









PMI COMPONENT OF THE YEAR AWARD REPORTING FORM




Washington, DC Chapter

Submitted April 2006

Part 3 of 3

	Program Name	Web site link	Project/ Business Plan or Summary Statement	Result	Supporting Documents
Community Programs/Outreach Programs	Luncheon meetings Region 5		The Chapter has expanded the luncheon meetings to more than 6 locations, each with an event PM and Board sponsorship. The PMIWDC Chapter as a partner in the Region 5 is providing resources to the Region 5 symposium project.		 Event Tracking Form  Benefit of Region 5 Symposium  MOU for Region 5 Symposium
Educational Programs/Outreach Programs/University Programs	A series of presentations were provided to universities by the President and President-Elect. A sampling includes: UVA and VA Tech, U of MD, GMU		The Chapter College Outreach is the evolution of volunteers getting the word out to college undergraduate and graduate students about the profession and the benefits of project management.		 College Outreach Charter  Outreach PMP Certification GMU  Sample Outreach Project Lessons

	Program Name	Web site link	Project/ Business Plan or Summary Statement	Result	Supporting Documents
Strategic Planning Program	Board Planning Document - The roadmap		<p>This was the Chapter's Board requirement to practice what we preach. The idea was to get the board to think Strategically and develop key goals and objectives for 2005 and 2006. This road map was reviewed every quarter to ensure that the Chapter met its intended Goals and objectives. Based on the needs of the Members, the Board created 4 major goals to achieve:</p> <ol style="list-style-type: none"> 1. Serve the Members 2. Be the Chapter of Choice 3. Develop a internal infrastructure 4. Increase our dinner and lunch meetings. 	<p>2005 Achievements</p> <ol style="list-style-type: none"> 1. General Membership survey 2. Improved quality of speakers for the Chapter dinners and lunch meetings. 3. Chapter organization documentation: org chart and roles and responsibilities for the board members and volunteers. 	 Chapter Org Chart w. Roles  Chapter Bylaws

	Program Name	Web site link	Project/ Business Plan or Summary Statement	Result	Supporting Documents
Volunteer Program <ul style="list-style-type: none"> • Succession Planning • Needs Assessment and Communication Plan • Volunteer Attraction and Retention • New Volunteer Orientation • Coaching/Mentoring Volunteers • Recognition 	We have succession planning in place, not only for the Volunteers Program, but for all board positions. Membership survey was helpful to identify needs of Chapter and of volunteers.		A needs assessment form assists Board members in requesting volunteers in their areas Volunteers were obtained through <ul style="list-style-type: none"> • Website • Slides shown at chapter dinner meetings • eNewsletter • Networking at chapter meetings Awards Ceremony Excel was used to track volunteers in each area; see tabs at bottom.	Volunteers were assigned as needed, matching their skills to volunteer positions. The number of volunteers continues to grow each year. Volunteer tracking was useful in the recognition of volunteers	 PMIWDC Needs Assessment Form  Volunteer Awards Spreadsheets 2005
Member Communications <ul style="list-style-type: none"> • Newsletters • Web sites • E-mails • New Member Welcome 	E-newsletter launched new website e-mail blast	www.pmiwdc.org			 News from PMIWDC
Public Relations <ul style="list-style-type: none"> • Brochures • Newspaper Articles • Professional Publication Articles 	Green/Blue dots or components and GOC to share materials. Green dots/looking for jobs. PMI Component Table		Members looking for new jobs and employers looking to hire were asked to wear green/blue dots so that they could easily network at chapter dinner meetings. At chapter dinner meetings, a PMI Component Table was put in place where brochures from PMI	We heard from a number of members that they got new jobs from this effort. It's always useful to give information	Several articles in PMI Today in 2005 including February and June regarding the Chapters CAPM course and the South America exchange

	Program Name	Web site link	Project/ Business Plan or Summary Statement	Result	Supporting Documents
			GOC, and from SIGs were displayed.	to members and others.	



PMIWDC Chapter - Event Tracking 2005

Maintained by: B. Phillips, Secretary
Updated: January 2006

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Revenue Generating Events

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Non-Revenue Generating Events

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Total for 2005	PDU's Offered	Number of Participants
	110.5	5946

Date	Topic	Speaker(s)	PDU's Offered	Number of Participants
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Event: Monthly Dinner Meeting Tyson's Corner

