



Volunteer Day

Date: 24th February 2018

Theme: What did I get out of it

Agenda

- **8:30** **Registration, welcome and coffee**
- **9:00** **Recognition by PMI for each volunteer**
- **9:30** **Presentations by volunteers on the theme**
- **10:00** **Presentation on existing and new initiatives**
- **10:30** **Coffee break & networking**
- **11:00** **Tooling for volunteers**
- **11:15** **Parallel sessions for GROW and other initiatives**
- **12:15** **Lunch**
- **13:30** **Round up and closing**



Volunteer Day

Introduction

Introduction

20 Years

PMI Belgium chapter


Thanks to

Thousands of Volunteering Hours

A vision of volunteering



IT'S NOT HOW
GOOD YOU ARE,
IT'S HOW **GOOD**
YOU WANT TO BE.

Goodwilliness =
APPRECIATION 

Introduction

- What is a volunteer
 - People from all walks of life, all ages and stages
 - They have the desire to make a difference to their community – and in their own life – by giving some of their time
- Why do people volunteer within the PMI Belgium Chapter:
 - Give back to the profession
 - Earn PDUs
 - Get experience for future job certification
 - Network for current and/or future job
 - Get new skills that current job doesn't require (leadership)
 - Social reasons
 - Prestige

Volunteer Management Model

1

- <4 hours/m
- One Off

2

- <10 Hours/m
- Team Leads/
PM

3

- Yearly comm
- Stream lead
/Staff

4

- 2 yr election
- VP

Guidelines
under
elaboration

Volunteer Engagement Process

- Declaration of Interest in Volunteering
- Presentation of the different possibilities of Volunteering
- Offer of a Volunteering position
- Starting the Volunteering position
- Sign the Volunteer Expectations Guidelines Agreement



Volunteer Day

Volunteer recognition

Recognition by PMI for each volunteer



Disclaimer: People receiving a certificate have been selected based on the activities in 2017 (Board members of 2017 excluded), but we could have made a mistake. Please let us know.



Volunteer Day

Presentations by volunteers

Presentations by volunteers on the theme

- Personal experience (Ioanna)
- Personal experience (Inci)
- GROW testimonial (Michel)



Volunteer Day

Date: 24th February 2018

Theme: What did I get out of it

By Ioanna Stefanou

My professional status



My new profession...volunteering!



What did I get out of it?

TRIPLE “C” BENEFIT

“CONNECT”

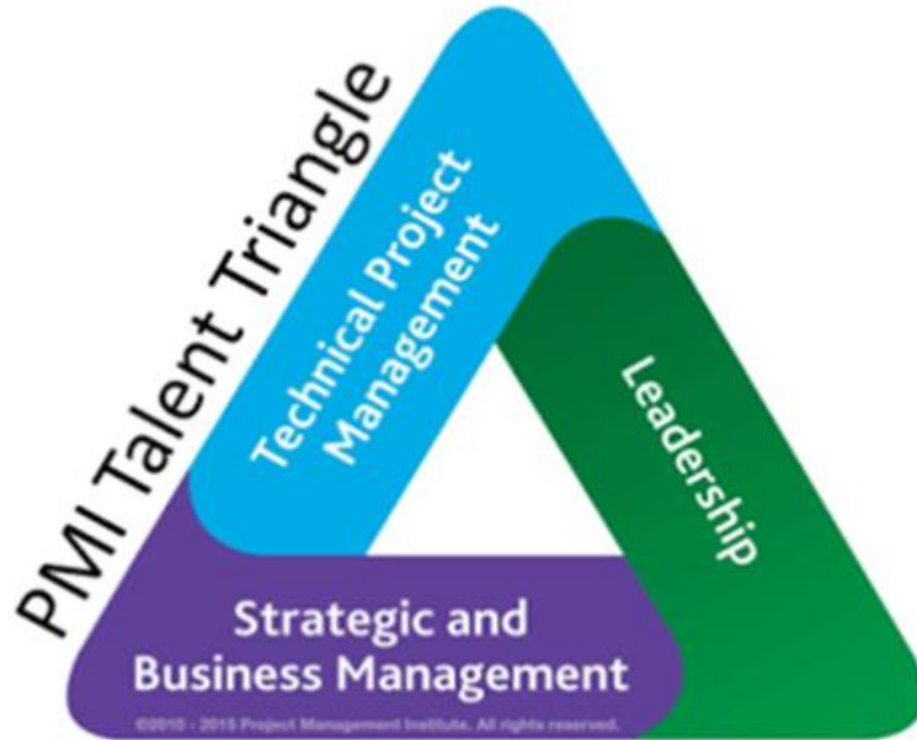
“COLLABORATE”

“COMMUNICATE”



with peers, professionals and leaders

Why is this important?



Upskilling

What can YOU get out of it?

Are you in search of:

Creativity and passion?

Knowledge and relationship “building”?

Experience and expertise sharing?

Then.....Welcome to **PMI Belgium**



Thank you!

VUB Today

News from VUB, University of Brussels



[English](#)

I discovered hidden strengths in myself

Ionna Stefanou is enjoying every minute of her volunteering

LAATST GEWIJZIGD: 23 JANUARI 2017

CAMPUS LIFE

IN THE PICTURE





Volunteer Day

Date: 24th February 2018

Theme: What did I get out of it

By Inci Bolukbasi Dil

Why “Volunteering for PMI Belgium Chapter”

- Meeting the other PMI Belgium Volunteers
- Participating to a self organised community
- Enjoying a true geographically distributed virtual international team
- Gaining a non-corporate experience in a professional manner
- Effective Networking opportunities
- Being together with like-minded people
- Always at your own pace
- “Fun”
- Improving time management skills
- Many nice memories

Organization Team

The organization of the PM Fair is a huge project with varied tasks that requires many skilled hands from start to finish, in order to deliver a high class congress. This important annual event is realized with the help of a dedicated team of volunteers. We are looking for more volunteers to join our passionate PM Fair 2017 team.

Volunteering with PMI can provide you with opportunities that enable you to share your knowledge and experience with other professionals. It will give you a global perspective of how project managers work in various industries. It will also help you to further strengthen your project management skills.

If you wish to join our enthusiastic team, please contact info@pmfair.org.



