

# 2020 ANNUAL REPORT

Board of Directors Discussion and Analysis

**PMI MANITOBA CONFIDENTIAL & PROPRIETARY WARNING**

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# PROJECT MANAGEMENT INSTITUTE

## MANITOBA CHAPTER

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## **PRESIDENT'S MESSAGE**

At the beginning of 2020, PMI Manitoba board of directors laid out an aggressive plan that is aligned with the PMI2.0 strategy aiming to take the Chapter to another level. We started the year with a laser focus on increasing the value felt by our members, which was sought to manifest itself through the membership and retention numbers at the end of the year.



One week after the 2020 Annual General Meeting, the Pandemic infection numbers climbed significantly everywhere and the newly elected board quickly put together a Pandemic response plan. We pivoted to virtual events which opened up a new world of opportunities, one of which we offered learning events at a lower cost. Throughout the year, we offered diverse topics to remain relevant to all industries and the economy. We also decided to delay our spring conference to the fall and had a successful Reignite Conference despite all challenges. And all our board meetings and strategic planning sessions were conducted virtually.

Similar to the trend of most chapters in the region, our membership took a hit due to the pandemic combined with a technical issue with the member auto-renewal, which left many chapter members without renewing their chapter membership. This issue was resolved in PMI global system by late Q4 2020.

The Chapter was successful in recruiting a data analytics volunteer who helped the board in building a monthly internal Key Performance Indicators (KPI) Scorecard; the KPI scorecard has reformed the discussions at board meetings towards opportunities to improve our operations.

With the new PMI branding and to enable new functionalities, the board of directors selected another web hosting company that is approved by PMI global and rolled out a redesigned public face to the community.

One of the reforms we are implementing is the Director-at-large concept which was approved in the March 2020 approved By-laws. The membership will nominate people against the board vacancies and the board will self-organize the board functions within 4-6 weeks following the election announcement and Annual General Meeting.

The past year has taught us a lot, and now we are planning to build on our successes and challenges to embrace the next stage of evolution, "PMI4.0". We will continue to offer member services for PDU learning opportunities and social events "as allowed." We hope to be able to return to in-person events soon. We will continue to focus on growing our membership and bring more value to our members.

I would like to thank all board members and our volunteers for their hard work and dedication; they showed resilience, adaptation, and innovative thinking in many aspects.

I look forward to your continued support to keep us evolving the PMI Manitoba chapter.

**Michael Hanna, P.Eng, PMP**

President, PMI Manitoba

## **MESSAGE FROM JUAN SALDIVAR & LEANNE EDWARDS**

Vice-President, Operations/President Elect & Vice-President Member Services

Dear Members,

As you know, 2020 has been a year like no other. We have faced many challenges that have made us realize and prioritize what is important in our lives. Entire industries have faced the challenge head-on by adjusting the way they do business. This has resulted in an unprecedented acceleration in digital transformation, and radical transformations in the way businesses and organizations interact with customers. At PMI Manitoba, we are no different. We have adapted to delivering valuable services to the project management community in Manitoba during a pandemic.

PMI global and local chapters have had to pivot to deliver content, certification examinations, programming, and conferences online. In 2020, PMI Manitoba introduced a new virtual format for conferences, monthly chapter events, boot camps, Project of the Year awards, and other services. However, it has not been without its challenges. In 2020, our membership declined as a direct or indirect result of the pandemic, unlike the membership growth experienced in prior years. Without the ability to deliver in-person programming and networking events, PMI Manitoba has had to find creative ways to continue to deliver value to our members and sponsors. In addition, operating a volunteer-run organization virtually has also presented challenges with volunteer engagement and retention.

With the hope of vaccination on the horizon, PMI Manitoba will continue to deliver on our commitment to finding the best and safest way to deliver the programs and benefits that all members and sponsors expect from our Chapter. We invite all members to consider lending your unique capabilities and skills to grow and enhance our chapter operations by becoming a volunteer or corporate partner.

Our strength comes from our diversity and our ability to adapt and innovate under uncertainty and challenging circumstances. At PMI Manitoba, we are optimistic about the future of PMI and our local Project Economy, as a catalyst and enabler for the successful delivery of projects, products and services across all industries.

We wish you all success in 2021.

