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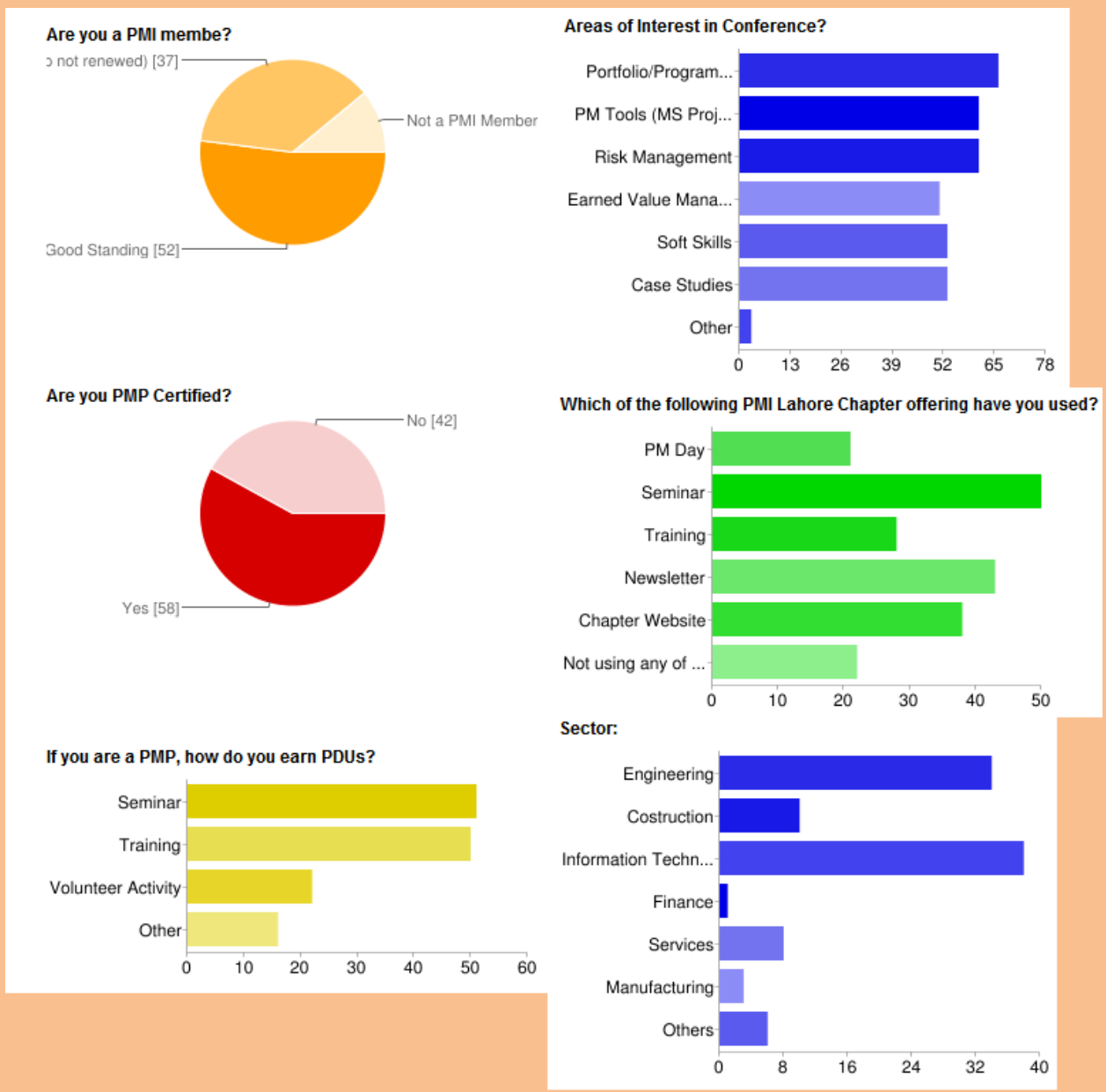
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Message from President

