

Project Management Institute Tallahassee Chapter



Monthly News

Monthly Communications Note:

Your PMITLH chapter is in need of a VP of Administration and a First VP; elections will also be held for VP of Programs and VP of Communication. Please visit the PMITLH website and fill out the brief [Board Candidate Submission Form](#) to nominate yourself or another chapter member for these PMITLH Board of Directors positions. Nominations for election candidates - and submission of Board Candidate Submission Forms - **close on September 15, 2021.**

Join us on September 14th from noon to 1pm via GoTo Meeting for this year's PMITLH Virtual Strategic Planning Meeting for Chapter Member Input. More info to follow.

Please let us know your thoughts on how your chapter is communicating with you by emailing us at vpcomm@pmitlh.org. Your feedback is invaluable.

"If you are working on something that you really care about, you don't have to be pushed. The vision pulls you." – Steve Jobs

Special Thanks to the Communications Workgroup's [Erin Vollmer](#) for exceptional work pulling content for the chapter monthly newsletters together!!! You are SO APPRECIATED!

In this Bulletin:

- Upcoming Events
- PMITLH Board of Directors Upcoming Elections (New)
- PMI Institute News
- PMITLH News and Jobs Page
- PMITLH PDU Opportunities
- PMITLH Board Talk (New)
- Next Chapter(s) Meeting Speaker/Presentation Detail
- PMI Institute Articles
- Tips
- Board Members/Chapter Volunteers/Resources



READ ALL ABOUT IT!!!



Upcoming PMITLH Events

► September 8 - 9, 2021

2021 TCC Center for Innovation 2021 Sector Forward Conference
<https://www.theinstitutefor nonprofits.org/sector-forward-conference>

► September 14, 2021

Noon – 1:00pm

PMITLH Virtual Strategic Planning Meeting for Chapter Member Input via GoTo Meeting

► September 15, 2021

Nominations for PMITLH Board of Director Elections **Close!**

► October 4, 2021

6pm – 8pm

PMITLH Virtual Chapter Meeting via GoTo Meeting



► October 5 – October 14, 2021

Elections for PMITLH Board of Director submitted candidates will run from October 5th – October 14th.

► December 6, 2021

6pm – 8pm

PMITLH Chapter Meeting – Location To Be Determined

PMITLH Board Talk



This PMITLH Board message comes from your PMITLH Director of Volunteers, Shajil Kalathil.

PMITLH Board Talk:

Greetings! In my last Board Talk, I mentioned our hope of transitioning from virtual to in-person PMI meetings. Unfortunately, with the rampage of the COVID Delta variant, we may not be able to do so for quite some time.

On a positive note, our last initiative - to create hand-crafted Thank You message cards for health care workers - was a huge success. We made 150 cards and delivered them to Tallahassee Memorial Healthcare and Capital Regional Medical Center ahead of Nurses Day, May 12, 2021. Many thanks to our chapter members, and to some local students, for helping us with this initiative.

Another big thank you to all of our chapter members who filled out the PMITLH survey earlier this year about a favorite volunteering initiative. Most of you suggested serving Guardian Ad-Litem (GAL), a program which services over 500 children in the 2nd Circuit who are removed from their homes due to abuse or neglect. Some of the immediate needs for GAL are pull-ups (boys and girls/all sizes); wipes; and size 2 through 6 diapers.

As we commence our GAL service volunteering effort, the chapter is working to initiate the Diaper Drive, and we will reach out to all who expressed interest in volunteering. If you are interested, but have not already expressed your interest, please contact me directly at dirvol@pmitlh.org.

Shajil Kalathil
PMITLH Director of Volunteers

PMITLH Upcoming Fall Chapter Elections

Nominations
are now
Open



Upcoming PMITLH Chapter Elections

Nominations for election candidates - and submission of Board Candidate Submission Forms - close on September 15, 2021.

Elections of submitted candidates will run from October 5 - October 14, 2021.

Candidates for board positions must hold PMP or higher credential and be a member in good standing with PMI and the Tallahassee Chapter of PMI.

First Vice President – Seeking Nominations

FIRST VICE PRESIDENT PREREQUISITE: This position requires that the person running for First Vice President must have held a Board Position in another VP capacity prior to applying for First VP. **ROLE DESCRIPTION:** First Vice President serves as the president elect for one year prior to taking office as the president. During this time, the First Vice President shadows the president and assists the president with his or her duties of managing the chapter.