Damien Carman
PM Fair PM



Arja Vandenbergh
PM Fair PM



Christine Dassy
Venue, Team Leader
Content Leader



Ramika Aji
Communication, Team Lead



Parisa Golshan
Communication



Ino Bokharaei
Quality



Dorian Tolon
Quality



Kumar Hiremath
Quality, Team Leader



Abayomi Okowo
Risk



Gregor Nicolas
Entertainment, Team Lead



Peter Magoola
Entertainment



Giovanni Guzzo
Content



Andree Ann Marsan
Sponsoring



Dorte Danielson
Sponsoring Team Leader





Volunteer Day

Date: 24th February 2018

Theme: A mentor experience

→ What did I get out of it ?

micheel vanbrabant

GROW testimonial : *My Motivation as mentor*

- Logical continuation of my consulting business
- Keeping up to date in the PM world

GROW testimonial : *My Motivation as mentor*

- Logical continuation of my consulting business
- Keeping up to date in the PM world
- Sense of usefulness
- Giving back a little bit of what I received in life

GROW testimonial : *My Motivation as mentor*

- Logical continuation of my consulting business
- Keeping up to date in the PM world
- Sense of usefulness
- Giving back a little bit of what I received in life
- Fulfilling a social role
- Helping PMI BE

GROW testimonial : *My Motivation as mentor*

- Logical continuation of my consulting business
- Keeping up to date in the PM world
- Sense of usefulness
- Giving back a little bit of what I received in life
- Fulfilling a social role
- Helping PMI BE
- Facing a new challenge
- Using my retired free time

GROW testimonial : *Associated risks ...*

- Mismatch of personalities
- Disagreement on process

GROW testimonial : *Associated risks ...*

- Mismatch of personalities
- Disagreement on process
- Either too much, either not enough
- Misunderstandings

GROW testimonial : *Associated risks ...*

- Mismatch of personalities
- Disagreement on process
- Either too much, either not enough
- Misunderstandings
- Failure of the relationship ...
- Unachievement of objective(s)

GROW testimonial : *Our process ...*

- Listening and talking again & again ...
- Learning to know each other

GROW testimonial : *Our process ...*

- Listening and talking again & again ...
- Learning to know each other
- Establishing the objectives
- Sharing relevant mutual experiences
- Focusing on soft skills

GROW testimonial : *Our process ...*

- Listening and talking again & again ...
- Learning to know each other
- Establishing the objectives
- Sharing relevant mutual experiences
- Focusing on soft skills
- Progressing towards the objective
- Achieving success

GROW testimonial : *Outcome ...*

- A learning curve (*for both*)
- Some better knowledge of the job market (*for the mentee*)
- A friendly relationship (*mentor-mentee*)
- A new professional challenge (*for the mentee*)
- An objective met (*for both*)

GROW testimonial : *What I did get out of it ...*

- A better understanding of another culture (*of the mentee*)
- Mutual sharing of experience

GROW testimonial : *What I did get out of it ...*

- A better understanding of another culture (*of the mentee*)
- Mutual sharing of experience
- Keeping “in the movement” (*as retired person*)
- Exercise of my PM soft skills

GROW testimonial : *What I did get out of it ...*

- A better understanding of another culture (*of the mentee*)
- Mutual sharing of experience
- Keeping “in the movement” (*as retired person*)
- Exercise of my PM soft skills
- Another friend
- Satisfaction of contributing to the success of others
- Satisfaction of contributing to PMI Belgium’s Development



Volunteer Day

Initiatives: Existing and New

Presentation on existing and new initiatives

- Existing initiatives
 - PMFAIR
 - Chapter events
 - Satellite events
 - GROW
 - VDAB
- New initiatives
 - Community of Practice (COP)
 - Study groups (CAPM, PMP, PMI-SP, PMI-RM, PMI-ACP, PMI-PBA, ...)
 - Customer Satisfaction Survey / Net Promotor Score (CSAT/NPS)



Volunteer Day

Date: 24th of February 2018

Events presentation

Christine Dassy

Types of Events

- Satellite Events
- Chapter Events
- PMFAIR

1. Satellite Events

- Organised per region
- 1 event per year min (in function of availability of volunteers)
- Concept:
 - To find a coffee/pub/restaurant
 - 1st drink offered by PMI
 - Possibility dinner together (at individual costs)
 - Informal networking
 - Small presentation/workshop possible
 - Organised in the local language
 - To meet the members of his own region

Satellite Events Agenda

- 29/05 – CMAST (Heverlee)

2. Chapter Events

- 6 events per year + 1 yearly event (PMFAIR)
- Principally hosting by sponsors
- Presentation/workshops/games
- Closure with a networking drink

Chapter Events Agenda

- 22/01 – 1st Chapter Event = NY Event
- 08/03 – 2nd Chapter Event (@CMI – Seraing/Liège)
- 19/04 – 3rd Chapter Event (@ISF – Tervuren)
- 05/06 – 4th Chapter Event (@AE – Heverlee/Leuven)
- 12/09 – 5th Chapter Event (tbc)
- **05/10 – PM FAIR**
- 22/11 – 6th Chapter Event (tbc)

How to organise Satellite/Chapter Events?

- To find volunteers
- To find a location
- To find an animation (presentation, workshop, game, ...)
- 4-6 weeks before the event: to open the registration based on planning proposed by the volunteer(s)
- In parallel: publication in a newsletter and on our website
- Closure of the registration: Event-2days



3. PMFAIR 2017: Volunteers



One Again a Successful PMFAIR 2017

- 209 Participants
- On budget (Balance +1328€)



PMFAIR 2017: Market Place



What's the PMFAIR?

- Yearly event of the PMI Belgium Chapter
- 19th edition
- International/national speakers
- Mix between classical presentations and Market Place
- Organisation team: different workstreams

- Venue & Catering

- Entertainment

- Content

- Quality

- Market Place

- Sponsoring

- Marketing & Communication

- Finance

Workstreams: keywords



- Associate: right hand, meeting minutes, back-up
- Venue: facilities, logistic, catering, hotel, at the material level
- Content: contact with the speakers, day planning, linked to the Market Place
- Market Place: stands, booths, clients, exhibition, animation, linked to the Content
- Marketing & Communications: social media, newsletters, mailing, website, promotion

Workstreams: keywords(2)