The PMI Seminar season for 2011 started with a talk on ERP implementations by Nauman Majeed (CIO DESCON). The insights given by Nauman in what it takes to succeed in ERP programs was appreciated by the 60+ members at the event. Thanks to the efforts by Mrs. Azra Zaigham (Director Marketing) this seminar was covered in the print media, to help create broad awareness for project management. In keeping with the decisions taken in the last board meeting this seminar was designated as a 1 PDU event and the reporting of PDUs for PMP was handed by the chapter. This reporting was completed within 1 week of the seminar with all PMPs receiving confirmation emails from PMI. Preparation for the 2 day project management conference was discussed in the board meeting following the seminar. In consultation with PMI, the event is now officially being branded as PMI National Project Management Conference Pakistan 2011. This event will offer 12 PDUs and will be held on 9-10 April 2011 at Holiday Inn, Lahore. In this issue of the newsletter we are including the registration form for the event. As part of the organization effort the chapter has launched a survey

to focus on the domain and interest areas of attendees. I am sharing some results from this survey with you in this newsletter. We are going to concentrate on the areas of interest indicated in the survey. Volunteers are going to play a key role in making the conference a success. Starting this month we are asking members to contact Farooq Ifzal (coordinator@pmilhr.org.pk) to register their interest as volunteers. They will be contacted by the concerned conference committee members as requirements get finalized. Please join the chapter board in making this conference a national success!

Best Regards,
 Khalid Ahmad Khan
president@pmilhr.org.pk



Seminar: Managing ERP (Enterprise Resource Planning)

Reported by Nomana Waqas, PMP

ERP implementation projects have large scope and the main problem is how to define the boundaries. Mr. Nauman Majeed an experienced IT professional shared his knowledge and personal experiences in seminar arranged by chapter.

The main focus is how a PM can successfully implement an ERP in a mature organization. He highlighted the current need of time, that its necessary to compete in this white water world that an organization must have a clear picture about his business processes and their efficiencies.

He emphasized that only technical knowledge is not enough for this type of project, a successful implementation need something more. You must have a complete picture of your project in your mind before initialization it. Proper planning is a vital part but you need very strong monitoring and control procedures. He shared some statistics about project failures, which showed that more than 70% projects not followed the time and cost baselines, and scope creep is a major issue for this nature of project.

The story started from the first **W-WHY** we need it? He emphasized that organization should identify the need of ERP in true sense. There is a perception that ERP implementation is like a magical wand in the hands of consultant which s/he will rotate and picture will change entirely. But the reality is that this will end-up as a nightmare if proper procedures will not be followed. A smart PM should keep this in mind, that user expectations will be high; you have to convince them that all of available options are not their need. So first identify their needs, it will direct you towards the second **W- What** is going on within the system and organization. After a complete business analysis you will be avail to find third **W-Where** the improvements are required? According to him, this is the most critical part of the project, you have to identify that what will actually facilitate the business, will it be a minor tweaking of current process flow, or complete BPR. In both cases the



handling of this phase will be critical, If not addressed properly it would have a huge impact on your requirements and there will be high chance of scope creep.

He highlighted that next phase of project some time required a complete OCM project, while as in some cases the training and development assessment will help. The current competencies level of the end users should be assessed properly and road map should be prepared for them. He emphasized that projects are not failed due to the technical issues; the major part is that requirements are not properly identified. New requirements and frequent changes usually disturbed the base lines, so a change control board should be in place to handle the situation.



On the basis of this he said that proper committees must be formed and each team member should have a clear role & responsibility. There can be different focus group e.g. Requirements elicitation team, change control board, conflict resolution committee etc.

He pointed out the factors which could help for a solution selection, and further planning regarding implementation. Some important factors were hardware selection and procurement, consultant selection and contract finalization; training required by end users, identifying and planning transition requirements and identifies the customization requirements. After implementation pay attention to the final results and compares them with required outcomes. Only after the successful results you can close this activity.



In last he said that a successful implementation can only be achieved with the right mix of process, people, technology and culture.

The Trouble with Continuous Multi-tasking, and How to Avoid It.