1 year term begins Jan. 1, 2022
Followed by 2-year term as President (2023-2024)

PMITLH Upcoming Fall Chapter Elections

Nominations
are now
Open



Upcoming PMITLH Chapter Elections

Elections for the upcoming PMITLH Chapter will be held online in early October, 2021. Candidates for board positions must hold PMP or higher credential and be a member in good standing with PMI and the Tallahassee Chapter of PMI.

Vice President of Administration – Seeking Replacement

ROLE DESCRIPTION: Elected volunteer responsible for preparing, maintaining, recording, and circulating all records, correspondence, minutes of meetings, and related affairs of the chapter.

Vice President Administration
2-year term Jan. 1, 2022 – Dec. 31, 2023

PMITLH Upcoming Fall Chapter Elections

Nominations
are now
Open



Upcoming PMITLH Chapter Elections

Elections for the upcoming PMITLH Chapter will be held online in early October, 2021. Candidates for board positions must hold PMP or higher credential and be a member in good standing with PMI and the Tallahassee Chapter of PMI.

Vice President of Programs – Seeking Replacement

ROLE DESCRIPTION: Elected volunteer responsible for production of chapter meetings in accordance with chapter policies and by-laws.

Vice President Programs

2-year term Jan. 1, 2022 – Dec. 31, 2023

Vice President Communications

2-year term Jan. 1, 2022 – Dec. 31, 2023

PMITLH Upcoming Fall Chapter Elections

Nominations
are now
Open



Upcoming PMITLH Chapter Elections

Elections for the upcoming PMITLH Chapter will be held online in early October, 2021. Candidates for board positions must hold PMP or higher credential and be a member in good standing with PMI and the Tallahassee Chapter of PMI.

Vice President of Communications – Incumbent Rebecca Green

ROLE DESCRIPTION: Elected volunteer responsible for managing and coordinating communication channels in accordance with chapter policies and by-laws.

Vice President Communications
2-year term Jan. 1, 2022 – Dec. 31, 2023

PMITLH Upcoming Fall Chapter Elections

Nominations
are now
Open



Upcoming PMITLH Chapter Elections

If you are interested and have questions, please contact a PMITLH Board Member for more information at pmiboard@pmitlh.org.

If you are interested or have someone in mind for consideration to fill a Board position, please provide more information through the Board Candidate Submission Form on the PMITLH.org website under Links at <https://pmitlh.org/index.php/links/board-candidate-submission-form>.

You can learn more about the PMITLH Board Positions and procedures at <https://pmitlh.org/index.php/about-us/board-position-descriptions> .

WE NEED YOU!
THANK YOU!

Project Management Institute Tallahassee Chapter

October, 2021 IN-PERSON Chapter Meeting Presentation

Please join us from 5:30 – 8pm EST on October 4, 2021, for our October In-Person PMI Tallahassee chapter meeting. We look forward to your participation!

October 4th – In-Person PMITLH Chapter Dinner Meeting at Capital City Country Club. Kevin Berry of TekSystems is our special speaker! Join us.

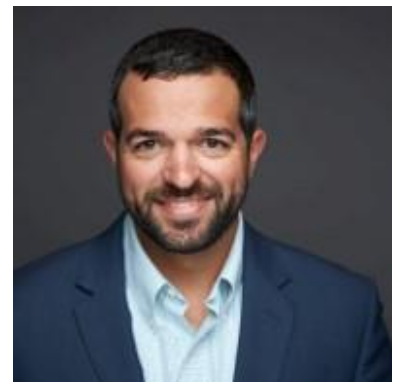
Register at: <https://pmitlh.org/index.php/calendar/event-calendar/resumes-digital-resumes-and-social-media/individual-registration>

“Resumes, Digital Resumes, and Social Media”.

Join us as we discuss the significance of your resume and keeping it current, debunk resume myths, talk through formatting best practices, and review what content should be included and what content should be skipped.

Understand your digital resume and social media, including how to maintain it, where it exists, and appropriate formats. Who can see your social media, and how is it used? What internet research are employers leveraging?

Finally, where can you go for resume support?



Kevin Berry is the Government Services Market Lead for TEKsystems, the largest IT Staffing and Services company in the US. In his current role, he enables State Government, Local Municipalities, and Higher Educations institutions in Tallahassee and across the State of Florida to identify, hire, and retain top talent to ensure their project’s success. Kevin was born and raised in Panama City, Florida, is a Graduate of Florida State University, and has been a resident of Tallahassee for the past 15 years.