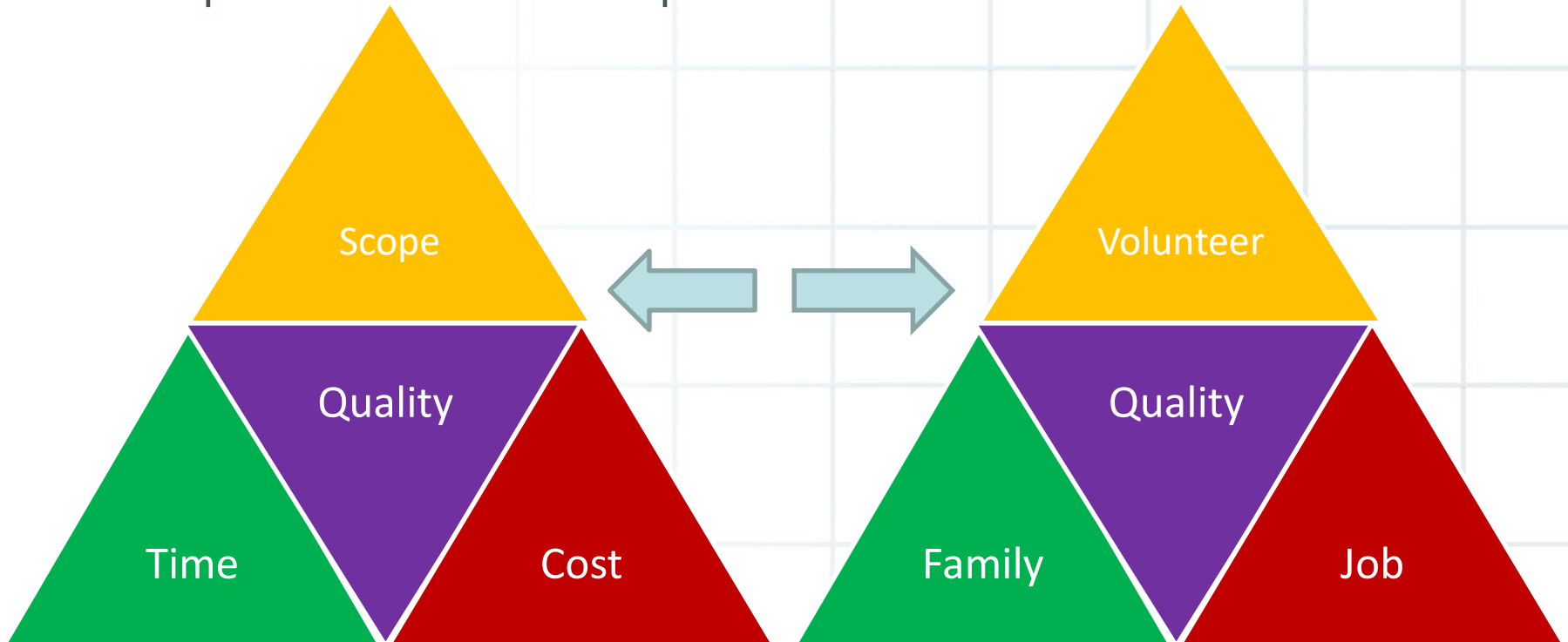
- Entertainment: people oriented: registration, confort of attendees, welcome, smooth, to show the way. From the welcome to goodbye
- Quality: check of documents, in good English, review lay-out
- Sponsoring: brand positioning
- Finance: work to do inter-chapters, keep track on to avoid big differences with the budget plan

What is a volunteer of the PMFAIR?

- People from different ages, cultures, way of life
- Ready to collaborate during 9 months
- Happy to participate to our great event
- Honest: if no time anymore => to inform the team rapidly
=> we can find a plan b
- 2 kinds of role:
 - Core team: involved since the beginning till the D-Day
 - Running day team: involved only the day of the event (to attend also a meeting in August/September)

Volunteering

- Keep the balance in the triple constraint

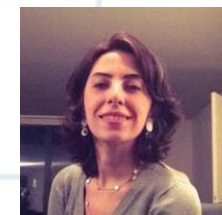
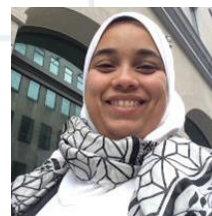


- Family and Job come first!
 - Issue with your family, or job priority please tell & inform us

PMFAIR2018: Team



- PMFAIR Team :
Christine (Director), Fatma (Associate Dir),
Parisa (Marketing & Communications), Patrice
(Content), Erik (Market Place), Peter
(Entertainment), Kumar (Quality), Andrée-Anne
(Sponsoring)



Vacancies: team leader Finance, volunteers Quality (2), volunteers Entertainment (1), volunteers Sponsoring (1-2), Running day team (4)

PMFAIR 2018: Objectives

- Date: Friday 05th October 2018
- Concept: Classical presentations + Market Place (sponsor booths + various stands)
- Context of this year:
 - Celebration of the **20th Anniversary** of the PMI BE Chapter
 - Expected participation of the Netherlands Chapter & Luxemburg Chapter
- Provide a learning day to all people involved in projects
- Create networking and sharing of experience (speakers – sponsors – PMI Members – organization team)
- Objective: Make the PMFAIR the reference for the Project Management community in Belgium





Volunteer Day

GROW

Frank Turley



Agenda

- Introduction
- GROW Program presentation (10 min)
 - Context
 - Mentor – Mentee role description
 - Next steps
- Speed dating (35 min)
- Closing + Form (5 min)

Program Grow, what is it?



Mentoring
program created
in 2017

Objective? Help PMI member
grow & become recognized
professionals

2017: 20 participants of
which 6 pairs created and
stayed active until the end of
the year

	Mentor role	Mentee role
Who is it?	A person who shares knowledge and experience in a manner that may lead to enhanced performance	A person who seeks direction from a Mentor or benefits from his/her experience and lessons learned.
What are the benefits?	Become more self-aware Sense of satisfaction gained through giving back to the community	Access to an impartial mentor able to help them develop new competencies including soft skills
What to expect?	<ul style="list-style-type: none"> ✓ Offer challenging ideas ✓ Act as a sounding board ✓ Coach and teach by example ✓ Share networking strategies ✓ Help build self-confidence ✓ Offer encouragement and wise counsel 	<ul style="list-style-type: none"> ✓ Be open to new ideas and approaches ✓ Assess your abilities objectively ✓ Take action to modify behaviours and develop skills ✓ Set and work towards goals ✓ Take initiative in managing the relationship ✓ Take responsibility for your own development

Mentors AND Mentees are expected to:

- ✓ Maintain confidentiality
- ✓ Recognize and value individual differences
- ✓ Listen and ask questions
- ✓ Provide honest, constructive feedback and be receptive to receiving feedback

Next Steps





Volunteer Day

Date: 24th February 2018

Theme: What did I get out of it

VDAB – Willem Van Mulders

VDAB & Other existing education initiatives

Educational & Academic Outreach

VDAB

- What do we do for VDAB?
- Project Management training for people who are looking for a job.