“To do two things at once is to do neither” - Publilius Syrus,

By Gareth Byatt, Gary Hamilton, Jeff Hodgkinson

Picture the following scenario: you have gone into a “quiet room” such as your office or den to write a long-term program or project plan that you have been meaning to get to for several weeks. The plan requires your full concentration, and it has taken you say three plus weeks to get to because of short-term issues and urgent requests from others that have continually taken priority.

‘Today’ is the first day you have managed to budget or decided to set aside time to work on it. You are fifteen minutes into your task, but you find yourself struggling to concentrate on it. Your mind wanders. Then you see an email come into the Inbox on your computer and also your mobile device, which you have put on the desk in full view – both flash at you with the new message alert. Without thinking twice, you open the email, digest its contents and click Reply. Upon finishing your response, you check something loosely related to it that you were working on last week...and in the space of twenty minutes you are disconnected mentally from writing the plan you set yourself the task of completing today... does scenario this seem all to familiar?

Take a moment to consider how much of your time at work you spend responding to ad-hoc tasks while having multiple tasks in progress at once, and compare this to the time you spend on what you consider to be your most important tasks. Does the balance of what you do match up with how you want it to be?

It is arguably true that we are all faced with more and more pressures to multi-task, particularly given the ease today with which we can be contacted, and with which we can contact others. Tackling several tasks in parallel can give us a feeling of high productivity (after all, it means we are achieving several things simultaneously, right?), but if we continually multi-task we may end up lacking the appropriate level of focus on the “must do” or important tasks we need to complete, and we may find it difficult to concentrate fully on these specific tasks when we need to.

The more tasks we undertake simultaneously, the more we increase our cognitive workload as those tasks vie for our concentration. If we get ourselves into a loop of continuous multi-tasking, we run the risk of paying “continuous partial attention” to the activities we undertake (because we have many things milling around in our mind). In fact the numerous switching from small task to task, then refocusing on larger tasks again can cause un-factored delays to your overall productivity.

It is true that 90% of a Project Manager's job is communication, and project management requires us to wear many different hats, but that is not saying that we need to continually multi-task.

Much research exists into efficient ways of working. We do not propose to discuss such theory in this article; rather we wish to highlight some of the challenges of multi-tasking too much.

Here are a few suggestions to consider if you are faced with the challenge of "continuous multi-tasking":

- Before you start work each day, think about what your known "must do" and important tasks are, and set yourself a goal to achieve them – whilst accepting that you won't always be able to do everything, because unplanned things may arise that you urgently need to respond to, or other factors may impede your progress in your "target tasks" causing you to refocus on others. Don't confuse what's important or a "must do" with what's urgent, however.
- As you think about your tasks, take a few minutes to analyze and categorize your daily task list into A, B, and C priorities.
 - 'A's are your 'must do – critical' tasks that you know about, or potentially that crop up during the day. These need focus ahead of the B's.
 - 'B's are your 'should do - important' tasks. What you don't complete today might become the A's tomorrow.
 - 'C' are the 'nice to do – beneficial' tasks that can hold off a while, or that you can work on when the A's and B's are done or progressed as far as they can be.
- When you know you need to focus on something important, block out time in your diary (calendar) and if necessary let people who work with you know that you will be working on it (you may want to let certain people know how to contact you in an emergency or if something comes up that is urgent to respond to, and to leave this particular "communications channel" open to them).
- Try switching off your electronic and phone messaging tools when you work on important tasks (or keep one "emergency channel or tone" available for the few people who you will allow to contact you).
- Turn off or set you status as "Offline" or "Do not Disturb" on your instant messaging application so others are not likely to "ping" you.

- If you are in a room, hang a 'Do Not Disturb' or 'Priority Interrupts Only' sign outside. Or a 'Post-It' note will do fine. If you are home and the family is there, would you consider wearing your office badge around the house which signifies you're 'working' and invisible for the moment? You never know, it might keep you in a "work" frame of mind.
- When you have a complex or detailed task to undertake, know that it can take a while to get into the right frame of mind, so allow yourself time to "get into it". Try not to resist the temptation to veer off to "check new emails" and the like. If you have too, close Outlook or other email and take the phone off the hook.
- Remember that you choose the attention you give to any given task.

