



Staying Connected

*The Newsletter of the Project Management Institute,
Southern Caribbean Chapter (PMISCC)*

Volume 18

March 2007

President's Message



Dear Fellow PMISCC Members,

Today, we embark on a new chapter in the life of PMISCC as we have completed our 2007 AGM and appointed new board members. We welcome them as we thank the outgoing board members. Full details on our new board are included in this newsletter.

In February 2007 we crossed the 400 mark in our membership which was our 2006 target. We congratulate our new members and thank everyone for their assistance in continuing to increase membership.

The next PMP and CAPM examinations will be held in April 2007. The deadline dates for full registration to allow for participation are also given below.

Again your board has been very active, with three board meetings since our last newsletter. We are focusing on our strategic plan, our membership drive, our website, education issues and PMP examinations, our plans for our Technical conference and Award ceremony in September and a number of other initiatives.

We invite you our members to participate and assist your board members as we move PMISCC forward. If you are interested please contact the relevant board member. Read about these activities and more in this newsletter.

Mike Charles
President PMISCC
Mar 2007

In this Issue

- Message from the President
- New board members take up positions
- Milestone crossed in membership
- Deadline for April PMP/CAPM exam
- Update on international conference
- Update on Award and Recognition programme
- AGM Speech by President

New Board Members

At the Annual General Meeting on Feb 28th, 2007, the following members of the executive were re-elected for another year:

VP – Compliance Mark Hopkins
VP – Marketing Carolyn Beharry
VP – Publications Rodney R Jagai

Additionally, the following members were newly elected to the board:

VP – Technical Sessions
Avianne Karamath



VP – Strategic Alliance
Glynis Alexander-Tam



On behalf of the board and all members of PMISCC, we welcome our new board members and wish them all success in this exciting organization.

We also say a special thank you to the outgoing board members:

VP – Strategic Alliances
Adrian Nunez
VP – Technical Sessions
Krishna Rampersad

It was a pleasure having them on board and we look forward to their continued support and contribution to PMISCC.

Education Matters



PMP Examination **CAPM Examination**

The next sitting of the PMP and CAPM Examinations will take place on Friday April 20th, 2007 at the Arthur Lok Jack Graduate School of Business, Max Richards Drive, Uriah Butler Highway, North West Mount Hope.

Costs:

PMP Member	US\$250
Non-member	US\$400
Resit member	US\$150
Resit non-member	US\$300

CAPM Member	US\$225
Non-member	US\$300

Application forms are available online at www.pmi.org Applications can be made in two ways:

Submission to the PMISCC secretariat by 4:00pm on Friday Feb 23rd

1. On-line registration with credit card payment to do the Paper-Based Examination by Friday 9th, March.
2. All applications must be received, reviewed, approved and payments made by March 21st, 2007.
3. Site code is 607 and Goup ID is 0607042007(PMP) & 0607042007C (CAPM)
4. Further information can be obtained from the Secretariat, tel 658-4200 x 4206 or jemma.ramjattan@petrotrin.com

4th International Conference

“Business Success Through Project management – Best Practices for the 21st Century” is the theme of our conference.

The Coordinating committee for planning and executing the upcoming 4th International Conference & Awards Ceremony has been commissioned under the leadership of Mike Charles, President, PMISCC. An events coordinator has been hired, budget prepared, venue selected (Centre of Excellence, Macoya), call for papers issued, preliminary timeline defined, sponsorship letters issued, cost to delegates established and preliminary flyers prepared. The Exhibitor Plan has been completed and is being implemented, special guests have been selected and invited and vendors are being solicited.

CALL FOR PAPERS 2007 International Project Management Conference.

The Project Management Institute Southern Caribbean Chapter invites submission of Technical Papers addressing the theme “*Business Success Through Project Management - Best Practices for the 21st Century*”. The following are the suggested focused topics but Authors are free to select other related Project Management topics.