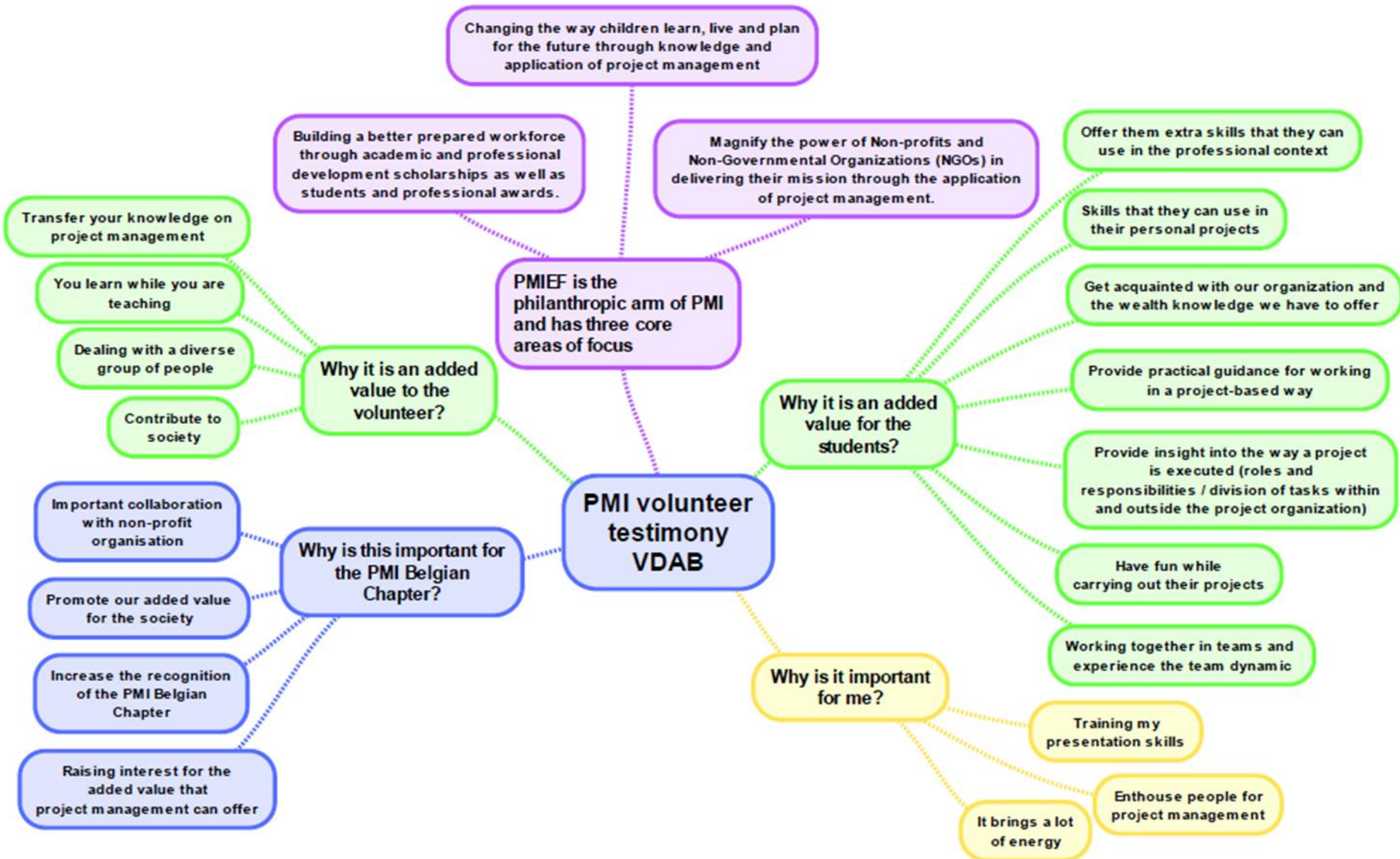
City	Date	Who
Antwerpen		
Mechelen		
Leuven		
Gent		
Hasselt		
Brugge		
Roeselare		

- When did the initiative start?
- The initiative was started by Jacques Neyns in 2014

VDAB cont'd

- Who is involved with the initiative?
 - A whole bunch of volunteers
 - Jacques Neyns
 - Erik Leung Shun
 - Didier Timperman
 - Frans Coussé
 - Francis Moeris
 - Stefaan Dehertefelt
 - Chris Kindermans
 - Willem Van Mulders
- What is the goal of the initiative?
 - Teaching people that are looking for a job to discover the project management basic skills

VDAB cont'd



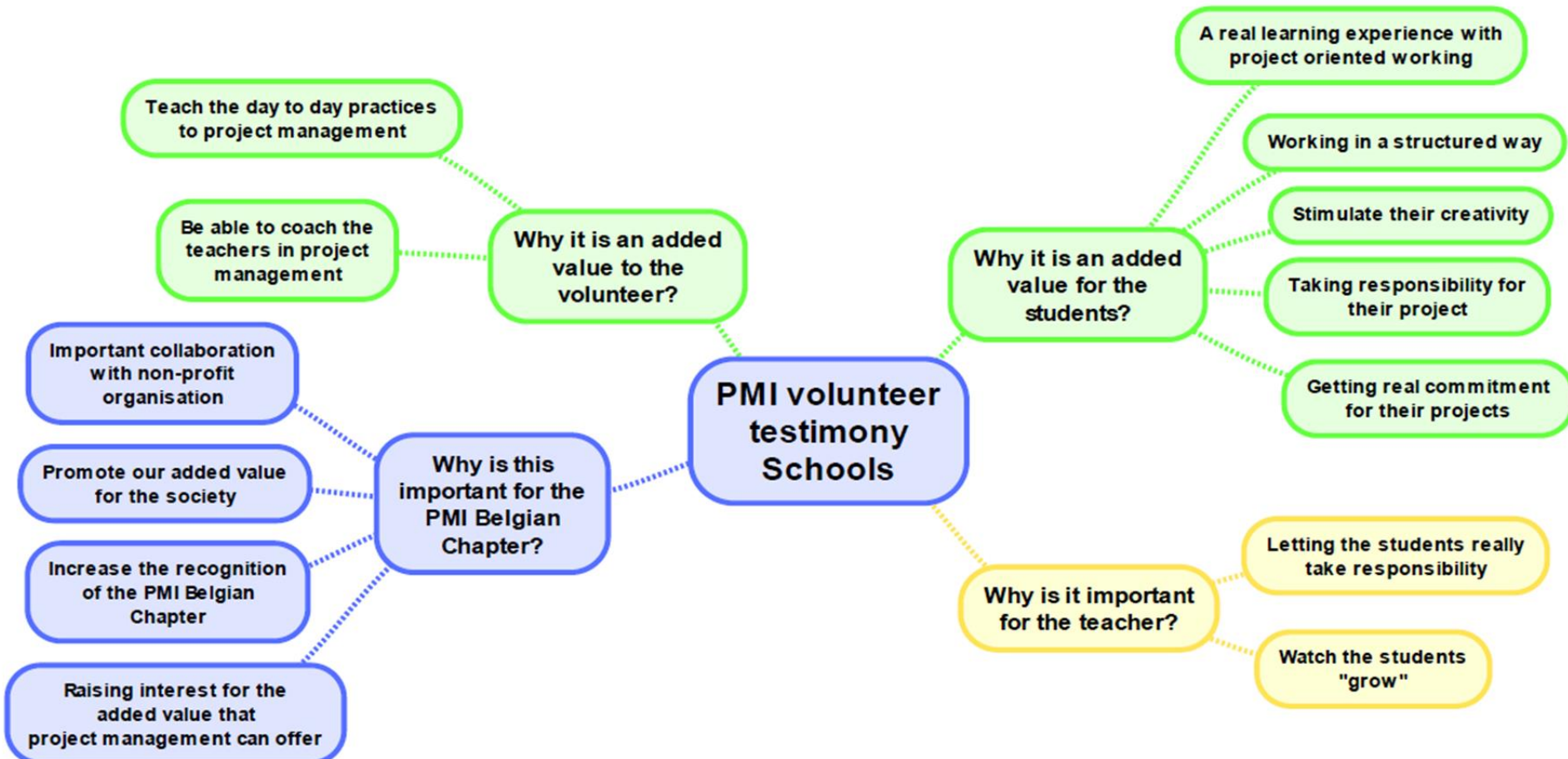
Other Education Initiatives: Schools

- What do we do for the schools?
 - We train the teachers the basics of project management so they can use these on their school projects
 - Which schools are involved
 - ISF Waterloo en Tervuren
 - Blankenberge
 - Newlife
 - ISL
- When did the initiative start?
 - The initiative was started by Jacques Neyns in 2013