In conclusion, the challenge of multi-tasking is ever-present today. How we choose to allocate time to our tasks determines what we are able to get done. Striking the right balance between multi-tasking and focusing on singular, important tasks that we want to complete is a challenge for us all.

We hope that reading this short article has not distracted you from something you were working on...!

<p>About The Article Authors, Their Roles Their Plans, And Their Goals</p>	<p>Gareth Byatt, Gary Hamilton, and Jeff Hodgkinson are experienced PMO, program, and project managers who developed a mutual friendship by realizing they shared a common passion to help others and share knowledge about PMO, portfolio, program and project management (collectively termed PM below). In February 2010 they decided to collaborate on a five (5) year goal to write 100 PM subject articles (pro bono) for publication in any/all PM subject websites, newsletters, and professional magazines / journals. They have been translated into Arabic, French, Spanish, Portuguese, and Russian and published on websites in Australia, Brazil, Canada, France, New Zealand, Poland, Russia, UK, and the USA. Their mission is to help expand good program and project management practices by promoting the PM profession, to be a positive influence to the PM Community, and in earnest hope readers can gain benefit from the advice of their 60+ years of combined experience and expertise (and the expertise of co-authors who write with them on certain articles and subjects). Although all three are well credentialed, together they have the distinction in particular of being 3 of only 25 worldwide that hold the Project Management Institute's PMP®, PgMP®, and PMI-RMP®. Credentials. Gary and Jeff have all five (5) of the PMI 'family of credentials'.</p> <p>Along with writing articles, each also champions a role in the overall writing program collaboration process:</p> <ul style="list-style-type: none"> → Gareth manages all requests for additional guest author collaborations → Gary manages the article development tracking and readership metrics → Jeff manages the article distribution and new readership demographics <p>Each can be contacted for advice, coaching, collaboration, and speaking individually as noted in their bios or as a team at: Contactus@pmoracles.com</p>
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New Chapter Members!

At your earliest opportunity, please extend a warm welcome to the following new members of the PMI Lahore Chapter.

1	Mr. Abdul Aleem, PMP
2	Mr. Abdul Aziz Khan
3	Mr. Basharat Rasool Memon
4	Mr. Ijlal Haider
5	Mr. Irfan Ahmad
6	Mr. Jahanzaib Haroon
7	Mr. Kamran Ahmad Virk
8	Mr. Khalid Abbas Gondal
9	Mr. Muhammad Ali Khan
10	Mr. Muhammad Fahad
11	Mr. Muhammad Khan Tahir
12	Mr. Muhammad Sauood Rauf
13	Mr. Muhammad Sulman Chaudhary
14	Mr. Muhammad Tahir Mujtaba
15	Mr. Muhammad Waseem
16	Mr. Nabeel Akmal Qadeer
17	Mr. Sajjad Zahid Sheikh
18	Mr. Saqib Khalil
19	Mr. Syed Anwaar Hussain Shah, PMP
20	Ms. Tooba Arshad
21	Mr. Umar Saeed
22	Mr. Wajih Nadeem Qamar
23	Mr. Yasir Riaz, PMP
24	Mr. Zia Khaliq



New PMPs

Congratulations to following individuals in Lahore Chapter who recently achieved their PMP Certification!

1. Mr. Nazir Ahmed, PMP
05-Dec-2010
2. Mr. Amir Yaqoob, PMP
13-Dec-2010
3. Mr. Faisal Khalid, PMP
13-Dec-2010
4. Mr. Salman Ali Chaudhry, PMP
22-Dec-2010
5. Mr. Zubair Mahmood Bajwa, PMP
27-Dec-2010

Course 5927: Microsoft Office Project 2007, Managing Projects

Length	3 days (15 PDUs)
Dates	7-8-9 March, 2011
Technology	Microsoft Office Project 2007
Course Fee	Rs. 18000/- Per Participant. Rs. 16500/- for PMI Member/PMP Training Participant.
Delivery Method	Instructor-led (classroom)

About this Course

This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans.