Sincerely,

**Juan Saldivar, P.Eng, PMP**

**Leanne Edwards, PMP**



# 2020-2021 PMI MANITOBA BOARD OF DIRECTORS



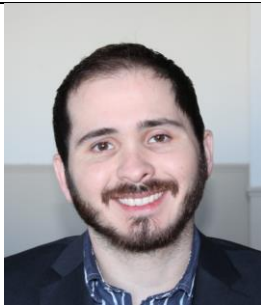
**Michael Hanna, P.Eng, PMP**  
President



**Juan Saldivar, P.Eng, PMP**  
VP Operations



**Leanne Edwards, PMP**  
VP Member Services



**Rafael Vitorelli, PMP**  
Governance



**Jackson Bruno, PMP**  
(Resigned) Monthly Programs



**Hanif Young, PMP**  
Information Technology



**Cassio Reis**  
Prof Development



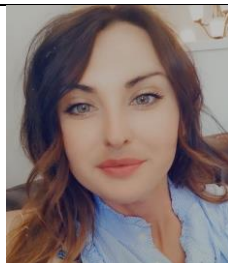
**Peter Owoade, PMP**  
Networking Events



**Kim Baxter, PMP**  
Membership



**Jeff Grevstad, PMP**  
Finance



**Charity LePage, PMP**  
Director, Marketing



**Christa Ferera, PMP**  
Past-President

# **PURPOSE OF PMI MANITOBA**

As defined in the bylaws for PMI Manitoba, the purpose of the PMI Manitoba Chapter – a non-profit, tax-exempt corporation (or equivalent) chartered by PMI, is to advance the practice, science, and professionalism of project management in a conscientious and proactive manner. Consistent with the terms of the Charter executed between the Chapter and PMI and these bylaws, the purposes of the Chapter shall include the following:

1. To foster professionalism in the management of projects
2. To contribute to the quality and scope of project management
3. To stimulate the appropriate global application of project management for the benefit of the general public
4. To provide a recognized forum for the free exchange of ideas, applications, and solutions to project management issues among its members and others interested and involved in project management
5. To identify and promote the fundamentals of project management and advance the Body of Knowledge for managing projects successfully
6. To collaborate with universities, other educational institutions, and corporate entities to encourage appropriate education and career development at all levels of project management activities.

## **PMI Manitoba Mission:**

“We are the premier enabler and advocate of project management in Manitoba.”

## **PMI Manitoba Vision:**

“We will broaden the understanding of the value and application of project management by:

- Increasing the awareness of PMI-MB;
- Maintaining and evolving quality products and services;
- Building strategic alliances with stakeholders; and,
- Expanding and diversifying our membership, geographic and industry representation...while maintaining a sustainable and fiscally responsible organization.”

# **OPERATING THE CHAPTER**

## **Member Services**

The work of PMI Manitoba continues to be engaging and challenging as we focus on member engagement and customer value. The key initiative in 2020 was the start of a Member Engagement and Retention Initiative, which included a quick member survey to help us understand the wants and needs of our Manitoba Chapter members.

As a result of the vacant position of Monthly programs Director, Jackson Bruno was appointed by the board to a Director at Large position to assist with this portfolio in May 2020; however, Jackson Bruno needed to step down due to personal reasons a few months after appointed.

We continued partnerships with industry-leading companies to offer our members a wide variety of speakers and events to foster networking opportunism. We continue to encourage new members to participate in multiple events throughout the year to integrate into the chapter community and expand their network. As always, if you feel you have the opportunity to give back to your profession, we welcome volunteers and new ideas for engagement and value.

Thank you for your continued participation and support.

## **Operations**

The Chapter focused on the continuous improvement of our operations as well as financial sustainability during the pandemic. The operations team introduced a KPI scorecard for accurate measurement of the Chapter's performance, enhanced and documented the internal financial processes, introduced a newly redesign chapter website, streamlined and established processes for our communication services, and updated our bylaws in alignment with PMI standards and new operational procedures.

The chapter operations had to adjust to the new reality of providing governance to a chapter virtually. Board meetings, chapter meetings, and conferences were moved to online/virtual formats rapidly and successfully.

The Project of the Year saw another success with five nominations featuring great projects.

## **Recognition**

Special thanks to the Workers Compensation Board and Work Place Education Manitoba for allowing the board to use their facilities for the monthly Board Meetings and Planning Sessions prior to the pandemic started.