Board Member: Mark Tolbert

PM: Same

18-Jan-05	Critical Collaboration: The Need for Greater Government, Industry and University Partnering to Meet the New Project Management Challenges	Dr. Edward H. Hoffman, Director NASA Academy of Program and Project Leadership	1	192
15-Feb-05	Project Flow: Lowering WIP to Increase Productivity and Throughput	Eugene Kania Principal, More Capacity Management Consulting & Training	1	182
15-Mar-05	Communications and Leadership	Brigadier General Vincent Brooks, Chief of Public Affairs	1	243
19-Apr-05	PMBOK® Guide 3rd Ed.	Dottie Nichols, Standards Manager for PMI Headquarters	1	223
17-May-05	Enterprise Project Management	Paul Dinsmore	1	219
21-Jun-05	Performance Based Contracting	Anne F. Thomson Reed, Acquisition Solutions	1	199
19-Jul-05	The US at an International Economics Crossroads	Lt General Dan Christman	1	222
16-Aug-05	Projects from Hell	Mark Kozak-Holland	1	217
20-Sep-05	Discipline, Mountain Climbing, and Project Management	Michael O'Brochta	1	214
18-Oct-05	Future Directions for PMI – Impacts on Chapters, SIGs and Colleges	Andrew Anderson	1	244
15-Nov-05	Project and Contract Management: Are They One in the Same?	Shelly Myers, Deputy CIO - National Archives and Records Administration	1	250
13-Dec-05		Barry West, CIO FEMA	1	
Subtotals			12	2405

Event: PMP Preparation Course

Board Member: Kriste Jordan

PM: Same

9-Apr-05	Spring PMP Prep Course. Host: CALIBRE in Alexandria	Numerous	None; course provides contact hours	33
15-Oct-05	Fall PMP Prep Course. Host: Anteon in Crystal City	Numerous	None; course provides contact hours	22
Subtotals			0	55

Event: CAPM Preparation Course

Board Member: Kriste Jordan

Date	Topic	Speaker(s)	PDU's Offered	Number of Participants
PM: Same				
26-Aug-05	Summer CAPM Prep Course. Host: SETA Headquarters in McLean, Virginia	Numerous	None; course provides contact hours	29
Subtotals			0	29

Event: Knowledge Exchange Forum

Board Member: Kriste Jordan

PM: Clark Sheakley

9-Jun-05	Spring: Earned Value Management and Complying with OMB Form 300 Requirements (Tara Cardova, PM)	Wayne Abba, Abba Consulting Kevin Martin, KM Systems Group Dave Muzio, OMB	4	177
27-Jul-05	Spring (Encore)		4	188
16-Nov-05	Fall: Medley (John Knachel, PM)	18 individuals in 5 sessions	4	100
Subtotals			12	523

Event: Annual PMIWDC Golf Tournament

Board Member: Linda Johns

PM: Same

29-Sep-05	Winners: First Place: Tom Bishop, Fred Snell, Charlie Mattingley, Jim Benko; Second Place: Dan Epperson, Justin Kent, Kyle Tanger, Mike Nigro; Third Place: Mark Tolbert, Craig Beutelspacher, Ron Hawkins, John Lisack; Longest Drive: Jim Benko; Longest Drive: Ken Poindexter; Longest Drive: Mary Barnes; Closest to Pin: Angela Drummond	Note: A. Andrew Anderson, Chapter President agreed the Chapter underwriting the event	0	104
Subtotals			0	104

Event: Local Interest Group on Strategic Thinking (LIG/ST) Meetings

Board Member: John Scanlin

PM: Kass Kassenbaum

estimated

1-Jun-05	TBD	TBD	15	
1-Sep-05	TBD	TBD	7.5	
19-Nov-05	Organizing Effectively to Think More Creatively - Groups, Teams, and Communities of Practice -		7.5	25
Subtotals			30	25

Event: Quantico Bi-Monthly Luncheon and Semi-Annual Dinner Meetings

Board Member: John Cormier

PM: Same

16-Mar-05	Government Extension to the PMBOK	Ron Taylor	1	73
17-May-05	Risk Management - A Review	Craig Peterson	1	27
27-Jul-05	Using a Work Breakdown Structure (WBS) to drive your project to success	Dirk Vangeison	1	54
29-Sep-05	Integration of Systems Engineering and Project Management	Mr. Hal Mooz	1	49
15-Nov-05	Top Fallacies of Program Management	Mr. Clyde Bentley, Business Manager for the Strategic Business Team of Product Group 12 (Communication, Intelligence, Networking Systems) at the Marine Corps Systems Command, Quantico VA	1	50
Subtotals			5	253

Event: PM Tools Session Tyson's Corner

Board Member: Mark Tolbert

PM: Same

Date	Topic	Speaker(s)	PDU's Offered	Number of Participants
18-Jan-05	Release Management: A Software Delivery Methodology	Garrett Goldstein	1	75
15-Feb-05	Enterprise Architecture with Modern Tiger Teams	Alex Pavlak	1	85
15-Mar-05	Project Management in the Federal Government	Mike Nicholson, DHS	1	70
19-Apr-05	Politics and the Project Manager	John Cormier	1	85
17-May-05	PM Standards Showcase: The OPM3	Lisa Jacobsen, PMI Headquarters	1	95
21-Jun-05	Delivering Bad News Positively	Lawrence Oliva, MBA, PMP, Project Directory, Army Programs Group, CSC	1	85
19-Jul-05	Update from the American Council for Technology Industry Advisory Council	Mike Nicholson, DHS	1	60
16-Aug-05	The Art of the Question	Dean Bonney, Johanna Vodicka, Ellen Ward, MITRE	1	70
20-Sep-05	Special PM Certification Update	Denny Smith, PMI GOC	1	110
18-Oct-05	Top Ten Soft Skills in Business	MITRE	1	75
15-Nov-06	The Sweet Spot of Culture and Collaboration	Roger Beatty	1	150
13-Dec-05	Negotiation in Project Management	David Maurer	1	150
Subtotals			12	1110