- Organizational Structure
- Project Leadership
- Project Office in the Organization
- Project Management - Proven methods
- How to Project Manage in a difficult environment
- Program Management

- Multiple Project Management
- Trends for Project Management
- Lessons Learnt and Best Practices in Project Management

Deadline for receiving abstracts is March 30th 2007. Abstracts should be submitted electronically in Microsoft Word and summarized to one page, with a passport size photo of the Author on the top right corner, as well as brief Curriculum Vitae. The final Paper and Presentation must be submitted no later than June 30th 2007. The Paper must be in Microsoft Word and the Presentation in PowerPoint. The Presentation must be 45 minutes maximum. Further details may be obtained from the PMISCC Conference Secretariat:

Mrs. Barbara Ramtahal
Telephone: 868 658-3366
Fax: 868 658-5679
E-mail: pmiscc04@gmail.com

Awards & Recognition



Carolin Beharry VP-Marketing

The Award & Recognition Ceremony is moving ahead at quite a pace. The organizing committee chaired by Cathering De Silva consists of Carolin Beharry, Venesha Karim, Pepeeta Ameerli and Monca Ramdial.

The Nominations committee is chaired by John Lewis and the Review Panel is chaired by Raoul John. Plans are well in place including budget, program, advertising, award quotes and sponsors being approached.

4th International Project Management Conference

18th, & 19th, September, 2007
Centre of Excellence, Macoya, T&T
Cost:

Members US\$450
Non-members US\$500

PDU's

1 day - 5 PDUs
2 days - 10 PDUs

Awards & Recognition Function

15th September 2007
Crowne Plaza, Port of Spain, T&T
Cost: US\$150 per person

PM Distance Learning & Webinar Series: Connecting PM Professionals in the Caribbean

17th September, 2007
University of West Indies,
St Augustine Campus, T&T
Cost: US\$50 per person

Subject: 2007 PMI Component Charter Renewal Application Approved

Dear PMI Component Leader,

PMI's Global Operations Center has received and carefully reviewed your component's 2007 Charter Renewal Application. Congratulations! The renewal process for this year is complete. PMI wishes you and your team great success in 2007 in building and supporting PMI's envisioned goal "Worldwide, organizations will embrace, value and utilize project management and attribute their success to it."

If you have any questions regarding the annual Component Charter Renewal please contact Anne Jenemann at + 610/356/4600 ex: 5035 or anne.jenemann@pmi.org

PMI's Component & Community Relations Department

**PMISCC ANNUAL GENERAL MEETING – FEBRUARY 28, 2007
KAMPO RESTAURANT**

The members of the Board of the PMISCC, members of the PMISCC, ladies and gentlemen

It is indeed a pleasure for me to welcome you to the AGM of the PMISCC for 2007 and to report to you on the activities of the Board of the PMISCC for the period January 2006 to January 2007.

This Board started its term in January 2006 and the year was a very busy one for the Board and the Volunteers. The Board held 10 Monthly Board Meetings for the year, meeting every month except in January when the Board was convened and in December when we hosted our interactive meeting with the membership.

1. OBJECTIVES

The main focus of the Board for 2006 was:

- a) To lift the profile of the PMISCC nationally and regionally.
- b) To improve the services to the membership.
- c) To increase the membership of the PMISCC to 400+.
- d) To improve the quality of Project Management in the Region.

In order to achieve these objectives the first thing we did was to prepare a Strategic Plan, which we did after a series of dedicated brain storming meetings.

Our first activity was to develop a Vision and Mission Statement for the PMISCC. These statements are as follows:

Our Vision

To be a high profile, well respected professional and sought after institution in the region, for Project Managers and the practice of Project Management.

Our Mission

To operate as the authoritative body for project management professionals that fully cater to the needs of its members as they actively promote and practice the discipline of Project Management.