Other Education Initiatives: Schools cont'd

- Who is involved with the initiative?
 - Jacques Neyns
- What is the goal of the initiative?
 - The teacher teaches the project management skills to the students who can use them when doing their school projects

Other Education Initiatives: Schools cont'd



Other Education Initiatives: Universities

- What do we do with Universities?
 - We read and select the best papers written by the students
- When did the initiative start?
 - It was re-vitalized by Jacques
- Who is involved with the initiative?
 - Ugent
 - EMS (Odisee)
- What is the goal of the initiative?
 - We reward students the best students in the field of project management

New initiatives 2018-2019

Educational & Academic Outreach

Extend the VDAB initiative

- We would like to extend our initiative to Actiris and/or Forem
- To achieve this objective we need
 - Teachers (geographical spread over the provinces)
 - To translate the training material
 - People with the right contacts within Forem or Actiris
- Therefore we need motivated extra volunteers to join us

Extend Other School initiatives

- We would like to get other schools involved
- Therefore we need motivated volunteers / parents to spread the word to their kids schools



Volunteer Day

New initiatives

Freddy Wildemeersch

Presentation on existing and new initiatives

- New initiatives
 - Community of Practice (COP)
 - PMO
 - Agile
 - ...
 - Study groups
 - CAPM
 - PMP
 - PMI-SP
 - PMI-RM
 - PMI-ACP
 - PMI-PBA
 - Customer Satisfaction Survey / Net Promotor Score (CSAT/NPS)
 - ...

Presentation on existing and new initiatives

- New initiatives – Community of Practice
 - Community of Practice (COP) possible topics:
 - PMO
 - Agile
 - ...
 - Definition: A community of practice is a group of people who share a concern or a passion for something they do, and learn how to do it better as they interact regularly.
 - Proposed timeline



Presentation on existing and new initiatives

- New initiatives – Study Groups
 - Definition: A study group is a small group of people who regularly meet to discuss shared fields of study
 - The Study Group(s) will be oriented towards the PMI exams and certifications and bring the following advantages:
 - Procrastination solution
 - Learn faster
 - Get new perspectives
 - Learn new study skills
 - Breaks the monotony
 - Fill in learning gaps
 - Practice for the real world
 - A study group is not a substitute for classroom learning or courses (no PDUs), but is complementary

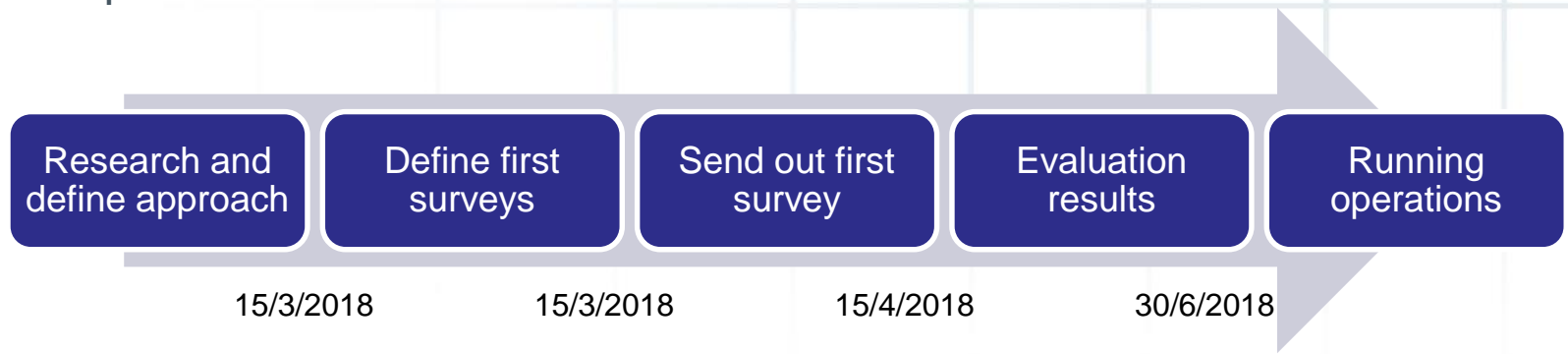
Presentation on existing and new initiatives

- Proposed timeline



Presentation on existing and new initiatives

- New initiatives – Customer Satisfaction Survey / Net Promotor Score (CSAT/NPS)
 - Definitions
 - CSAT: It is a measure of how products and services supplied by a company meet or surpass customer expectation
 - NPS: Net Promoter Score (NPS) is a management tool that can be used to gauge the loyalty of a firm's customer relationships
 - Purpose: to gauge the experience of our chapter members to allow us to create an action plan for growth
 - Proposed timeline



Coffee break & networking



VRMS Volunteer User Guide

How to maintain your volunteer profile and service history, search for volunteer opportunities and apply.

Samuel Kinde

24th Feb 2018

User Guide Topics

1. Volunteer terms
2. How will volunteers use VRMS?
3. Profile and service history
4. Opportunity search and application
5. Support contacts

GOAL:

This user guide will help you navigate VRMS; maintain your volunteer profile; and, find and apply for a volunteer opportunity.

Volunteer Terms

Term	Description
Opportunity or Volunteer Role	The opportunity or volunteer role is the volunteer job for which an applicant applies.
Profile and Service History	A summary of a prospective volunteer's contact information, membership, credentials, volunteer service history, event attendance, awards and scholarships and resume.
Title	The specific position that a volunteer holds when participating in a role or volunteer opportunity. Examples include Treasurer, Chapter President, Board Member, etc.
Events, Awards, Scholarships	PMI Events which a member has attended, and PMI Awards and Scholarships received may be listed the volunteer profile.
Deliverables	Work products that result from volunteer opportunities.
Duties	The responsibilities of a volunteer when participating in a volunteer opportunity.

How will Volunteers use VRMS?