Event: Monthly Downtown DC Meetings (M2D2)

Board Member: Mark Tolbert (switch to Roy Burton effective 1/06)

PM: Same

estimated

1-Jan-05	No meeting in January			
17-Feb-05	Earned Value Management: The Good, the Bad, and the Really Ugly	Wayne Abba, Abba Consulting	1	50
24-Mar-05	Earned Value Management (EVM) from OMB's Perspective	David L. Muzio, OMB	1	50
28-Apr-05	The Value of Earned Value Analysis from GAO's Perspective	Karen Richey & Jennifer Echard, GAO	1	50
26-May-05	An Overview of Value Engineering and How the State Department Uses It	Ms. Katherine F. Bethany, BSCE, MBA, CVS (Department of State)	1	50
23-Jun-05	Enterprise Architecture	Dr. Alex Pavlak, PhD, ME, PE (Thales Research, Inc.)	1	50
28-Jul-05	Offshoring for Project Managers in the Federal Government	Roger Beatty, Ph.D., PMP	1	50
25-Aug-05	Ten Things I Wish I Knew Ten Years Ago	Kriste Jordan, PMP	1	50
22-Sep-05	Demystifying Objects for Managers	Jacque Barker	1	50
27-Oct-05	Programs and Projects Involve Real People	Dr. William (Stephen) Turner III	1	50
17-Nov-05	Enterprise Identity Management: A Case Study	Keith Ward, Directory of Security and Identity Management Northrop Grumman IT, Federal Enterprise Solutions	1	50
13-Dec-05	NIST-IT Security Guidance - An Emerging Family: How Do They Relate?	Marianne Swanson, Senior Advisor for Information Technology Security National Institute of Standards and Technology	1	50
Subtotals			11	550

Event: Skyline Luncheon Meetings

Board Member: Roy Burton

PM: Same

estimated

20-Jan-05				
17-Feb-05	Information Technology Project Management Office	Mr. Paul Astiz, PMP, CDP, Mitretek Systems	1	50
17-Mar-05	Team Building	Petya Alexandrova	1	50
21-Apr-05				
21-May-05	PMO Issues	Paul Dinsmore	1	50

Date	Topic	Speaker(s)	PDU's Offered	Number of Participants
16-Jun-05	A CIO's Perspective Here and There	Mr. Brian McGrath, CIO, Dept of Justice, Executive Office for Immigration Review	1	50
21-Jul-05	Using Communications as an Effective Project Management Tool	COL Jacob Haynes (Ret)	1	50
18-Aug-05	Do Projects / Programs Succeed When People Have Personal Agendas?"	Dr. William (Steve) Turner, III	1	50
15-Sep-05		Mr. Gary Ponchak	1	50
20-Oct-05	Agile and Lean Program Management	Mr. Thad Scheer & Ms. Theresa Smith	1	50
17-Nov-05	Growing Pains – Use of the OPM3 to Evaluate Maturity	Ms. Pamela Rogash	1	50
15-Dec-05	Project Management - Hollywood Style	Jamie Parent	1	
Subtotals			10	450

Event: Dulles (Chantilly, VA) Monthly Brownbag Luncheon

Board Member: Charlie Dutton

PM: Carol Brown

13-Jan-05	Sarbanes-Oxley, COSO, and the future of Enterprise Risk Management (ERM)	Justin Reed	1	65
10-Feb-05	Enterprise Architecture, how it compliments Program Management	Stephen Battista	1	44
10-Mar-05	PMO Governance	Susan Reed	1	26
13-Apr-05	Managing The Unique Aspects of Government Projects	Larry Oliva	1	41
12-May-05	Three personal competencies every project manager needs to get more out of his PMP	Jack Ferraro	1	30
09-Jun-05	n/a	n/a	0	0
14-Jul-05	The Impact on Offshoring on Project Management	Roger Beatty	1	65
11-Aug-05	Attaining Project Success	Thomas J. Mattus	1	62
08-Sep-05	Enterprise Architecture - Separate Architecture From Systems Design, Execute Architecture with Expert teams	Dr. Alex Pavlak - Joint INCOSE/PMI WDC Meeting	1	23
13-Oct-05	Soft Skills: a priority for CIO's, a priority for Project Managers	John Adler, PMP	1	52
10-Nov-05	Troubled Project Recovery: The First Steps	Jerry Perone	1	34
8-Dec-05	Improving Acquisition Management in the Federal Government: Earned Value Management Policy Changes	Buddy Everage, Director, EVMS Programs, Computer Sciences Corporation, Federal Sector	1	
Subtotals			11	442

