitate development and enhancement of project management competencies for the Chapter members. Currently, the program is seeking volunteers for both mentor and mentee roles. This is an opportunity to share experiences, develop new project management skills, or receive one-on-one coaching. In addition to personal gain and gratification, participants will receive 7 PDUs for their participation. The program will kick off July 17th and run through November, with a minimum of 7-hour time commitment in that period. Participation is limited to 40 people and information has been published on the Chapter website (under Professional Development)

- **Instructor Intake Session Committee**

PMIWDC is now scheduling candidates for our next Instructor Intake Session! If you are PMP certified and interested in becoming an instructor for the chapter's PMP Prep or CAPM Prep Courses, then:

(1) Prepare a twenty-minute presentation on one of the knowledge areas from the Third Edition PMBOK Guide (R). The presentation must be limited to twenty minutes, and must be geared towards the knowledge required to pass the PMP exam. The presentation content should be specifically targeted to PMP test candidates, not towards teaching basic project management principles.

(2) As soon as your presentation is complete, email it to Debra Charles, PMP, at debra.charles@pmiwdc.org.

(3) On the day of the session (an upcoming Saturday, exact date and location forthcoming), provide the presentation to a panel of the current course instructors. If selected, you will join an elite cadre of prep course instructors who team up to deliver PMP and CAPM prep courses for the PMIWDC membership.

To find out more about the upcoming Instructor Intake Session, or to schedule your appointment, contact Debra Charles, PMP, via email debra.charles@pmiwdc.org.

OUTREACH - Questions? Richard.Marinucci@pmiwdc.org

- **Corporate Outreach Committee**

The mission for Corporate Outreach is to promote the project management profession to business leaders of private, public and not-for-profit organizations in the community



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who employ our members. This includes promoting business leaders to support Chapter members and enhancing sponsorship for Chapter events and programs. Members will be recruited as Corporate Outreach Coordinators (chapter ambassadors) with the objective of having a coordinator for each company that have five or more Chapter members. Specific objectives include enhancing executive-level awareness for the Chapter and its members; enhance sustained sponsorship for PMIWDC events and its programs and establish Chapter members within their organization as Corporate Outreach Coordinators to act as ambassadors for the chapter and support the needs of their fellow chapter members. Participating organizations will be recognized for their support to the Chapter and project management professionalism.

- **Community Outreach Committee**

The Community Outreach Committee promotes the recognition of the Chapter's efforts in meeting its social responsibilities within its geographical area and with PMI's global community outreach initiatives. This includes maintaining a policy regarding guiding principles for making donations to nonprofit organizations, recommending annual budgets, and managing the process for making donations within limits granted by the Governance Board.

- **Educational Outreach Committee**

Educational Outreach oversees Chapter donations to the PMI Educational Foundation; ensures the chapter's commitment as per the PMIEF MOU are met and coordinates with corporate outreach to raise additional funds to increase the foundation scholarship amount for our members. This committee is also responsible for oversight of the College Outreach and High School Outreach sub-committees. Volunteers are needed to support the program goals and objectives by reaching out to local college, universities and high school students. Both the College Outreach and High School Outreach sub-committees have chair positions responsible for the management of each committee.

This committee also seeks to establish educational alliances with colleges and universities, promoting a closer relationship between the academic community and the Chapter.

- **Chapter-to-Chapter Committee**

The Chapter-To-Chapter committee is focused on establishing and maintaining a series of relationships between our Chapter and other chapters outside of the United States. These relationships are built to be mutually beneficial and typically include exchanging speakers, exchanging members and sharing information.

We seek value from this committee by fostering the development of relationships that advance the project management profession and by engaging and energizing our Chapter membership.

The committee builds mutually beneficial activities such as speaker exchanges, enhanced communications, and other supportive programs that facilitate innovative



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thinking and exchange of ideas. It maintains and strengthens current relations with chapters in Brazil, Uruguay, India, Moscow, Brazil, and Toronto, while establishing new international relationships as well as formalizing relationships with other US chapters.

- **Strategic Alliances Committee**

In accordance with established Chapter policies, this committee leverages activities with other strategically minded organizations within the Chapter's area of responsibility to promote, advance, and reinforce professional project management practices and principles. It promotes an environment that shares and leverages knowledge, advances leadership and increases services to the membership of both parties of the alliance. It also promotes the mutual benefits of shared speaker networks, discounts, and cross-promotion that may be granted by the partnering organizations while the alliance is in place.

- **Virtual Communities Committee**

This committee support's PMI's virtual communities in our geographical area. It maintains regular communications with all communities and promotes virtual community events in our geographical area when requested.