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# The Messenger

May 2017

## A Letter from Kim

I can't believe summer is almost here! In just a few more weeks, school will be out, my kids will be home, and the summer chaos begins. Two of my kids are finishing soccer season, one is starting baseball season, and all will be in swimming lessons. Of all our summer activities, one of my absolute favorites is our church's Vacation Bible School. For three hours a day for five days, we get to love on kids. For the past seven years, I've been in charge of our VBS. I have to make sure that there are teachers for all the classes, everyone has the curriculum and supplies they need, and everyone knows what they're supposed to do. Even though my church family doesn't realize it, I use human resource management on them each year!

As you'll read below, there are three major parts to HRM: organizational planning, staff acquisition, and team development. Before I begin recruiting volunteers for VBS, I have to be organized. I need to know what classes we need, order the curriculum, create a daily schedule, and prepare the marketing. Then it's time to acquire my staff. While most of our congregation volunteers for the places they want to serve, there are times when I specifically ask someone to help in a particular area because I know they have the best skills. Once all my positions have been filled, I must develop my team. We've been doing VBS for so many years, most of us are old pros at how things run. Each year, however, I do have new people who have never before helped. I work with them so that they know what to expect during the week and so that they feel comfortable leading their group. I also make sure that everyone knows I'm available to help with any problems that arise. So you see, project management isn't just for the workplace. It can also be used for volunteers who want to love on kids for a week.



## Choosing the Best Team for Your Project

Human Resource Management is needed everywhere. At home, at the office, and especially when working on a project with a group of people. Using human resources during a project requires getting the most effective use of the people involved with the project. This includes everyone associated with the project: sponsors, customers, partners, and individual contributors.

There are three major aspects of project human resource management: organizational planning, staff acquisition, and team development.

### Organizational Planning

Organizational planning identifies, documents, and assigns project roles, responsibilities, and reporting relationships. Before the project begins, all roles and responsibilities should be designated. This will cut down on any confusion after the project starts. Each team member will know what is expected of him or her and will be able to follow through on the assigned tasks. Having a staff development plan and an



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# Choosing the Best Team for Your Project continued

organizational chart will also decrease uncertainty and conflict. A staff development plan describes how and when human resources will be brought onto and taken off the project team. An organizational chart is a graphical way to breakdown the project reporting relationship. It diagrams who is to report to whom. There will not be any question as to the chain of command with a detailed organizational chart. Good organizational planning also includes any supporting documents needed to outline each job description or any training needs.

## **Staff Acquisition**

Staff acquisition is the process of getting the necessary human resources assigned to and working on the project. Choosing the correct people for a project is almost as important as the project itself. Without a knowledgeable team, the project will be much more difficult. Some things to consider when picking your team are previous experience, personal interests, personal characteristics, availability, competencies, and proficiencies. Your resources for finding team members are endless. They may come from negotiations with managers and other project teams, pre-assignment from another project, or even from outside the organization. You will also need to determine whether each team member will be working on the project full- or part-time. Thinking ahead of the ideal team members will save you valuable time later.

## **Team Development**

Team development includes developing individual and group competencies to enhance project performance. By coming together as a true team, the project will be more successful. Team development can be achieved in a variety of different ways: team building activities, general management skills, reward and recognition systems, collocation or frequent face-to-face meetings, and training.

Significant improvements in team morale will cause an increase in team mentality. If there has been proper team development, your project will run with the epitome of efficiency and quality. You will see performance improvements, improvements in individual skills, improvements in team behaviors, as well as improvements in either individual or team competencies.

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## **Truth**

**Two are better than one  
because they have a good  
return for their labor.  
Ecclesiastes 4:9**

**Be kind to one another,  
tenderhearted, forgiving  
one another, as God in  
Christ forgave you.  
Ephesians 4:32**

**The nice thing about  
teamwork is that you always  
have others on your side.  
Margaret Carty**

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# STUDENT Spotlight

We want to recognize students who have successfully passed the PMP® Exam.

What is your favorite food & movie?

**Candy & Goodfellas**

What are your hobbies?

**Reading, working out, eating, running, cooking, yoga, being awesome**

## Congratulations, Nora Canzoneri!

*Please write a recommendation about our class.*

**Keith did an awesome job highlighting key concepts and pulling out buzz words. I read the PMBOK® Guide before class, but it was so much to digest. Keith broke it down and put the lingo into terms I could actually use to pass the exam!**

*What was the best thing about the PMP® Exam Prep Boot Camp?*

**Getting to know some new PMs from the company, hearing Keith's stories, flexing my vocab skills.**

*How do you think the PMP® Certification will help your career?*

**My background is in communications, so having the PMP® certification with my OCM background gives me good perspective from two sides of the organization.**

## Just For Fun

### Word Bank

BEHAVIORS  
DEVELOPMENT  
EXPERIENCE  
IMPROVEMENT  
KNOWLEDGE  
MORALE  
PLANNING  
RELATIONSHIP  
REWARDS  
SUCCESS  
TEAMWORK  
TRAINING

I	M	P	R	O	V	E	M	E	N	T	P	E	G	M
G	D	W	K	N	R	F	E	G	N	I	S	X	N	O
L	K	E	H	R	B	E	N	Q	H	M	P	P	I	R
W	D	G	V	P	O	I	W	S	G	Z	V	E	N	A
R	Q	I	T	E	N	W	N	A	B	G	G	R	N	L
N	B	U	L	I	L	O	M	E	R	D	F	I	A	E
Y	N	I	A	N	I	O	H	A	I	D	L	E	L	Q
R	A	R	K	T	T	A	P	P	E	U	S	N	P	W
Q	T	K	A	C	V	R	A	M	C	T	Z	C	P	X
O	L	L	Z	I	S	U	C	C	E	S	S	E	Q	Z
S	E	S	O	V	K	M	K	Y	P	N	I	X	W	B
R	M	R	W	S	L	A	Y	C	Y	V	T	R	L	J
L	S	E	G	D	E	L	W	O	N	K	H	Q	D	O
B	Y	K	G	O	D	A	A	Q	X	A	N	A	K	V
F	X	I	Q	I	A	V	Y	H	S	B	I	C	O	U

**THE MATHIS GROUP**  
wants to help you acquire the  
best team for your projects.



Give us a call to find out how.  
**800-224-3731**

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

“Teamwork is so important that it is virtually impossible for you to reach the heights of your capabilities or make the money that you want without becoming very good at it.” Brian Tracy

“Teamwork - A few harmless flakes working together can unleash an avalanche of destruction.”  
Larry Kersten

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