Event: Falls Church (Metretek) Luncheon Meetings

Board Member:

PM: Michael Nelson and John Cappelletti

12-May-05	The Third Edition of the PMBOK(R) Guide	Mr. Ron Taylor, PMP	1	
21-Aug-05	Attaining Project Success	Thomas Mattus	1	
Subtotals			2	0

Event: E-Gov Conference (not hosted by Chapter but PDU review and award thru Chapter)

Board Member: Kriste Jordan

PM:

17-Nov-05	E-Gov Conference - Program Management Summit (5 events)	Numerous	5.5	unknown
Subtotals			5.5	0

Total			110.5	5946
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Executive Summary

Region 5 of PMI has developed a plan to host a Regional Symposium in May 2006 in Charlotte, North Carolina. The event is designed to be an attractive supplement to the PMI Congresses and is targeted for the membership of the Components in Region 5.

PMI Region 5 Symposium Objective

The Objectives for the PMI Region 5 Project Management Symposium Project are:

1. Host a regional Project Management Symposium (“PM Symposium”) in May/June 2005.
2. Fund the majority of project expenses through sponsorships.
3. To generate sufficient funding so that the event becomes “self-sustaining” in the future.
4. Be positioned as an attractive supplement to PMI Congresses for Region 5 membership

Benefit of Symposium to PMI, Region, and Components

This event provides the following benefits for PMI, Region 5 and the Region 5 Components:

- Advocacy of the Project Management Profession
- Provides the opportunity for Component leaders from Chapters, SIGS, and Colleges to work as a team to make the event a success.
- National-caliber Project Manager Presentations and training that local chapters or components could not achieve by their own.
- Professional Development Units (PDU) opportunities beyond what is currently available
- Advancement of PMI and the profession of Project Management among the mid-Atlantic states and
- Increased opportunities for interaction and networking for regional members
- Enhanced exposure to project management-related companies and services to regional members
- Increase overall region influence by providing a funding pool to increase regional board leadership participation in PMI Leadership Conferences / Congresses.



Memorandum of Understanding

PMI Region 5 PM Regional Symposium – 2006

Outlining the agreement between various PMI Region 5 Chapters to enter into a collaborative partnership to provide a region wide symposium fostering the advancement of the project management profession

The PMI Region 5 Chapters agreeing to and signing this agreement (collectively the “Parties”) have an interest in establishing a collaborative partnership grounded in mutual value by leveraging the Parties’ respective resources and competencies. The Parties understand that this MOU represents an important first step towards the realization of benefits derived from this collaborative partnership.

AGREEMENT’S OBJECTIVE

The Parties’ objective in establishing this partnership is to realize a reduction in each chapter’s individual efforts and expenses associated with presenting a region wide project management symposium so called “Region 5 Symposium_2006”. The purpose of such a regional symposium is to provide a larger scale, high quality, focused event aimed at advancing the project management profession that their individual chapter members and overall project management community within the region can readily attend.

PROCESS OF ENGAGEMENT

The Parties agree that the following process of engagement will govern the Parties’ interaction and scope of work under this agreement.

Start-up

In January 2005, the Region Five Leadership appointed Nealand M. Lewis, President-Elect Metrolina Chapter to serve as project manager (PM) for the 2006 Symposium. As the selected PM, he will be charged with formalizing the project’s charter and developing the project management plan for the endeavor. As part of the chartering / planning process, a project team will be formed by drawing on volunteers from the represented chapters. Each project team volunteer will be required to sign an “Assignment of Copyright” releasing individual intellectual property rights to the Parties. A “Virtual Team” concept for the project will be used out of the necessity to coordinate across different chapters involved. The PMI Region 5 Chapter Presidents participating in this agreement will exercise overall strategic sponsorship and serve as a Steering Committee for the 2006 Symposium.

The PMI Global Operations Center (GOC) will provide input to the Steering Committee and PM upon request will not have final authority over the “look and feel” of the event, its cost, budget, or use of profit. They will be responsible for engaging a contractual agreement with the Charlotte Convention Center, which will serve as the venue for the event. Once a contract is signed, they will turn the responsibility of running the event over to the designated PM.

PROJECT LIFE CYCLE

Feasibility Phase

The Feasibility Phase will allow the Region 5 Symposium Steering Committee to review the project scope and cost before a determination is made to proceed with having the event. As agreed, the PMI Global Operations Center (GOC) has already approached the Charlotte Convention Center and the third weekend in June 2006 has been tentatively identified as the date for the event.

