



A WOMAN-OWNED SMALL BUSINESS

800-224-3731

wanda@themathisgroup.com
keith@themathisgroup.com
kim@themathisgroup.com
www.themathisgroup.com

9515 N SPRING VALLEY DR
PLEASANT HOPE, MO 65725

FAX 417-759-9110

The Messenger

Nov/Dec 2020

A Letter from Wanda

Project goals keep the focus on what is most important. However, on some teams these primary goals are lost amidst their meeting's activities. Make sure each meeting is structured to move the project forward. Even if the progress is only inches rather than by huge leaps, the team must be pushing the project forward as quickly, safely, and reasonably as possible.

Here are five goals of every project.

1. Finish the project within the scheduled timetable.
2. Finish the project within the scheduled budget.
3. Finish the project with the same level of quality.
4. Finish the project within the specified guidelines.
5. Do the best you can with you have been given.

To help attain these goals, create clearly defined objectives to give a clear path to accomplishing them. Let's also look at six reasons why project objectives are important.



How Important are Project Objectives?

Objectives must support the project goal's mission

Interviews set the tone for what will happen during your project. Acquiring correct information in a thorough interview establishes relevant objectives to meet the goal of the project. Sometimes you must ask hard questions to discuss the bottom line. Remember, you are in charge of asking questions, and if you are not obtaining beneficial information or if you simply do not understand, you need to rephrase the question. Sometimes it is even good to ask, "What would be good to know about this project that I have not asked you?" The customer will expose extra information that is almost always helpful.

Objectives must have some way of being measured

Evaluate your project's core objectives; make sure they can be measured for completion. Often, objectives will focus on improvements but with little specifics for measuring progress. It is human nature to want to see success. Do not set your team up for failure with objectives which are too



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How Important are Project Objectives? continued

large or unclear. These cannot be measured and will only cause frustration and ultimately hurt morale for future projects.

Objectives must have a deadline set for achievement

Don't throw out a time or date. If you are just picking a date from the air, then you are doing nothing any different from those who create a project plan without information. Make sure you consider all the issues the project and project team are facing. Many objectives will have only a brief statement while others will be numbered with detailed subpoints.

Objectives give team members authority

Authority can be defined as the power, right, and stamp of approval to make decisions. By making an assignment to a specific person, it will become a high priority. Do not be afraid to give people a series of tasks which all support a larger piece of the project. By delegating pieces, it is easier to control and advance the project. Remember, though, people need authority to run their portion of the project. Authority demonstrates trust in that person and gives the freedom to make a certain range of decisions.

Objectives need to be documented

Documentation will keep you and your team focused on the project. It will help clarify where you have been and in what direction you are headed. Yet, documentation seems to be one of the weakest areas on all project teams. We often close out a project with little or no documentation which means no new ideas, processes, or best practices to pass on except what we have kept logged in our memory. It is important to maintain a register for all projects of what has been discovered to provide valuable information for future projects.

Objectives drive the project forward

Driving the project forward is accomplished by having action plans and assignments throughout it. This should include detailed implementation plans. You also must decide how you will measure each objective or deliverable. This forces you to create progress indicators throughout the project for measuring.

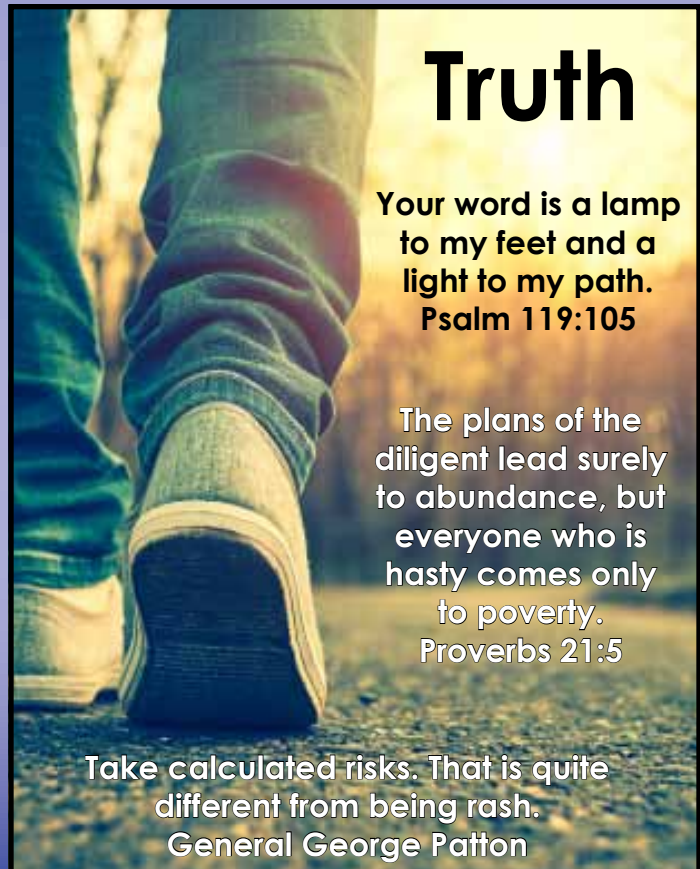
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2020-2021 BOOT CAMP DATES