1. Review and maintain a profile and service history
2. Search for opportunities
3. Read opportunity descriptions
4. Open, edit, and submit an application
5. View application status
6. Receive application process communication

How to Access VRMS

VRMS Welcome Page



Home Volunteer Profile

myPMI Certifications Membership Learning Events Business & Government PMBOK® Guide & Standards Store

Membership

Volunteering

Like Tweet Share G+

Volunteering Impact Stories

Types of Volunteer Opportunities

Leadership Institute

Get Involved. Make a difference. Be a volunteer.

Make your mark on PMI and the profession. As a member, you can volunteer to work on, and to lead activities that advance the profession and the Institute.

Benefits of Volunteering

Enhance the profession of project management, reap the benefits of expanding connections, and leverage career advancement opportunities all while volunteering with PMI.



Build a Professional Network

Build your professional network by forging lasting relationships.

Ready to Volunteer?

Our Volunteer Relationship Management System (VRMS) makes it easy to search for volunteer opportunities throughout the world. To get started, log in or register and visit the VRMS to find volunteer opportunities that interest you.

VOLUNTEER RELATIONSHIP MANAGEMENT SYSTEM (VRMS)

[VRMS Guide](#)

[VRMS Coordinator Guide](#)

Find an Opportunity

Select the Search Criteria link below to find chapter, community and global volunteer opportunities which are open for application.

Search opportunities.

[Go to search page](#)

Update Your Volunteer Profile

Create and maintain Service History.

Your volunteer Profile is a view only to the volunteer coordinator for determining eligibility for volunteer opportunity.

[View and update your volunteer profile](#)

Your Applications in Progress

Your current applications include:

GOC Opportunity
Status: Draft

View application status, edit in-process applications.

How to Access VRMS from myPMI

myPMI

Membership Certification Professional Development Get Involved Business Solutions PMBOK® Guide and Standards Knowledge Center Marketplace

Dashboard Profile Communities Knowledge Resources

Welcome to the new myPMI!

Volunteer Status: **Find an opportunity**

Volunteer Status: **Offer Accepted - Assigned**

Member ID: 1529677

Edit my profile

Renew your membership

PMP #480553 In good standing

Earned on: 05 Aug 2007 | Expires: 04 Aug 2014

60 REQUIRED

View PDUs Report PDUs Earn PDUs

My certification info

KNOWLEDGE RESOURCES

Select topic

Search for an opportunity.

You are actively engaged in a volunteer opportunity.

Navigation Tips

Home Volunteer Profile

Find an Opportunity View Opportunity Edit/View Application

Opportunity Search Tips:

- Use the term or phrase name, description, deliverable

Active link, shows where you are now.

Home Volunteer Profile

Find an Opportunity View Opportunity Edit/View Application

Narrow your results with search

Click to access, becomes an active link.

Application

Applying for PMP Exam Prep Material for PMI

Bookstore

Opportunity ID: 23

Applicant Information

How to Update your Volunteer Profile

[Home](#)

[Volunteer](#)

[Profile](#)

Create and maintain
Service History.

Find an Opportunity

Select the Search Criteria link below to find chapter, community and global volunteer opportunities which are open for application. Your search results will allow you to review the opportunity details to determine the requirements and skills required to apply for the opportunity.

[Go to search page](#)

Update Your Volunteer Profile

Review and Update your Volunteer Profile link includes contact information, volunteer service history, PMI event attendance and PMI awards/scholarship information, as applicable. Your Volunteer Profile is available for view only to the volunteer coordinator when determining eligibility for volunteer opportunity.

[View and update your volunteer profile](#)

Your Applications in Progress

Your current applications include:

[GOC Opportunity](#)
Status: Draft

[OpportunityName117](#)
Status: Draft

Profile and Service History

Profile information from myPMI – single point for updates

Areas of interest is only selected and updated in VRMS

PMI volunteer service history

PMI events, awards, scholarships

Upload a resume file

PMI
Volunteer Relationship Management System

Welcome, Sandy Farnan VRMS Guides PMI.org VRMS Feedback Log Out

Home Volunteer Profile

Sandy Farnan's Profile

Edit Photo in myPMI

Contact Information

Address
Fourteen Campus Blvd
Newtown Square PA 19073
United States
[Update in myPMI](#)

Telephone
+1 610 3564600
[Update in myPMI](#)

Email Address
sandy.farnan@pmi.org
[Update in myPMI](#)

Membership

Currently not a member.

Chapters

Certifications

No certification currently.

Areas of Interest

No areas of interest currently.
[Select Areas of Interest](#)

Communities of Practice

Currently not a member of any communities.
If you have any questions about your information, please contact [Customer Care](#) for assistance.

PMI Volunteer Service History

Volunteer Role Name	Title	Start Date	End Date	Action
Add Row				

PMI Events

Event Name	Event Date	Presenter	Action
Add Row			

PMI Awards

Award Name	Grant Date	Action
Add Row		

PMI Scholarships

Scholarship Name	Grant Date	Action
Add Row		

Resume or Curriculum Vitae

My Resume / CV
No Resume on File

Upload New File
File types:
Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)
[Browse...](#) [Upload](#)

Select Areas of Interest

Please select from the following areas of interest to indicate your volunteer activity and/or department preferences.

Step 1:

Select areas of interest

- | | |
|---|--|
| <input type="checkbox"/> Academic Outreach | <input type="checkbox"/> Advisor |
| <input checked="" type="checkbox"/> Analyst | <input type="checkbox"/> Certification |
| <input type="checkbox"/> Chapter Development | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Communities of Practice | <input type="checkbox"/> Content Contributor |
| <input type="checkbox"/> Editor | <input type="checkbox"/> Evaluator |
| <input type="checkbox"/> Exam Developer | <input type="checkbox"/> Facilitator - Live Learning |
| <input type="checkbox"/> Facilitator - Online Content | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Knowledge Mapping and Improvement |
| <input type="checkbox"/> Language Translator | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Mentor |
| <input type="checkbox"/> Community Moderator | <input type="checkbox"/> On-site event support |
| <input type="checkbox"/> Finance/Ethics | <input type="checkbox"/> Pilot Participant |
| <input type="checkbox"/> Development/Education | <input type="checkbox"/> Presenter - Webinars |
| <input type="checkbox"/> Reviewer | <input type="checkbox"/> Requirements Collection |
| <input type="checkbox"/> Seminars and Events | <input type="checkbox"/> School -Student |
| <input type="checkbox"/> Sponsorship | <input type="checkbox"/> Speaker |
| <input type="checkbox"/> Tester | <input type="checkbox"/> Standards |
| | <input type="checkbox"/> Volunteer Coordination |

PMI chapter and communities of practice information show for reference.

Select areas of interest to apply to your profile and to help match your interests with opportunities.

Step 2:

Select email preference

- ☒ Receive email notifications when new opportunities are posted that match your selected interests.