This is the first course in the Microsoft Office Project 2007 Official Curriculum series and serves as the entry point for other Microsoft Official Curriculum (MOC) courses covering Microsoft Office Project 2007 and the Microsoft Enterprise Project Management (EPM) 2007 Solution.

Audience Profile

This course is intended for both novice and experienced project managers and schedulers. These individuals are involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of Microsoft Office Project. A familiarity with key project management concepts and terminology is recommended as well as basic Windows navigation skills.

At Course Completion

After completing this course, students will be able to:

- Get started with Microsoft Office Project 2007.
- Create and define projects.
- Work with estimates and dependencies.
- Work with deadlines, constraints, and task calendars.
- Work with resources.
- Predict behavior by using task types and the scheduling formula.
- Customize and format Microsoft Project views.
- Analyze resource utilization.
- Track progress.
- Create project reports that analyze project, resource, and task data.



Learning Solutions
Information Worker Solutions
Licensing Solutions

Certification Path

MCTS (Microsoft Certified Technology Specialist)

MCTS: Microsoft Office Projects 2007, Managing Projects

- Exam 70-632: TS: Microsoft Office Project 2007, Managing Projects

MCITP (Microsoft Certified IT Professional)

For Nominations:

| Farooq Afzal || Chapter Coordinator || PMI Lahore Chapter || Email: coordinator@pmilhr.org.pk |
|| Ph # 0333-4475828, 042-35753298 || www.pmilhr.org.pk ||



PMI National Project Management Conference, Pakistan

Making Project Management Indispensable for Business Results
9th & 10th April, 2011. Holiday Inn, Lahore

PMI NATIONAL PROJECT MANAGEMENT CONFERENCE 2011: REGISTRATION FORM

- Please send/email this completed registration form no later than 5:00 P.M. on or before 5th April, 2011.
- Participant will get 12 PDUs.
- Inclusive of Lunch & Tea

REGISTRATION INQUIRIES? Phone: |0333-4475828| |042-35753298| Email: coordinator@pmlhr.org.pk

Attendee Information

First Name: _____

Name on Badge: _____

Last Name: _____

Designation: _____

Company: _____

Address: _____

PMI Membership No _____

Main Contact: _____

Email: _____

Registration Fees

Local Participants

- PMI Member (Rs. 3000)
- Non PMI Member (Rs. 6000)

PMI Membership No _____

Foreign Participants

- PMI Member (USD 50)
- Non PMI Member (USD 100)
- Accommodation/night (USD 100)

Payment

- Cash
- Online Payment Ref: _____
- Cheque

Please email transfer slip/online confirmation

Comments/Special Need:

For online transfer:

Bank: MCB Bank
Branch: Stock Exchange, Lahore (1392)
Account Name: PMI Lahore Chapter
Account no. 139201010044177



Upcoming Events

- ✓ Project Management Seminar
- ✓ PMP Certification Test Preparation Course 21-25 February, 2011
- ✓ National Project Management Conference, Pakistan 9th & 10th April, 2011

PMI Lahore's PMP Certification Test Preparation Course

Course Outline

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communication Management
8. Project Risk Management
9. Project Procurement Management

Course Deliverable

1. PMBOK™ 4th Edition worth of \$65
2. PMP® Exam Questions Booklets
3. PMI Lahore Resource Book
4. Participation Certificate by PMI Lahore Chapter as a Global Registered Education Provider (REP) of PMI
5. 35 Professional Development Units (PDUs) accepted by PMI, USA

Course Fee

Course fee is 30,000/- per participant. PMI Lahore Chapter members will be provided discount of 3,000/- and for them the course fee is 27,000/- per participant.

Upcoming Course

21-25 February, 2011

Nomination may be sent to:

Farooq Afzal

Chapter Coordinator

PMI Lahore Chapter, 259 Upper Mall, Lahore

Email: coordinator@pmlhr.org.pk

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