Discounted PMI Student Membership Rate

PMI offers a Student Membership for the discounted rate of \$32.

Visit <https://www.pmi.org/membership/student> for more details.

PMI Virtual Experience Series

October 6 - 12:00pm ET – 5:45pm ET

October 7 – 12:00am ET - 6:00am ET

Visit [Home \(eventscloud.com\)](https://www.pmi.org/events/home) for registration and other info.

Seminars World Virtual Conference – October 2021

October 11 – October 14, 2021.

8:00am ET – 4:00pm ET

Earn up to 28 PDUs and 2.8 continuing education units. Visit <https://www.pmi.org/events/seminarsworld/registration-info> for registration and other info.

Seminars World Conference – November 2021

November 8 – November 11, 2021

11:00 AM ET – 7:00 PM ET

Visit [Seminars World Conference - November 2021](https://www.pmi.org/events/seminarsworld/conference) for registration and other info.

Seminars World Conference – November 2021

Free 45-minute foundational project management course offered digitally that guides you through the basics of project management, so you can effectively launch your project(s) from start to finish.

Visit [KICKOFF \(pmi.org\)](https://www.pmi.org/events/seminarsworld/conference) for registration and other info.



PMI Article Selections for this Newsletter:

New Guide to the Project Management Body of Knowledge (PMBOK Guide) – 7th Edition

is now available. The PMBOK 7th Edition includes *The Standard for Project Management* which is the foundation upon the vast body of knowledge builds, and the guide serves to capture and summarize that knowledge. PDF download is free for PMI Members, and non-members can purchase an eBook format.

More info about the new edition can be found here:

[PMBOK Guide | Project Management Institute \(pmi.org\)](https://www.pmi.org/pmbok-guide).

***Global Trends Driving The Project Economy* Podcast with PMI's President & CEO, Sunil Prashara**

https://players.brightcove.net/5392214295001/default_default/index.html?videoId=6089799547001

PMI Blog Posting – July 20, 2021 by Michael DePrisco, Chief Operating Officer

Includes results from PMI's Return to the Office survey

[Why Employees are Resistant to Return to the Office | PMI Blog](#)

We'd like to feature photos of you during your workday and bios of our great members in future newsletters. If you have a Kudos for someone, let us know to feature it.

The Chapter would like to feature photos of your workday in future newsletters. Please submit photos to: vpcomm@pmitlh.org

The Chapter would like to feature one of our members with a bio in each issue of the newsletter. Please submit a bio for a future newsletter to: vpcomm@pmitlh.org

Leon County Sheriff's Office - Part-Time Research, Planning, and Projects Administrator

Salary: \$15 - \$17/Hourly

Job Number PTRPPC-01 Closes 9/6/2021

The primary function of the part-time position is to support and assist the agency's Research and Planning functions including strategic planning, project management, data analysis, performance management, and formulation of agency reports.

Eligibility Criteria:

High School Diploma or GED required. Associate's degree required OR equivalent number of hours of coursework. Bachelor's degree preferred. Smartsheet certification or prior Smartsheet experience preferred. Experience designing reports, visualizations, and dashboards preferred. Experience managing projects or workgroups preferred.

<https://www.leoncountysoc.com/departments/administration/join-our-team>

PeopleFirst State of Florida Job Opportunities

| Vacancy Name - Click to open Position Description | Closing Date | Agency | Salary Range |
|---|--------------|--------|------------------------------------|
| SYSTEMS PROJECT ANALYST - 48002942 | 08/25/2021 | DOE | \$40,000 - \$45,000 |
| SYSTEMS PROJECT ANALYST - 37011226 | 08/25/2021 | DEP | \$40,948.18 - \$45,000.00 |
| SYSTEMS PROJECT CONSULTANT - 48000042 | 08/26/2021 | DOE | \$43,700 - \$45,000 |
| SYSTEMS PROJECT ANALYST - 71002438 | 08/26/2021 | FDLE | \$40,948.18 |
| SYSTEMS PROJECT CONSULTANT - 48003702 | 08/27/2021 | DOE | \$43,507 |
| SYSTEMS PROJECT CONSULTANT - 42001620 | 08/27/2021 | DACS | \$43,507.36 - \$47,857.94 |
| CONTRACT AND PROJECT MANAGER - 72001047 | 08/30/2021 | DMS | \$55,000.00 - \$65,000.00 |
| SYSTEM PROJECT CONSULTANT - 73006808 | 09/03/2021 | DOR | \$43,507.32 - \$47,858.04 / annual |

Project Management Institute Tallahassee TIPS

TIPS!