Save

Cancel

Service History

My volunteer history with PMI

Tables organize of service history

PMI Volunteer Service History ⓘ

Volunteer Role Name	Title	Start Date	End Date	Action
E-learning Design Volunteer	Volunteer	Jan 2010	Feb 2010	Edit Del
Tech Mag	Member	Jan 2009	Dec 2009	Edit Del
Volunteer Appointment Committee	Committee member	Jan 2008	Mar 2008	Edit Del
Add Row				

PMI event attendance

PMI Events

Event Name	Event Date	Presenter	Action
PMI Global Congress	Oct 2011	<input checked="" type="checkbox"/>	Edit Del
PMI Leadership Institute Volunteer Planning Mtg	Jan 2011	<input type="checkbox"/>	Edit Del
PMI Leadership Institute Volunteer Planning Mtg	Jan 2010	<input type="checkbox"/>	Edit Del
Add Row			

PMI awards and scholarships

PMI Awards

Award Name	Grant Date	Action
Project of the Year	Jan 2004	Edit Del
Add Row		

PMI Scholarships

Scholarship Name	Grant Date	Action
Type Scholarship name here	Jan 2003	Edit Del
Add Row		

Current opportunity application status displays

Opportunity Applications

Opportunity Name	Status Date	Application Status	Coordinator
Volunteer Coordinator	01/06/2012	Submitted	Susan Bowen
Leadership Institute Advisory Group	01/06/2012	Extend Offer	Nina Aiuto
Chapter MAG	01/12/2012	Submitted	Susan Bowen

Service History Categories

PMI Board PMI Board Committees CoP **Chapter** Standards Development Exam Development

Member Advisory Groups Publications Evaluator PMI Educational Foundation Other

- ☐ Other
- ☐ Past President
- ☐ President
- ☐ Secretary
- ☐ Vice President of Finance/Treasurer
- ☐ Vice President of Governance and Policy
- ☐ Vice President of Marketing
- ☐ Vice President of Membership/
- ☐ Vice President of Professional I
- ☐ Vice President of Volunteers
- ☐ Vice President/President Elect

Accept Cancel

Select your choice and Accept.

PMI Board PMI Board Committees CoP Chapter Standards Development Exam Development

Member Advisory Groups Publications Evaluator PMI Educational Foundation **Other**

- ☐ Congress Proposal Subject Matter Experts
- ☐ E-learning Design Volunteer
- ☐ LI Proposal Subject Matter Experts
- ☐ LIM
- ☐ Por
- ☐ Pro
- ☐ Pro
- ☐ School Census Data Reviewer

☒ Other Type your other role volunteer role name here.

Accept Cancel

Use the Other option to type an opportunity name that does not appear on any other tab or list.

Resume or CV Upload

Your profile displays in search results after you upload your resume.

Resume or Curriculum Vitae

My Resume / CV

File name:

No Resume on File

Upload New File

File types:

Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

1. Browse to the file.

Resume or Curriculum Vitae

My Resume / CV

File name:

[Link to Resume](#)

[Delete this Resume](#)

Upload New File

File types:

Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

2. Upload the file.

3. Resume link displays.

Resume or Curriculum Vitae

My Resume / CV

File name:

[Link to Resume](#)

[Delete this Resume](#)

Upload New File

File types:

Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

 No file chosen

Successfully uploaded My Resume.pdf

Resume Upload Message

File type
message:

Upload New File

File types:

Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

Browse...

Upload

You can only upload .doc, .docx, .rtf, .txt or .pdf files.

File replacement
message:

Upload New File

File types:

Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

Choose File

No file chosen

Upload

Uploading will replace any existing resume.

File size
message:

Upload New File

File types:

Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

Browse...

Upload

You can only upload files smaller than 500kb.

How to Find an Opportunity



[Profile Guide](#) [Coordinator View](#) [PMI.org](#) [Log Out](#)

[Home](#)

[Volunteer](#)

[Profile](#)

Find an Opportunity

Select the Search Criteria link below to find chapter, community and global volunteer opportunities which are open for application. Your search results will allow you to review the opportunity details to determine the requirements and skills required to apply for the opportunity.

[Go to search page](#)

Update Your Volunteer Profile

Review and Update your Volunteer Profile link includes contact information, volunteer service history, PMI event attendance and PMI awards/scholarship information, as applicable. Your Volunteer Profile is available for view only to the volunteer coordinator when determining eligibility for volunteer opportunity.

[View and update your volunteer profile](#)

Your Applications in Progress

Your current applications include:

[GOC Opportunity](#)
Status: Draft

[OpportunityName117](#)
Status: Draft

Search opportunities.

Opportunity Search and Application Terms

Term	Description
Physical Opportunity	A volunteer job that requires a volunteer's face-to-face participation to complete activities.
Virtual Opportunity	A volunteer job that requires a volunteer's online or electronic participation to complete activities.
Accuracy of Information Agreement	A volunteer must attest that his or her volunteer profile, service history, and application is accurate prior to application submission.
Copyright Agreement	If volunteer work products include publications, a volunteer must read and agree to the copyright agreement. Not all opportunities will use this agreement.
Confidentiality Agreement	A volunteer must agree to the terms of the <i>PMI Confidentiality Policy</i> prior to application submission.

Opportunity Search

Home

Volunteer

Profile

Find an Opportunity

Search

Edit/View Application

Back

Find an Opportunity

Where would you like to volunteer ?
All Countries

Communities:
Please select a Community

How would you like to volunteer ?
All Opportunity Types

Narrow your results with search terms

Coordinator Name
First: Last:

Where would you like to volunteer ?

All Countries

Botswana

Bouvet Island

Brazil

British Indian Ocean Territory

British Virgin Islands

Brunei Darussalam

Bulgaria

Opportunity Search Tips:

- Use the term or phrase search option to search for a term or a phrase in an opportunity name, description, deliverables or duties.
- Use ? to perform a single-character wildcard search.
- Use * to perform a multiple-character wildcard search. You can use * before or after a search term. You cannot use * term *.
- Use the Boolean operators: NOT, AND, OR, + or - to exclude or include search results. NOT, AND and OR must be uppercase.
- Use + to require that the term after the + exists in the opportunity name, description, deliverables or duties.
- Use - to exclude opportunities that contain the term after the - in the opportunity name, description, deliverables or duties.

If no opportunities display in search results for a specific PMI chapter, contact that chapter to learn more about any available volunteer opportunities.

Search tips

How would you like to volunteer ?

All Opportunity Types

All Opportunity Types

In-Person

Virtual

In-Person and Virtual

How do you want to interact?

Language Tips for Opportunity Search

- 1.VRMS search matches language to language, it will not translate from English to other languages. For example, if you search in Spanish, your search will display opportunities written in Spanish
- 2.VRMS page field names and help text are not translated.
- 3.Opportunity descriptions, details, and duties will display in the language in which they are written by the volunteer coordinator.
- 4.You have two options for searching characters with accent marks:
 - Use the accent to see only accented characters in search results.
 - Remove the accent to see both accented and unaccented characters in search results.