- December 7-10 - Live, Virtual PMP®
- February 8-11 - Live, Virtual PMP®
- April 19-22 - Live, Virtual PMP®
- May 12-14 - Live, Virtual PMI-ACP®
- June 7-10 - Live, Virtual PMP®
- August 23-26 - Live, Virtual PMP®
- October 12-15 - Live, Virtual PMP®
- November 8-10 - Live, Virtual PMI-ACP®
- December 6-9 - Live, Virtual PMP®

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YOU PASS OR WE PAY



Truth

Your word is a lamp to my feet and a light to my path.
Psalm 119:105

The plans of the diligent lead surely to abundance, but everyone who is hasty comes only to poverty.
Proverbs 21:5

Take calculated risks. That is quite different from being rash.
General George Patton

STUDENT Spotlight

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

What is your favorite food?

Pizza

What are your hobbies?

Reading mystery novels, gardening, scrapbooking

Congratulations, Denise Voss!

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

Meeting other individuals with like-minded goal of enhancing their knowledge and expertise through attaining the PMP® certification.

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

Currently, having the PMP® credential will likely open doors to new opportunities, while at the same time, the certification carries an inherent acceptance of PM knowledge and expertise of the PM profession.

What was the most challenging thing about the Boot Camp?

Long hours each day in class followed by the homework due each night!

Please write a recommendation about our class.

The PMP® boot camp was certainly thorough in not only covering the entire PMBOK®, but in addition, delved into other sources of PM expertise through other sources. The Mathis Group is very focused on your success in passing the PMP® exam. I would highly recommend The Mathis Group to anyone wanting to prepare for and pass the exam. I have never worked with a group of people so interested in my success! AWESOME!!!

Just For Fun

Holiday Puns

- Let's give 'em pumpkin' to talk about.
- You're the belle of the (Butter)ball.
- My family told me to stop telling Thanksgiving jokes, but I said I couldn't quit cold turkey.
- Stop, drop, and pass the rolls!
- Bread-y or not, here I crumb.
- Nobody puts gravy in the corner.
- I only have pies for you.
- Knock, knock! Who's there? Arthur.
Arthur who? Arthur who? Arthur who? Arthur who? Arthur who? Arthur who? Arthur who?
- Piece out. (As you take off with leftover pie)

- You sleigh me.
- But wait—there's myrrh.
- The Christmas alphabet has noel.
- All the jingle ladies, all the jingle ladies.
- A mistle-toast to the holiday season.
- I love you from head to mistletoe.
- Christmas has me feeling extra Santa-mental.
- A round of Santa-plause, please.
- We have great chemis-tree.
- These decorations are tree-mendous.

Who doesn't love pun-y jokes?! As you're sitting around the table this holiday season, get ready for some eyeROLLS with these great puns!

2021 LIVE, INSTRUCTOR-LED, VIRTUAL CLASSES

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FEBRUARY 8-11

APRIL 19-22

JUNE 7-10

AUGUST 23-26

OCTOBER 12-15

DECEMBER 6-9

PMI-ACP® BOOT CAMPS

MAY 12-14

NOVEMBER 8-10

For more dates and information, go to
www.themathisgroup.com/virtual

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AUTHORIZED TRAINING PARTNER



We are excited to announce that we've completed all the steps to become an Authorized Training Partner (ATP) with Project Management Institute (PMI)! We're one of the first organizations in the country to complete the application and training required for potential ATPs. The ATP partnership is replacing PMI's REP program. Beginning in 2021, PMI will require that any business that teaches PMP Exam Prep Boot Camps be an ATP.