The purpose of the Feasibility Phase is to define potential goals of the Region 5 Symposium, identify the key players involved and define initial project scope, approach and responsibilities. The focus of Feasibility will be to document basic facts about the proposed project and understand which Chapters of Region Five will participate so that we can evaluate the project's merit and decide whether to proceed with the project to the next phase Event Planning.

The Feasibility Phase has three (3) basic components:

Stage 1 – Gain Approval to Proceed by Region Five President

This stage is mandatory as are the following stages. Without approval from the Region Five President, this project will not proceed. Much discussion has been held over the past year to commission the PMI Global Operations Center (GOC) to provide assistance with our event. Executing an event of this magnitude is a great undertaking and we have the full support of GOC for the event. To proceed we will need signoff on this document. Agreement will signify the following:

- Chapter Presidents will identify Key Players from participating Region Five components (core team) and Project Manager (assigned)
- Identify available Financial resources
- Accept Profit Sharing Model One or Two
- Empower the PM to move forward with Feasibility, Planning and Execution of the project.

Stage 2 – Define Project

The purpose of this stage is to introduce the Project Manager and present the background and overview of the project. In addition the Project Manager needs to **establish and gain agreements** from the Project's Steering Committee members and other key players such as the PMI Global Operations Center (GOC) on the following:

- Project scope
- Identify Project Stakeholders – Steering Committee, Key Players from Region Five components (core team) and Project Manager (assigned)
- Deliverables that will be required for the project
- Process on how the project will be managed

Stage 3 – Initiate Project

The purpose of this stage is to establish a Planning meeting/workshop with the Project Manager and Core team and any additional resources that are needed. A designated resource should be made available to the project manager to capture key points and data from the team meeting/workshop. The objective of this meeting will be to gather the

required data to **create** the following **deliverables** for the final stages of the Feasibility phase.

- Present the Events Project Charter agreed upon by Steering Committee
- Production of the Formal Project Plan
- Production of the Region 5 Symposium Budget
- Schedule with resources for Planning Phase
- Interdependencies for Planning Phase (ex. Need for integrated functional and logistical resources across region)

Roles for Project Teams

Steering Committee

- * Comprised of the participating Region Five Presidents and serve as governing body for the project
- * Free up resources for time commitment to project
- * Validate strategic direction of project
- * Sign off overall budget for scope of project

Project Manager

- * Lead the development of project objectives and requirements to satisfy the direction set by the Region Five Symposium's stakeholder audience.
- * Responsible for the overall feasibility phase of the project, which includes:
 - o Communicate an overview and deliverables of the project
 - o Build a project work plan with buy in from team
 - o Gather financial information for Planning
- * Identify interdependencies and gaps for project
- * Identify any issues or risks
- * Resolution of escalated issues
- * Ongoing status reporting to Steering Committee
- * Manage the project through Project Execution

Team Members

- * Responsible for the actively participating in the project's feasibility phase, which includes:
 - o Project plan for planning phase
 - o Identify requirements or additional gaps
 - o Gather financial information for the Planning budget
 - o Raise issues or risks
 - o Ongoing status reporting

Review Phase

The Event Project manager will be responsible for properly socializing this MOU to the proposed Steering committee and allow a preset time for response / approval. The intent of this review is to provide feedback on the reasonableness and feasibility of the aforementioned project objectives and goal and to offer a "Go-no-go" decision on whether to proceed with the event for the week of June 25 – 29, 2006. Steering Committee Members will be required to sign below designating their approval of the scope and efficacy of the event for Region Five. Project team members will also be required to sign an "Assignment of Copyright" releasing individual intellectual property rights to the Parties.

Final Delivery

At the end of the Review Phase, a signed copy of this MOU must be either mailed certified or faxed to the PM for their use in preparing a statement for the collective presidency. A meeting of the participating Region 5 Chapter Presidents will be held thereafter and a “go-no-go” decision will be reached. Final delivery of the signed MOU is expected on or by close of business June 10, 2005. The mailing address is PMI Region Five Symposium c/o Nealand M. Lewis, 11511 Tavernay Parkway, Charlotte, NC 28262. The fax number is 1-866-735-4485. A PDF capturing the signature can also be sent. The email address is president-elect@pmi-metrolina.com. My office number is 704-231-3266. All communication regarding the region Five Symposium should be funneled through the Project Manager of the event. Region Five's website or substitute site will also be used as a repository for the event and its documentation. It will be managed by the symposium's technology committee.

Planning Phase

The focus of the Planning phase is on the business and administration requirements for managing the symposium. Effective project administration requires defined procedures and mechanisms to capture, document, and communicate information on as project status, action items, meeting agendas and minutes, issues and issue resolutions, change requests and their disposition. The major activities in this phase center on planning the event. They include but are not limited to building the visual and functional theme, finalizing vendor deliverables, security and logistical requirements, learning track construction, finalizing guest speaker of the symposium, etc...