Florida Project Management and Oversight - Templates

Did you know that the Florida Department of Management Services maintains a library of approved templates for typical project management documents, such as project charters, business cases, communications plans, project management plans, spending plans, requirements traceability matrices, etc.? Visit the website at: https://www.dms.myflorida.com/other_programs/project_management_and_oversight

PMI Member Discounts

Did you know there are discounts available to PMI members for things like insurance, technology products, office supplies, car rentals and more? See discounts for Lenovo, Office Depot, Life Lock, UPS shipping, Avis, Budget, Microsoft, Spectrum Credit Union at

<https://www.pmi.org/membership/discounts/united-states>

PMI Book Sales and Discounts

Effective August 2020, Independent Publishing Group (IPG), PMI's book distributor, will be the sole distributor of PMI Publications and will continue selling books directly via the PMI's publisher page on IPG's online store.

For personal-use purchases (outside of PMI chapter events), all PMI members maintain a 50% discount on the printed, stand-alone PMBOK® Guide – Sixth Edition in all languages and the printed bundle PMBOK® Guide – Sixth Edition and Agile Practice Guide in all languages. You will find this discount code when you log on to PMI.org (PMBOK® Guide page).

Additionally, if you would like to receive free shipping outside of North America, you can purchase these titles from IPG's third-party seller, Eurospan at a 40% discount. As a PMI member, you're also welcome to purchase books at other resellers like Amazon or Barnes & Noble; however, you may only redeem member discount codes at either IPG or Eurospan.

How to Report PDUs!

[How to Report PDUs September 2020](#)

PMI Tallahassee PDU Opportunities


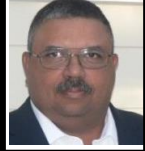
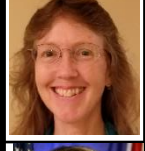




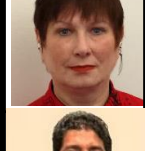

PDU Opportunities in the Tallahassee Chapter!!!!

PDU Reminders:

- Chapter members – write an article for the blog and submit it to vpcomm@pmitlh.org for consideration for posting. Articles posted can earn you PMI Create Content activity PDUs.
- Chapter members who serve on the Board or on a committee can earn PDUs (hour for hour) for volunteer time through the PMI Volunteer activity,
- Chapter members who speak/present virtually during a chapter meeting can earn PDUs (hour for hour of presentation time) through the PMI Give a Presentation activity,
- General reminder to chapter members that **you earn PDUs for attending chapter-organized meetings** through the PMI Organization Meetings activity.
- PDUs are subject to audit by PMI. Always remember you can reference the PMI certification requirements at <https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/ccr-certification-requirements-handbook.pdf>
- If you're retiring (first – CONGRATULATIONS!), you can apply for retired status with PMI and no longer have to submit PDUs. You must have been a certificate holder for 10 years minimum, wish to voluntarily relinquish active status, and no longer earn remuneration for practicing project management. Submit a written request to PMI by email (Certification.CCR@pmi.org) or fax (1 610 239 2257).

Project Management Institute Tallahassee Chapter

PMITLH Board:

| | |
|--|---|
|  | PRESIDENT Karen Scott |
|  | Past-President David Davis |
|  | VP – Administration Debbie Rivenburg |
|  | VP – Communications Rebecca Green |
|  | VP – Finance Amit Bokey |
|  | VP – Membership Jason Colson |
|  | VP – Professional Development Joanne Gallagher |
|  | VP– Programs Lisa Hopkins |
|  | Director of Volunteers Shajil Kalathil |

PMITLH Social Media Accounts:

PMITLH Facebook site

<https://www.facebook.com/pmi.tallahassee>

PMITLH LinkedIn site

<https://www.linkedin.com/company/16227065/>

PMITLH Instagram site

<https://www.instagram.com/pmitlhchapter/>

THANK YOU to our COMMITTEE VOLUNTEERS!

Communications Committee:

Deanna Edwards

Erin Vollmer

Michelle Webster

Membership Committee:

Manju Kundra

Jordan Martin

Debbie Williams

Professional Development Committee:

Shirley Combass

Nathan McPherson

Dastagiri Mettupalli

Curtis Watkins

Matt Aldrich

Nadege Maculey

Tom Trunda