## **Governance**

- ✓ March 2020: Announced the new chapter logo and branding at the Annual General Meeting.
- ✓ March 2020: The membership ratified the changes to the bylaws proposed by the Board of Directors.
- ✓ April 2020: Adjusted board meetings to an online format.
- ✓ September 2020: The Workers Compensation Board of Manitoba's Rate System Implementation Project was named the 2020 Project of the Year.
- ✓ Dec 2020: Two projects were submitted for the 2021 Project of the Year, which will be announced in the Spring of 2021.

## **Monthly Programs**

- ✓ January 15, 2020: Siloam Mission Volunteering Event – (28 attendees)
- ✓ February 22, 2020: Chapter Lunch – *Innovation in a Changing Project Management Environment* (71 attendees)
- ✓ March 3, 2020: Annual General Meeting (90 attendees)
- ✓ April 2020: Chapter Lunch – *Cancelled due to COVID-19 pandemic*
- ✓ May 27, 2020: Chapter Lunch – *Become a Data Hero* (65 attendees)
- ✓ June 24, 2020: Chapter Lunch – *Strategic Design and Project Delivery* (57 attendees)
- ✓ September 16, 2020: Chapter Lunch – *Future of work and the disruptors driving industry* (30 attendees)
- ✓ October 20, 2020: Chapter Lunch – *Continuity Planning - Getting to a New Normal Post COVID-19* (# 34 attendees)
- ✓ November 11, 2020: Chapter Lunch – *Impact of Digital Disruption/Transformation on Project Management Profession* (44 attendees)
- ✓ December 8, 2020" Chapter Lunch – *Your Future is Behind You* - (56 attendees)

## **Networking**

- ✓ March 26, 2020: networking event at Capital K Distillery - Cancelled due to the Covid-19 global pandemic.
- ✓ November 19, 2020: networking event at One Great City Brewing Company – Cancelled also due to COVID-19 global pandemic.
- ✓ No networking event in 2020 due to Covid-19 pandemic.

## **Membership**

- ✓ Increased social media presence.
- ✓ Created membership related newsletter articles and social media posts
- ✓ Increased member satisfaction with quality speakers at chapter events, networking opportunities and increased engagement.
- ✓ Kicked off Member Engagement and Retention Initiative with member satisfaction and interest survey.

## **Marketing**

- ✓ January 2020: Obtained 100% sponsor retention, on-boarded new Sponsors and exceeded sponsorship targets.
- ✓ May 2020: On-boarded an Associate Director of Communication responsible for the communications of the Chapter including newsletter, social media and email blasts.
- ✓ Centralized PMI Manitoba Social Media Communications
- ✓ Adjusted 2020 and 2021 Sponsorship benefits to account for COVID-19 impacts by;
  - Increasing online/social media benefits
  - Providing discounts to the Reignite Conference
  - Better definition between Sponsorship Levels



## **Professional Development**

- ✓ April 2020: Elevate has been moved to a combined Online event to run with Reignite 2020 due to the COVID-19 outbreak.
- ✓ May 2020: PMP information session and kick-off of the spring study group hosted Online.
- ✓ June 2020: New Training Partnership between PMI MB and MindEdge Learning for online training adding PMP/CAPM Exam Preparation, more 45 professional courses, and 7 Certificate training to our community.
- ✓ July 2020: Launch of the new Professional Development website, including On-Demand Learning, Fall Reignite 2020 and Webinars events.
- ✓ October 2020: Happened the successful combined Elevate & Reignite 2020 1st Online Event providing 7 Speakers in 22 Sessions and 6 Keynotes in two days, with an audience of 65 attendees plus 15 PMI MB volunteers.
- ✓ November 2020: Started Call for Speakers for Spring 2021 Conference.

## **IT/Communication**

- ✓ March 2020: Communicated the COVID-19 response plan to members.
- ✓ June 2020: Launched a new website with the new chapter branding in alignment with new PMI's branding standards, enhanced functionality for users including mobile responsiveness, and enhanced content management capabilities for chapter volunteers.
- ✓ July 2020: Released on-demand training offering on website.
- ✓ September 2020: Started investigating the feasibility of implementing a mobile app for PMI Manitoba
- ✓ October 2020: Commenced automation of job postings functionality on the Chapter website.
- ✓ December 2020: Integration of new online payment system, *authorize.net* on the PMI Manitoba website.

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# **APPENDICES**

## **Appendix A**

PMI Manitoba audited 2020 financial statement as provided by Lazer Grant

## **Appendix B**

PMI Manitoba 2021 Budget