The end result of the Plan phase is a Steering Committee approval for the project to proceed to the Execution phase. The Plan phase has established all the necessary components of the work to be done in the Execution phase.

Execution Phase

The focus of the Execution phase is carrying out the identified work effort in the previous phases. The major activities in this phase center around project control, implementation and project close out.

The end result of the Execution phase is the final sign off from the Steering Committee that the Symposium is accepted and implemented according to the plan. The post implementation review provides feedback and lessons learned for future Region Five opportunities.

PROJECT TEAM COMPENSATION & EXPENSES

No volunteer working under this MOU will receive any form of compensation. Since the work of the project team will primarily be through virtual means, no significant expenses are expected to be incurred. However, some expenses such as teleconference charges may occur. These expenses are expected to be covered through individual participating chapter donations, such as use of existing telephone bridgeline services provided by a given chapter. In the event other project team expenses are to be incurred, the PMI Region 5 Steering Committee governing this agreement must approve the expenses not already identified in the Region 5 Symposium budget and determine the means by which the planned expense will be covered.

As a means of incenting chapter members to volunteer for the various committees needed to plan and execute the Symposium, the Steering Committee may authorize price breaks on attending the event. The project team is accountable for developing any incentive recommendations for the Steering

Committee to approve. In no case may any volunteer group outside a very limited core committee be granted a full discount of the event price. In all cases the Steering Committee must authorize any volunteer incentive program put in place.

SYMPOSIUM EXPENSES AND REVENUE SHARING

Region Five is comprised of six (6) states and a total of 13 PMI chartered Chapters. Financial and physical resources are required from this body. The goal is to get buy-in from all participating chapters and make sufficient funding available to run the event. The event is expected to generate a significant profit.

It is a given that because the event will be based in Charlotte, NC, most of the heavy lifting for the event from a physical resource standpoint will come the Charlotte Metrolina Chapter. Nevertheless, all participating Chapters are expected to contribute both financially and physically to make the event a success. Contributing Chapters will share in any profits from the event. Net proceeds from the event will NOT be dispersed until all related expenses have been settled.

Two proposed revenue sharing models are recommended for review. It is expected that the Steering Committee will select only one model to represent symposium sharing of revenue and expense. Profit will be defined as the net proceeds after all expenses generated from the event.

Model One – 25 -75 Profit Sharing

- * As host for the event and since it will forego any opportunity to conduct a local Professional Development Day in 2006, PMI Metrolina Chapter will receive the first 25% of the net proceeds generated from the event. The remaining 75% of any net proceeds will be split evenly amongst the collective participating Chapters. For example if 10 Chapters are participating then 10 will evenly split the remaining 75% net proceeds generated.
- * All Chapters will take their resulting profits and distribute them to their home Chapters as they deem appropriate.
- * All proceeds will be distributed to Chapters only

Model Two – 25 – 75 Prorated Weighted Sharing

- * As host for the event and since it will forego any opportunity to conduct a local Professional Development Day in 2006, PMI Metrolina Chapter will receive the first 25% of the net proceeds generated from the event. The remaining 75% of any net proceeds will be split on a weighted percentage amongst the collective participating Chapters. For example Chapters contributing 10% towards the financing of the event will receive 10% of the remaining 75% of any net proceeds. Chapters contributing 5% towards the financing will yield 5% of the 75% of any net proceeds, and so forth.
- * All Chapters will take their resulting profits and distribute them to their home Chapters as they deem appropriate.
- * All proceeds will be distributed to Chapters only

FINANCIAL ACCOUNTING

The VP Finance for the PMI Metrolina Chapter will serve as the Treasurer for the Symposium and will be responsible for both the management and disbursement of funds. All Symposium funding will be maintained in a separate account. The Project Manager and other Steering Committee members will receive regular updates as specified by the Steering Committee. These updates shall detail the current and forecasted balance of Region Five Symposium financial account(s) and account for all deposits and expenditures from the account.

FUNDING NEEDS AND TIMING

PMI Region 5 Symposium 2006 – Charlotte, NC

The project will require 20% of the overall project cost or \$21,000 in seed capital to get started. The break event value for the event is estimated at 155 paid attendees. After this point the project is profitable. Tickets go on sale 1/1/2006 and will be available through the day of the event. It is recommended that the duration of the event not go beyond two days as to not incur added expense. The dates of June 25 – 29, 2006 are currently available. The Project team will determine the exact dates for the event.

CONTRACT EXPOSURE

Our contract exposure to the Charlotte Convention Center increases as we get closer to the event. We must commit as soon as possible to remain the June date on their calendar.