The strategic plan that we have developed identified the following Projects that we prioritized for implementation over the period January 2006 to January 2008:

1. Host technical sessions once per month.
2. Host a Forum on a Project Management Topic of National Interest.
3. Launch the PMISCC Web site.
4. Improve the management of hosting the Certification Examinations.
5. Investigate the possibility of introducing Computer based examinations.
6. Liaise and work with the other islands, Suriname and Guyana to improve their PM systems through the use of Volunteer Committees.
7. Institutionalize a Monthly newsletter.
8. Form alliances for net working with other Organizations, such as the Chambers, SPE, APETT etc.
9. Develop a community outreach programme to assist communities in improving PM skills.

10. Improve REP standards and relationship with the PMISCC.
11. Introduction of a Student membership.
12. Host an International Conference and a Recognition Function in Project Management.

2. ACTIVITIES IMPLEMENTED

Technical sessions

We hosted ten monthly technical sessions addressing diverse disciplines and subjects such as Engineering, Construction, Information Technology, Project Management Office establishment, Contract procurement and Transportation and how it affects the local environment. We had both international and local presenters. Our technical sessions were the main communications and educational tool for our membership and I wish to thank our outgoing VP – Technical Sessions, Krishna Rampersad for an excellent job in organizing such vibrant sessions.

We hosted a forum on the OSH Act and the affects it would have on the management of Projects. The Forum was very well attended by persons from a wide cross section of the Project Management Industry. The Senator, The Honorable Danny Montano, opened the forum.

We Participated in the Building and Interior Trade Show at the Center of Excellence. I would like to take this opportunity again to thank our outgoing VP – Strategic Alliances, Adrian Nunez and his Team of Volunteers for Planning and executing this Project. The construction of the PMISCC booth and the staffing arrangements were well managed and the enthusiasm of the team was very obvious.

More importantly many people now know what the PMISCC and Project Management are all about.

Recognition and Awards

In terms of recognition and awards we hosted the following functions:

- a) A Recognition function and dinner for BITS Volunteers.
- b) We Sponsored the First Prize to the UWI Msc. student in PM.
- c) We Sponsored the BITS winning door prize to attend a 12-week Basic PM course at the UWI.

Communication

We have worked on the following communication tools to improve the services to our membership:

- a) The Development of the Web Site
- b) The Development of the monthly Newsletter

In this regard I wish to thank our VP-Marketing, Carolin Beharry, for her work on the web site – it has been a challenge but with our current plans I believe we will see a much more active site in 2007.

Thanks to our VP-Publications Rodney Jagai for the timely publication of our news letter and I am sure you will agree that the news letter is of a very high quality with interesting articles of our activities and our members.

Regional & International Activities

Our VP-Education, Cynthia Hayes visited the Barbados Chapter and also met with members from St Lucia, with a view to assisting the Barbados Chapter. The Barbados members approached us to join our Chapter, however we believe that it would be better to assist in reviving their Chapter rather than encourage the dismantling of their Chapter. There is obviously a lot of follow up work to do here.

The President attended the Annual Global Congress in Seattle, and presented a brief report in the last newsletter.

Sponsorship

I would like to take the opportunity to thank our Corporate Sponsors during the year. They were:

- a) Petrotrin
- b) NGC
- c) Damus Limited
- d) Quarter Turn
- e) Worley Parsons
- f) Trinidad Valve & Fitting Company Limited

Obviously a non-profit making organization such as the PMISCC depends heavily on sponsorship and our VP – Sponsorship, Lincoln Mathura had his job cut out for him during the year and with our plans for 2007 he will face an even more challenging time in raising the required funding.

Public events

Your President presented papers at Arthur Lok Jack School & Microsoft seminars. Also the President an VP Education were interviewed on CCNTV3

Certification & Membership

We hosted three certification exams in 2006.

Our membership as at the end of December 2006 was in excess of 400 with more than 200 PMP's. I wish to thank our VP-Membership, Tara Manick for her hard work in growing the membership.

In terms of certification, the PMP's growth has been excellent but the CAPM has been disappointing and we will have to address this issue.

As for the PMP exams, we are averaging just over a 50% pass rate, which is acceptable but not great.

