The Accidental Project Manager: Building Your Essential Project Management Skills

presented by

PMI-SOC Government Community

Date: April 6th, 2016
Location: 900 Bay Street, Toronto, ON
Agenda

Introductions

Presentations

- *Project Management In the Real World*
  Diana Jonas, OPS

- *Project Management Tools for Increasing Project Success*
  Alain Fournier, Microsoft

- *Five Communication Tips to Build a Stronger Team*
  David Barrett, Schulich

Closing Remarks
Site Information

Washroom Locations:
• Just Outside Meeting Room to the Left and Right

Two Exits:
• Follow Exit Signs:
• Turn left and walk towards the Hepburn elevators and take the stairway to 1st level and exit
• Turn right and walk towards the Ferguson elevators and take the stairway to 1st level and exit
Welcome to Our Community

Our Community Vision:
To Promote Awareness, Knowledge Sharing and Best Practices in Public Sector Project Management

Our Mission
Highlight Project Management Challenges & Best Practices in Government
# Sharing Knowledge

## Government Past Events (2015/16)

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<thead>
<tr>
<th>Mind The Talent Gap</th>
<th>Innovation</th>
<th>Requirements</th>
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<td><img src="image1.png" alt="Mind The Talent Gap Image" /></td>
<td><img src="image2.png" alt="Innovation Image" /></td>
<td><img src="image3.png" alt="Requirements Image" /></td>
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<tr>
<th>Big Data, Big Possibilities</th>
<th>Cybersecurity</th>
<th>Agile</th>
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<td><img src="image4.png" alt="Big Data, Big Possibilities Image" /></td>
<td><img src="image5.png" alt="Cybersecurity Image" /></td>
<td><img src="image6.png" alt="Agile Image" /></td>
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- **Big Data, Big Possibilities**
- **Cybersecurity**
- **Agile**
Build Your Network For Success

Chapter - 3000 members
Our Community - 400+ members!

• Becoming A Volunteer
• Becoming A Member
• Joining Our Leadership Team
The Accidental Project Manager: Building Your Essential Project Management Skills
Project Management Essential Skill #1
Applying a PM Framework

![Project Management Process Groups Diagram]

Figure 3-1. Project Management Process Groups

Project Management Essential Skills #2

Organization Skills: Tools That Boost Your Effectiveness
Project Management Essential Skills #3

Effective Communication Skills

**ORAL**

- Presentation
- Audience Awareness
- Critical Listening
- Body Language

**WRITTEN**

- Academic Writing
- Revision and editing
- Critical reading
- Presentation of data

**Non-Verbal**

- Audience Awareness
- Personal Presentation
- Body Language

**COMMUNICATION**
Project Management Essential Skills #4
Subject Matter Expertise

PMI’s Talent Triangle

Job Growth
• By 2020, 15.7 Million new PM Roles

Introducing Our Speakers
Diana Jonas

Presentation: Project Management in the Real World.

Diana Jonas, PMP, Senior Project Coordinator, Program Policy Implementation Branch, Ministry of Community and Social Services. Diana is a PMP & LEAN Six Sigma Green Belt; published project management writer and PMI public sector volunteer leader

• She was winner of PMI`s global Component Leader of the Year Award 2007; Outstanding Team Leader recognition Government COP 2009.

• Her career in the Ontario Public Service spans 15 years. She is an active volunteer/member of the Ontario Public Service Facilitator’s Network promoting a vibrant inter-governmental engagement Community of Practice

• Diana is also a professional actor/host/journalist and a Fitness Class Instructor
Alain Fournier

Presentation: Project Management Tools for Increasing Project Success!

Alain is a Project and Portfolio Management Solutions Executive with Microsoft Canada specializing in Cloud Productivity Solutions

Have over 20 years of experience in working with enterprise customers, identifying opportunities for efficiencies or improved productivity, and helping them set a roadmap for success.

- Alain’s primary focus is understanding business drivers, and educating on new business approaches that help drive organizational groups to exceed their goals, and support cost controls and project management governance and growing revenue for their business
- In Public Sector, Alain has helped implement new portfolio management solutions to manage efficient decision process in projects prioritization.
David Barrett

Presentation: Five Communication Tips to Build a Stronger Team

David is the National Program Director for Project Management and Business Analysis with the Schulich Executive Education Centre, Schulich School of Business, York University. He is also a regular blogger, podcaster and professional speaker specializing in leadership, strategy execution and professional growth.

He has published four books: The Power of The Plan, The Keys to Our Success, the Business Analyst Book of Mentors and Leadership Perspectives. He has one more in production due out in 2016 – From Strategy to Execution – Bridging the Gap.

Previously, he was the Group Conference Director at Diversified Business Communications where he ran project management and business analysis events around the world and he was the Executive Editor and founder of ProjectTimes.com and BATimes.com.
Contact Us (Our Speakers):

- Diana Jonas diana.jonas@ontario.ca
- Alain Fournier, Microsoft, al.fournier@microsoft.com
- David Barrett dbarrett@solutionsnetwork.com

Subscribe to David’s Leadership Perspectives Blog at http://davidbarrett.ca
Tips for the Accidental PM:

- Take a PM Course
- Join a PM Network
- Become a PMP®
- Find a Mentor
Join Our Team: Government Community

Microsoft

• Contact Microsoft Canada
  Alain Fournier al.fournier@microsoft.com

Visit our websites:
  ❖ Government: https://www.soc.pmi.on.ca/?govcommunity

Have a Passion for Government? Volunteer With Us!
Contact Winnie or Luciano to join our teams!

  ❖ Winnie Liem: winnie.liem@soc.pmi.on.ca, Government Community Chair
  ❖ Luciano Coschino: luciano.coschino@soc.pmi.on.ca, Govt Community Vice Chair
Claiming PDUs

For our Webstreaming Participants:

Organization/Host: C042
Title: The Accidental Project Manager – Building Your Essential Project Management Skills
Meeting Number: 040616GC
PDU Category: A
PDU Value: 3.0

Strategic Business Management 1.0
Technical Project Management 2.0
Government Upcoming Event:

**THE IMPACT OF PMOS:**

The Good, The Bad, The Ugly and…. The Reality!

If you have questions like: does a PMO create more problems and red tape that I need? Or is it going to help me out with my projects? Or does it really create an overhead? How can I do it right? This event will answer them!

**Key Learnings**

- About PMOs
  - PMOs and Benefits Realization
  - The PMO Mindset
- Effective PMOs (Private and Public sector)

Date: May 6, 2016 (5:30pm – 9:00pm)

Location: 333 Bay St., 46th Floor

Registration to come at:

http://www.soc.pmi.on.ca/events/event_list.asp
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<thead>
<tr>
<th>Month</th>
<th>Topic</th>
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<tr>
<td>April 6th 2016</td>
<td>The Accidental Project Manager</td>
<td>Wed April 6, 2016</td>
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<td>9am - 12pm</td>
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<td>May 12 2016</td>
<td>PMOs: The Good, Bad and the Ugly</td>
<td>Evening Event Location: TBD</td>
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