Charlotte Convention Center Contract Cancellation Exposure			
90 Days	3/27/2006	30%	\$ 11,260.46
45 Days	5/11/2006	50%	\$ 18,767.43
30 Days	5/26/2006	100%	\$ 37,534.85

Cost Matrix

The attached cost matrix is provided to show the forecast expense and potential revenue that will result from this undertaking. These numbers are for estimating purposes only and are included for informational purposes of this document only. The Project team will provide a detailed cost matrix and final budget for the event after the feasibility of the Region Five Symposium is approved by this Steering Committee. According to a conservative estimate of 310 paid attendees the Region would expect to see a profit in excess of 101,000. This number can more than triple to a revenue of nearly 307,000 if we match the 600+ attendees that participated in the Region 12 Symposium this month in Denver, Co.

Anticipated	Qty
Participants	310
Free Ticket (speakers and staff)	40
Total Attendees	350

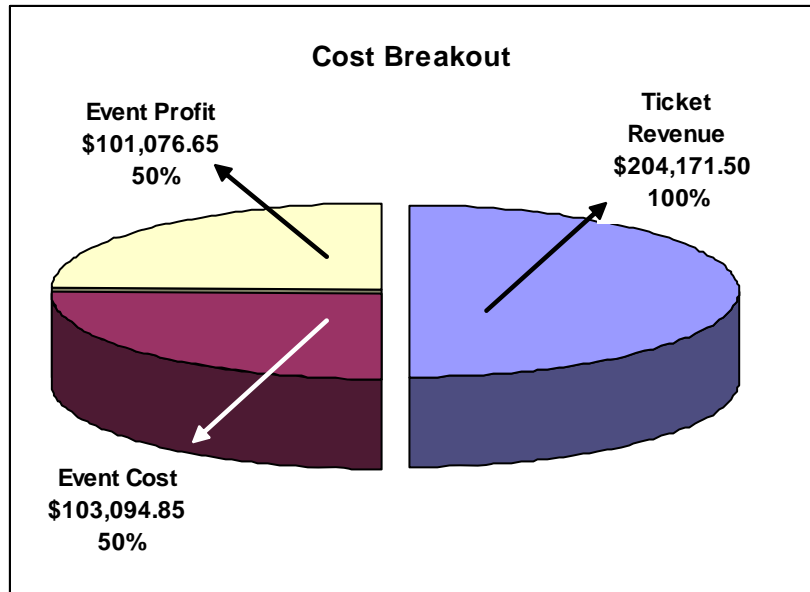
Speakers	6
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Event Date	6/25/2006
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Grat 20%
Tax 9%

Reg. Type	Ticket Price	%	TTL	Start	end
Early Price	\$ 599.00	25%	\$ 46,422.50	31-Dec	31-Mar
Regular Price	\$ 649.00	45%	\$ 90,535.50	1-Apr	24-Jun
At The Door	\$ 699.00	10%	\$ 21,669.00	25-Jun	29-Jun
Early Non-Member	\$ 699.00	15%	\$ 32,503.50		
Non-Member (>)	\$ 799.00	5%	\$ 12,384.50		
Average Price		100%	\$ 656.50		

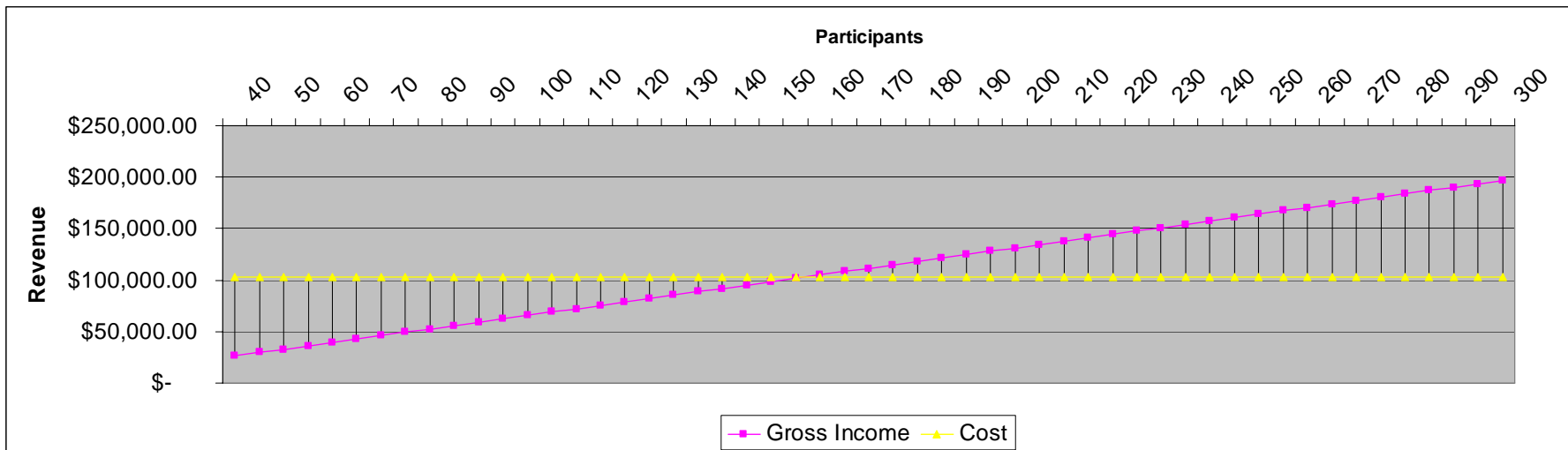
Ticket Revenue	\$ 204,171.50		
Total Cost	\$ 103,094.85		
Profit	\$ 101,076.65		