REP's

This board has not been happy with the manner in which REP's and the Non REP's have been promoting and managing the Certification Training Programme. Specifically, we have observed that persons are trying to enroll for the examination when it is obvious by their age they do not have the qualifying working experience in Project Management and REP's and training companies are advertising inaccurate pass rates. In addition, the qualifications and experience of the lectures are questionable.

I would like to issue notice here that REP's are governed by the policies and procedures of the PMI and this Board intends to ensure that these policies are followed. To the Non-REP's my message is very simple, we would prefer that you get registered by PMI and follow the rules and regulations of PMI. The VP - Education and the President convened a meeting with REP's and Non-REP's and discussed the topics identified.

3. PLANS FOR 2007

The hosting of the 4th International Conference is scheduled for September 18th and 19th 2007 at the Center of Excellence. A Planning Committee led by the president was formed in November 2006 and planning has commenced. Calls for papers have been issued and responses from all around the world are currently being managed. In this regard I urge local members

to consider presenting a paper. We plan on managing three simultaneous tracks with a total of 24 papers over the two days

We have commenced planning of the first Regional Recognition Award's Function. The planning committee was formed in November 2006 and is led by the VP-Marketing, Carolin Beharry. This is an exciting development and for the first time we will truly recognize excellence in Project Management in the region. The function will be a gala affair at the Crowne Plaza Hotel on Saturday September 15, 2007.

In addition we plan to have a Webinar Seminar on Monday September 17, 2007 whereby we intend to reach our overseas membership with technical papers.

Project Management week for the PMISCC will therefore be commencing Saturday 15th September through Wednesday 19th September 2007.

We also intend to continue our monthly technical sessions starting in March 2007.

Certification

In 2007 there are four examinations scheduled in Trinidad and one for Tobago. In addition we will also host one exam in Guyana, one in Antigua and one in Grenada. Also the Barbados and Jamaica Chapters will each host one exam. So in terms of certification we will be very busy in 2007.

Ladies and gentlemen we have had a very busy year and we hope that the Board has met your expectations. Our plans for 2007 are exciting and challenging and we look forward to your continued support to ensure that we continue to build professionalism in Project Management, in the region.

I would like to thank all of the outgoing Board members for their hard work and effort and I look forward to their continued support in whatever capacity they chose to serve.

To the other members of the Board, the PMISCC Secretariat and our Legal Advisor Mrs. Janice Koylass – Abraham, I wish to thank all of you for your hard work and look forward to working with you in 2007.

Thank you.

Michael P. A. Charles PMP
Feb 28th , 2007

GUIDELINES FOR PAPERS

SCOPE

Authors are encouraged to submit the following types of original manuscripts: descriptions of innovative practices; summaries of research results; reviews of current literature; surveys of current practices, critical analysis of concepts theories, or practices; analysis of failure. The selection of manuscripts for publication is based on the extent to which they advance the knowledge and understanding of Project Management. PMISCC neither approves nor disapproves any data, claims, opinions, or conclusions presented.

MANUSCRIPT REVIEW

PMISCC uses a double-blind review process. The first review of every manuscript is performed by two anonymous referees (usually members of PMISCC). The manuscript is then accepted, rejected, or returned to the author for revision (with reviewer comments furnished to the author). Accepted manuscripts are subject to editorial changes.

The author is solely responsible for all statements made in the manuscript, including editorial changes.

ORIGINAL PUBLICATION

It is the policy of PMISCC to be the sole, original publisher of manuscripts. Manuscripts that have been submitted simultaneously to other magazines or journals will be rejected outright and will not be reconsidered. Republication of a manuscript, possibly revised, which has been disseminated via conference proceedings or newsletter is permitted if it is judged there are significant benefits to be gained for publication.

SUBMISSIONS

All manuscripts must be submitted electronically either by email or on CD to: Mrs. B. Ramtahal, 2007 Conference Secretariat, Project Management Institute Southern Caribbean Chapter, #4 East Street, Petrotrin Compound, Pointe-a-Pierre, Trinidad, West Indies. E-mail address: pmiscc04@gmail.com. If you submit your manuscript on CD, please include a printout of the manuscript, including all tables and figures, on 8 ½ x 11 inch paper, double spaced throughout, and printed on one side only. Manuscripts (3000 words maximum) should include the following in the order listed.

