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The Messenger

November/December 2017

A Letter from Kim

Goals are an important part of being successful. Personal goals. Professional goals. Setting goals will continually give you something for which to strive and a direction to follow. Knowing where you're headed will keep you moving forward and will give you a target to hit. We all know that distractions creep up on us along the way. When you keep sight of where you want to be and the unexpected happens, it usually won't affect us the same way it would if we completely focused on the unplanned.

Goals are especially important for project managers. PMs have a long list of activities and resources they're in charge of and having a specific direction is beneficial. If they lose sight of their goal, projects will be late and cost more than anticipated. Let's look at five goals every project manager should have.



Goals of a Project Manager

Finish on Time

I know, this sounds so simple, but if you've ever worked on a project, you know how hard this is to actually accomplish. So many things come up or go wrong during the life of a project that it can be difficult to keep the original schedule. The key to finishing on time is to watch the scope of your project. Don't allow scope changes make your project creep a direction that's different from the original. Creating a Change Control Board to approve all changes will help control scope management. Have frequent status meetings for updates on progress.

Finish on (or Under) Budget

This sounds like another common sense goal, but it's hard to keep a project on budget. Using a Work Breakdown Schedule in conjunction with a Cost Estimate will help create an accurate budget. As a project is broken down, each task must have an estimated time frame and cost to justify its completion. This is done not only to help schedule the project, but also to make sure there is no hidden time or money which might hurt time sequencing in the future or the budget. There are times, however, when it's impossible to not spend more than was budgeted on a particular item. When this happens, get creative in ways you can spend less than budgeted somewhere else.



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Goals of a Project Manager continued

Meet Requirements

Before the project begins, have a detailed meeting with your customer to set the project's requirements. Obtaining the information as early as possible will set project parameters in the shortest amount of time. These requirements should be as detailed as possible from the very beginning. Waiting to do the interview last is a sure way to have wasted effort and to miss the real goal of the project.

Keep Your Customers Happy

Throughout the course of the project, your customer's requirements or expectations may change. You may do everything according to the original plan, but if the customer's plan changed and you didn't follow the new plan, you will have an unsatisfied customer on your hands. Having regular meetings with the customer will keep him or her informed on how the project is progressing. In turn, he or she will be able to tell you of any changes that need to be made. Keep the dialog open and honest about how things are going.

Keep Your Team Happy

If your team isn't happy, it's almost a guarantee that the project will be late. Negativity leads to low motivation for team members to do their best. You should keep your team in the loop of how the project is progressing and any changes that are being made. No one likes to spend time doing a task, only to find out that task was unnecessary because of an uncommunicated change. Frequently reward and recognize your team publicly for a job well done. Everyone likes to know their work is being appreciated. If your team has had a good experience on this project, the chances are they'll do a good job on the next one.

Striving for these five goals will make a huge difference in how your projects run. You will find that there are fewer missed dates, over extensions of time and money, and you will have happier customers and team members. While it will be easier on some projects than others to achieve each of these, the objective should be to do your best in each area.

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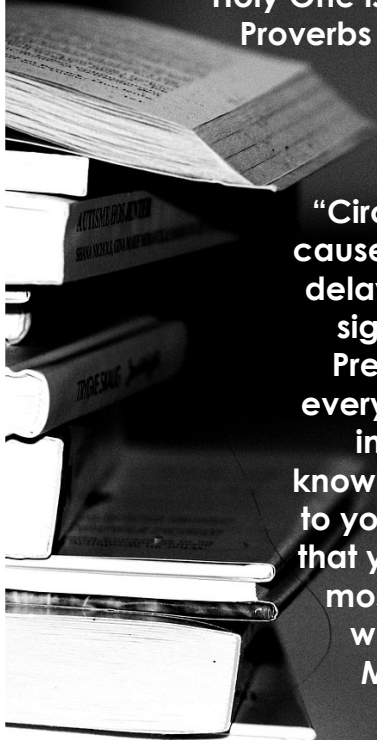
Nov 6-9	Overland Park, KS
Nov 13-16	Virtual
Dec 5-8	St. Louis, MO
Dec 11-12 & 18-19	Virtual
Feb 5-8	Overland Park, KS
Feb 20-23	St. Louis, MO
April 9-12	Overland Park, KS
April 23-26	Jefferson City, MO
May 7-10	Springfield, MO
June 4-7	St. Louis, MO
Aug 20-23	Overland Park, KS
Sept 10-13	Springfield, MO
Sept 24-27	St. Louis, MO
Oct 15-18	Topeka, KS
Nov 5-8	Overland Park, KS
Dec 3-6	St. Louis, MO

*Visit www.themathisgroup.com
for more dates!*

YOU PASS OR WE PAY

Truth

Give instruction to a wise man, and he will be still wiser; teach a righteous man, and he will increase in learning. The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is insight.
Proverbs 9:9-10



"Circumstances may cause interruptions and delays, but never lose sight of your goal. Prepare yourself in every way you can by increasing your knowledge and adding to your experience, so that you can make the most of opportunity when it occurs."
Mario Andretti,
racing driver

STUDENT

Spotlight

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

What is your favorite food?

Steak

What is your favorite movie?

Predator

How could we make our class better?

The class is fine as is; just make sure Dr. Mathis travels as much as possible to ensure that he has even more stories to share.

Congratulations, Terry Barnes!

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

Now that I have the certification I will be more marketable for my company. This will open up more opportunities for myself to practice the knowledge learned over the course of the boot camp and through self study. Another main goal is to increase my salary which will help me provide for my family.

What was the most challenging thing about the Boot Camp?

Understanding the inputs and tools and techniques. It took some time to see the patterns but once they sunk in it made it easier to narrow down the multiple choice test questions.

Please write a recommendation about our class.

I love the way Dr. Mathis teaches. His stories are infectious and help to cut the monotony of the difficult material. The numerous tests taken each day and the test required for homework really gets the student into the right mindset. The four hour PMP® test is no joke but the Mathis Group has done their homework and knows the best techniques to prepare their students for success!

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

The numerous tests were a big help in learning the material and the definitions. Both force the student to begin to understand the material vs simply memorizing and regurgitating.

Just For Fun

**Need to add some humor to Thanksgiving dinner?
Here are some jokes the kids will love!**

Q: What do you use to mend a jack-o-lantern?

A: A pumpkin patch.

Q: Who helps the little pumpkins cross the road to school?

A: The Crossing Gourd.

Q: What do you get when you divide the circumference of your jack-o-lantern by its diameter?

A: Pumpkin Pi.

Q: I'm tall when I'm young, I'm short when I'm old, and every Halloween I stand up inside jack-o-lanterns. What am I?

A: A candle.

Q: If money really did grow on trees, what would be everyone's favorite season?

A: Fall.

Q: What do you get when you drop a pumpkin?

A: Squash.

Q: What happened when the turkey got in a fight?

A: He got the stuffing knocked out of him.

Q: What did one leaf say to another?

A: I'm falling for you.

Q: Why are all Superman costumes tight?

A: They're all size S.

Q: Why do birds fly south in the Fall?

A: Because it's too far to walk.

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