<i>Venu Cost</i>								
<i>Conf Room</i>	<i>Room A</i>	<i>Room B</i>	<i>Room C</i>	<i>Room D</i>	<i>Planning Room</i>	<i>Foods Per Person</i>	<i>Sound / Screen</i>	
\$ 500.00	\$ 130.00	\$ 130.00	\$ 300.00	\$ 125.00	\$ 160.00	\$ 25,865.00	\$ 2,000.00	<i>Grant TTL</i>
\$ 642.50	\$ 167.05	\$ 167.05	\$ 385.50	\$ 160.63	\$ 205.60	\$ 33,236.53	\$ 2,570.00	\$ 37,534.85

<i>Fixed Cost</i>								
<i>Advertising</i>			<i>Speakers</i>	<i>Couching</i>	<i>Other Costs</i>	<i>Planning Cost</i>		
\$ 13,500.00			\$ 1,500.00	\$ 30.00	\$ 5,000.00	\$ 20,000.00		<i>Grant TTL</i>
\$ 13,500.00			\$ 9,000.00	\$ 180.00	\$ 5,000.00	\$ 20,000.00	\$ -	\$ 47,680.00

<i>Variable Cost</i>								
				<i>T-Shirts</i>	<i>Polo Shirts</i>	<i>Conference Bags</i>	<i>Books</i>	
				\$ 15.00	\$ 42.00	\$ 25.00	\$ 8.00	<i>Grand TTL</i>
				\$ 4,650.00	\$ 1,680.00	\$ 8,750.00	\$ 2,800.00	\$ 17,880.00



DEFENSE and INDEMNIFICATION

Each party agrees to indemnify, defend and hold harmless all other parties and their agents against all loss, damage, expense and liability for injury to or death of persons or for damage to property which arise primarily from the indemnifying party's negligence or misconduct in connection with activities related to this MOU. IN NO EVENT WILL ANY PARTY BE LIABLE FOR ANY LOST PROFITS, LOST SAVINGS, LOST REVENUES, OR INCIDENTAL, SPECIAL, INDIRECT, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATED TO THIS MOU, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE.

ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the parties and supersedes all prior written or oral understandings between them in respect of the subject matter covered hereby. This MOU may only be amended, supplemented or modified by a written instrument executed by the Parties.

GOVERNING LAW

This MOU is to be interpreted under and to be governed by the laws of the State of North Carolina.

TERM & TERMINATION

This agreement shall extend for the term of the PMI Region 5 PM Regional Symposium – 2006 and until all expenses for the event have been settled and net proceeds dispersed. However, the copyrights for the work products produced under this agreement shall survive for the terms outlined under the Copyright Act of 1976, 17 U.S.C. § 101

Any PMI chapter participating in this agreement may terminate its participation in this agreement at anytime by notifying all other participating chapters in writing. If a chapter terminates this agreement, it relinquishes all ownership and copyrights to the work products produced under the agreement.

PMI Region 5 Symposium 2006 – Charlotte, NC

IN WITNESS WHEREOF, the parties have executed this Agreement effective the date indicated.

PMI Chapter

Signature

Printed Name

Title

Date

PMI Chapter

Signature

Printed Name

Title

Date

PMI Chapter

Signature

Printed Name

Title

Date

PMI Chapter

Signature

Printed Name

Title

Date

PMI Chapter

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Date

PMI Chapter

Signature

Printed Name

Title

Date

PMI Chapter

Signature

Printed Name

Title

Date

PMI Chapter

Signature

Printed Name

Title

Date

TERM: This committee is intended to be an on-going effort. Each year, prior to the December meeting of the Board, the Chair will prepare an annual plan and budget to be submitted with a request for a one year extension of term for approval by the President of the Chapter.

BOARD SPONSORSHIP: A. Andrew Anderson, Chapter President, will serve as the sponsor for this committee and if this task is delegated to another board member at a later time, he will continue as ex-officio.

FUNDING: The Committee Chairman is granted an initial budget of \$500.00 for calendar year 2005 to cover reimbursement of out-of-pocket travel expenses (parking, metro, mileage), anticipated printing, and incidental costs associated with student group meetings. The Sponsor and the VP for Finance will be provided with an annual accounting of all expenses and income related to this committee's efforts. Committee members will submit requests for reimbursement through the Chair for approval.

Approved: _____