- A title page that includes the title of manuscript and each author's name, affiliation, mailing address, and telephone, fax and e-mail address.
- An abstract of 150 words or less outlining the purpose, scope and conclusions of the manuscript, and selected keywords
- Biographical details of each author.

STYLE OF TEXT

You should write in clear and concise English. Spelling should follow Webster's New World Dictionary. Authors whose native tongue is not English are assured that in-house editorial attention to their manuscript will improve clarity and acceptability to readers.

REFERENCES

References used in the text should be identified by author's name and publication date in parentheses, e.g. (Cleland & King, 1983), and listed alphabetically at the end of the manuscript. Page numbers should be cited for all quotations. Follow the format example shown below:

Baker, Bud. (1993). The project manager and the media: Some lessons from the stealth bomber program. *Project Management Journal*, 24(3), 11-14.

Cleland, David I., & King, William R. (1983). *Systems analysis and project management*. New York: McGraw-Hill.

Hartley, John R. (1992). *Concurrent engineering*. Cambridge, MA: Productivity Press.

Please ensure that references are complete, that they include, where relevant, author's name, article or book title, volume, and issue number, publisher, date and page reference.

The use of page footnotes should be kept to a minimum. Footnotes should be numbered consecutively and listed at the end of the text as endnotes.

KEYWORDS

Keywords categorize the paper. They cover project management methodologies and processes, tools and techniques, PMBOK® Guide, knowledge areas, industries, types of projects, geography.

Please list three or four keywords that best describe your paper. Choose from the following list of suggested keywords or you may use your own (NB: This is not a comprehensive list)

- Accounting
- Activity Duration Estimating
- Agriculture
- Arrow Diagramming method
- Baselines
- Benchmarking
- Benefit/Cost Analysis
- Budgeting
- Change Control
- Communications Management
- Concurrent Engineering
- Configuration Management
- Conflict Resolution
- Constraints
- Construction
- Contingency Planning
- Contract Closeout
- Cost Estimating
- Cost Management
- Critical path
- Delegation
- Deliverables
- Design
- Documentation
- Earned Value
- Engineering
- Environment
- Estimating
- Fast-tracking
- Feedback
- Finance
- Float
- Funding
- Human Resource Management
- Information Systems
- Integration Management
- Large Projects
- Leadership
- Life-Cycle Costing
- Manufacturing
- Management Skills
- Matrix Organization
- Milestones
- Mitigation

- Monte Carlo Analysis
- Multi-project Planning
- Negotiating
- Networking
- New product Development
- Organizational Planning
- Organizational Structure
- Parametric Modeling
- Performance Reporting
- Pharmaceuticals
- Procurement Management
- Productivity
- Project Life Cycle
- Project Managements Software
- Project Plan development
- Quality Assurance
- Reengineering
- Resource Planning
- Responsibility
- Risk Management
- Risk response Development
- Schedule Development
- Schedule Control
- Scope Management
- Scope Definition
- Scope Change Control
- Simulation
- Staff Acquisition
- Stakeholders
- Standards
- Statistical Sampling

- Team Development
- Time Management
- Tools
- Training
- Transport Variance
- Utilities
- Virtual Organization
- Work Breakdown Structure
- Work Package

CHECKLIST

Manuscript via e-mail or on CD

150-word abstract

Illustrations

Author's Biography with passport size photograph

PROOFS

Correspondence and proofs for correction will be sent to the first-named author unless otherwise indicated. PMISCC staff performs copy-editing of manuscripts. The authors are asked to check proofs for typographical errors and to answer queries from editors. To improve publication times, it is important that proofs be returned within three days.

PMI SOUTHERN CARIBBEAN CHAPTER

BOARD MEMBERS-2007-2008

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