



Building professionalism in project management.™
Volume 4 No. 5

STATUS REPORT

The Newsletter of

Project Management Institute
 Honolulu Chapter, Inc.

COMING EVENTS

June 16 General Membership Meeting

Our speaker next month will be Tony Gelish, an Associate at Boos Alan Hamilton, who will speak on the topic of "Critical Infrastructure: Project Management External Threats from a Force Majeure." Tony supports the US Pacific Command as a Critical Infrastructure Protection (CIP) subject matter expert and on-site task manager for the Anti-Terrorism/Force Protection/CIP Directorate.

☛ See the Complete Events Calendar at
www.pmi-honoluluchapter.org

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May General Membership Meeting

The latest General Membership meeting was held at 11:30AM on May 19th at the Plaza Club.



The guest speaker was Natalie Scott, PMP, and Sr. Project Manager in the Program Office of Hawaii Medical Service Association (HMSA). She spoke on the topic: "A Lessons Learned Process: Celebrate the Successes and Learn from the Woes."

If you missed it, the presentation slides will be posted on the Chapter Website.

*Lesson Learned ~
 It pays to attend the monthly lunch meeting!*

Plan to attend future
 GENERAL MEMBERSHIP MEETINGS:
 July 21, 2004 - 11:30 Plaza Club
 August 18, 2004 - 11:30 Plaza Club

Mark your calendars for the second annual
PROFESSIONAL DEVELOPMENT DAY
 Wednesday, September 29th
 Ala Moana Hotel

Companies interested in sponsoring or exhibiting at the event should contact
Programs@pmi-honoluluchapter.org

Honolulu Chapter – Local News

Congratulations! ~ 200-Member Winner ~

The Board is pleased to announce that **Doug Forsell** with FNIS was the winner of a **free registration** to this September's **Professional Development Day**.



This drawing was conducted to celebrate the Honolulu Chapter breaking the 200-member mark in April. Congratulations, Doug!

If you're not yet a member, consider visiting the PMI Website at https://secure.pmi.org/memberapp/code/member_welcome.asp

When you do, please consider the value you receive from your \$20 chapter membership fee. And of course, *spread the word!*

Maui County Chapter Starting ~ Project Management is gaining recognition throughout the Islands as a critical skillset. What better way to improve your skills than to have frequent contact with your professional contemporaries? Since H-4 isn't yet operational, project managers in Maui are generating interest and laying the groundwork for establishing a new PMI local chapter. If you are interested in helping this chapter achieve its prerequisite 25 members, contact **Angela Granger**, PMP, at **(808) 874-9651 extension 296** or agranger@akimeka.com

"Be In The Know" with PMI-Honolulu Chapter

To **SUBSCRIBE** to the chapter's e-mail notification list, send an email to eSUBSCRIBE@pmi-honoluluchapter.org

To **CHANGE** your e-mail address for the e-mail notification list, send an email to eCHANGE@pmi-honoluluchapter.org . Please include and identify both your old and new e-mail addresses.

To be **REMOVED** from the e-mail notification list, send an email to eREMOVE@pmi-honoluluchapter.org .

PMI CHAPTER MEMBERS CAN UPDATE THEIR ADDRESS BY LOGGING IN TO:

<https://secure.pmi.org/memberapp/code/login.asp>

If you have ideas about a topic you would like to see covered in this newsletter, or if you would like to submit an article for this newsletter please send it to Sally Campbell at Publicity@pmi-honoluluchapter.org

Leading Without Authority

by: Paula K. Martin, CEO, Martin Training Associates
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One of the biggest challenges for every project manager is getting over the illusion that one needs authority in order to be a successful leader. Authority is a vastly overrated commodity, because the truth is we can't make anyone do anything, even with authority. We can sometimes coerce and gain compliance, when people decide, usually reluctantly, to do what we want them to do. But there is a better option, one that does not involve coercion, and it is the generation of cooperation. With cooperation comes enthusiasm and ownership - two of the traits that are missing when we merely delegate to people and expect them to comply. Let's examine some tips for generating cooperation and commitment without authority.

Tip #1: Make sure you have organizational commitment to the project. People will be reluctant to expend their time and energy on a project that isn't going anywhere. So, make sure you have an approved charter before you begin planning. That is an indicator of organizational commitment. Make sure the project is tied to a strategic objective so that everyone understands how the project links to the larger goals of the company. Demonstrate organizational support by having the sponsor and/or customer attend the kick-off meeting. And, after you've completed the planning process, have key stakeholders sign off on the project plan, indicating their commitment to supporting the execution of the plan.

Tip #2: Use collaborative management techniques as you work through the project planning and monitoring processes. During planning, collaborative techniques help to ensure that team members understand the plan they're helping to develop. When team members participate in the creation of a plan, they contribute more ideas and produce a more complete and realistic plan. Participation creates buy-in and ownership and as a result, you'll create a team of sales people who will help sell your project to their resource managers and other stakeholders in the organization.

There is nothing more important that you can do than to fully involve your team in project planning. The next most important thing is allowing the team to maintain ownership of the project during the

execution of the plan. If they own the problems and if they are allowed to create the solutions, they will maintain ownership of the project. (Too often leaders make the mistake of taking ownership back after planning is complete. This is a big mistake. Remember, it's the team's project. You're the facilitator, helping them to be successful. If you haven't had facilitation training, consider adding that to your personal development goals.)

Tip#3: Manage up and out. If the team owns the project, what's the leader to do? Manage up and out. Change your focus from internal management to external management. You don't have to do this job alone. Team members can act as liaisons to stakeholders. They are usually the liaisons to the resource managers. The project manager is usually the liaison to the customer and sponsor. Keep the customer and sponsor involved in the project as well. Constantly solicit feedback on how to improve the project so you don't hear their suggestions after the project is over. Create a communications plan if you're creating a significant change in the organization and then work the plan. It's hard to over communicate. Make it a goal to try.

Tip#4: Manage stages of team development. In high performing teams people are productive and having fun. You can only reach high performance by first working through forming, storming and norming. Learn how to move a team through the stages of team development.

The bottom line is that it's really all about people. People are why projects fail and people are why they succeed. Learn to be a really great leader of people, without the crutch of authority, and you'll not only create more successful projects, but you'll have more fun in the process.

Paula Martin is the CEO of **MARTIN TRAINING ASSOCIATES**, a management training and consulting firm. Information on collaborative project management can be found on one of the new MTA web sites: www.appliedmatrixmanagement.com.

SeminarsWorld®

Sessions filling quickly for mega SeminarsWorld. Registrations are experiencing a sharp increase, so do not delay in signing up for this mega SeminarsWorld®, being held 14-17 June 2004, in Orlando, Florida, USA, at the Caribe Royale Resort. The 28 scheduled seminars will cover a wide variety of topics from basic project management skills development to leadership skills. *There will also be a keynote address and an evening poolside-networking event where you can share information with your peers.* The PMI Bookstore will be onsite providing convenient access to knowledge resources. **This is a new and unique learning opportunity as well as a networking event with value-added enhancements!** If you sign up by the advance registration deadline of Thursday, 27 May 2004, you can take advantage of significant savings on this very exciting learning experience. For additional information, or to register, visit the SeminarsWorld Web site. Do it today! (rita.pagan@pmi.org)

Important satellite seminar offers partnering possibilities. A reminder that PMI has partnered with the Institute of Supply Management (ISM) on a satellite seminar, "[Improving Your Role with Effective Project Management.](#)" The four-hour program, scheduled for Thursday, 10 June 2004, will explore the necessary skill sets, essential steps and helpful techniques to enable people who work in supply management to incorporate project management into their jobs and meet challenges they encounter. PMI chapters in the United States can team up with ISM affiliates and work together to bring this session to your local area. This program provides excellent opportunities for networking between chapters and ISM affiliates, bringing greater value to chapter members. Although there is no cost for the actual satellite feed, there may be some costs for attendance at the local event, and you can discuss this with your ISM local affiliate. For more information, e-mail [Lori Salamida](mailto:Lori.Salamida) in PMI's Professional Development Department, or [Rebecca Moore](mailto:Rebecca.Moore), PMI Manager of Cooperative Relations.

OPM3 Network Version now on sale at 50% off! Is your organization looking for a unique advantage in the marketplace? Are you interested in translating strategy into success, driving business improvement and gaining the kind of competitive edge that can really make a difference? Now you can gain that edge with OPM3(tm)! OPM3, PMI's newest Standard, can help your organization deliver projects successfully, consistently and predictably. The new OPM3 Network Version enables up to 25 concurrent users to access the electronic OPM3 Knowledge Foundation, OPM3 Self-Assessment and OPM3 databases from one network location. When you purchase the OPM3 Network Version you receive one CD-ROM for network installation and 25 copies of the OPM3 Knowledge Foundation book. Visit the PMI Bookstore at www.pmibookstore.org and place your advance order today for the OPM3 Network Version at the promotional price of \$5,500.00 (US). This exciting new product will be available Thursday, 1 July 2004. This offer expires Thursday, 30 September 2004. (regina.madonna@pmi.org)

An important update on election voting. Due to a growing concern of electronic mail being captured by spam filters, the PMI Board of Directors and Certification Board Center election material will be transmitted to all eligible voters both electronically and via postal mail this year. PMI continues to support online voting as a secure and efficient method of voting and encourages all voters to return their ballots electronically. More election information will be forthcoming; in the meantime, however, please take a moment to update or validate your contact information by visiting the [Member Area](#) of the PMI Web site and then selecting Demographic Information after logging in with your identification and password. If you are unable to access the PMI Web site to update your record, please call PMI Customer Service at +1-610-356-4600 (Option #8). Records must be updated on or before 5:00 p.m. (U.S. Eastern Daylight Savings Time, GMT -5) on Monday, 31 May 2004. (dorothy.hamilton@pmi.org)

Chapter Membership Stats



PMI HONOLULU CHAPTER MEMBERSHIP 2004