View Search Results

The default order for results is City > Country > Subregion > Region > World. Sort on the Location or Name to reorganize results.

Back to List

Sort opportunities in ascending or descending order by column.

Reviewers for PMP Exam Prep Material for PMI Bookstore

World

Virtual

Global Operations Center

GOC

2012-03-16

23

Reviewers are needed to evaluate third-party published exam preparation books and materials (CD-ROMs, DVDs, flash cards, placemats, etc.) for PMI to consider reselling on our Web site, as well as to determine if the books or materials contain any PMI intellectual property ("PMI IP") in order fo...

Community Involvement Lead

Click opportunity Name to view all details on one page.

International Development
CoP

CoP

2012-03-31

49

The Community Involvement Lead is an individual responsible for coordinating and managing community participation. The individual in this role identifies and recruits community members to participate in the volunteer re...

action as well as en...
es the volunteer re...

Use page tabs or Back to List button to navigate back to search results.

Search gives a summary of opportunity details plus the first view lines of the opportunity description.

First

<

3

4

5

6

7

>

Last

Opportunity Details

One-page description includes:

- Opportunity details
- Coordinator contact info
- Prerequisites
- Additional information

Review the entire opportunity before applying.

Apply Now

Home Volunteer Profile

Find an Opportunity View Opportunity Edit/View Application Back to List

PMI Technology Member Advisory Group - World

Opportunity Details: 326

Department Technology Infrastructure	PMI region or locale World	Coordinator name or Volunteer Engagement Liaison (VEL) Name: Susan Bowen E-mail: susan.bowen@pmi.org
---	-------------------------------	--

Community name:
GOC

Subregion

Country

Volunteer job category
Member Advisory Groups

Type of interaction
In-Person

Estimated time commitment
requires 2-4 hours of effort/week

Description or summary (committee purpose)
A member of the PMI Technology Member Advisory Group (TechMAG)

Deliverables
• Annually develop TechMAG Project Plans/Schedule

Duties
Each TechMAG member
• takes responsibility for one or more initiatives (projects) each year, frequently gathering requirements from PMI Chapters & Communities.

Prerequisites

PMI volunteer experience
• Must be a member of PMI in good standing
• Selections are made by the PMI IT Department.

Number of years as a member
0

Desired skill sets
Technical experience
Ability to recommend technical solutions

Credential type

PMI education or training

• Ongoing commitment for a two year term with option to extend for 1 year.
• Generally requires 2-4 hours of effort/week.

Additional Information ...

PDU's to be awarded
hour for hour up to limit for category

Other recognition

Interview required?
No

Travel required?
No

Is the PMI Copyright form required?
No

Volunteer may hold other roles while concurrently serving in this role
Yes

Other steps or action required:

Term limit for role
two year term with an option to extend for one year

Start date of opportunity (mm/dd/yyyy)
2/1/2012

End date of opportunity (mm/dd/yyyy)
12/31/2012

Opportunity closed date
1/12/2012

Application closed date
1/31/2012

Publication open date
012

Special instructions about essay
instructions

Essay Questions
• question 1

Number of openings
2

Apply Now

Who, where, what, when?

What skills are needed?

What else do I need to know?

This looks like a good fit for me!

Apply for an Opportunity

1. Review applicant and coordinator information.
2. Complete application requirements, essay questions
3. Read agreements
4. Save, edit, submit

Save as a Draft

Return and edit.

Save and Apply

Once submitted, no edits.

The screenshot shows the 'Volunteer Application' form for the 'PMI Technology Member' opportunity (ID: 326). The form is divided into several sections: 'Applicant Information' (Name: Derek A. Scott, Email: xxx01Email1291533@pmi.org), 'Opportunity/Role Coordinator' (Name: Susan Bowen, Email: susan.bowen@pmi.org), 'Application Requirements' (References, Why are you applying for this opportunity?, non-PMI Volunteer experience), 'Special instructions about essay', 'Essay Questions' (three questions), 'Agreement' (Accuracy of information agreement), and 'Signatures' (digital and paper). Yellow callout boxes highlight key steps: 'Verify your contact info.' points to the Applicant Information section; 'Provide required information.' points to the Application Requirements section; 'Tell us more about you!' points to the Essay Questions section; and 'Agreements – digital and paper signatures required.' points to the Agreement and Signatures sections. The form includes 'Save as a Draft' and 'Save and Apply' buttons at the bottom.

Home Volunteer Profile

Find an Opportunity View Opportunity Edit

Volunteer Application

Applying for : PMI Technology Member

Opportunity ID: 326

Applicant Information

Name: Derek A. Scott
Email: xxx01Email1291533@pmi.org

Opportunity/Role Coordinator

Name: Susan Bowen
Email: susan.bowen@pmi.org

Application Requirements

Provide a List of References

Why are you applying for this opportunity?

Enter your non-PMI Volunteer experience / dates:

Add your previous PMI experience on your Profile/Service History page.

Special instructions about essay

instructions

Essay Questions

question 1

question 2

question 3

Agreement

Upon receipt of your application, the coordinator responsible for this opportunity will notify you of any legal forms that must be completed as part of the application process.

Accuracy of information agreement for all opportunities

I agree that the information which I entered is complete and accurate.

Enter your PMI Username to serve as your signature

* Indicates required field.

Save as a Draft Save and Apply

Add your Resume

Home Volunteer Profile

Find an Opportunity View Opportunity **Edit/View Application**

Volunteer Application

Applying for : PMI Technology Member Advisory Group - World

Opportunity ID: 326 ⓘ

Applicant Information ⓘ

Name: Derek A. Scott
Email: xxx01Email1291533@pmi.org

Resume Required: Please upload document to your profile to continue with application process.

If the opportunity requires a resume, and your profile does not include a resume, you will see this message, you must have a resume file in your profile.

Application Requirements

Resume/CV ⓘ *

No Resume/CV on file. [Click here](#) to add a Resume/CV

This link directs you to the profile page to upload your resume.

Why are you applying for this opportunity? ⓘ

Experience / dates: ⓘ

Link to your previous PMI experience on your Profile/Service History page. ⓘ

question 2

question 3

Agreement

Upon receipt of your application, the coordinator responsible for this opportunity will notify you of any legal forms that must be completed as part of the application process.

Accuracy of information agreement for all opportunities ⓘ

which I entered is complete and accurate
serve as your signature

Save and Apply

Standards Opportunity Interest Categories

Interest Category	Official Definition
Consultant	A member who represents his/her own interest and who is knowledgeable in project management disciplines and earns income by providing project management products/processes/services.
Organization Producer	A member who is employed by or is a representative of an organization that develops and/or produces project management products/processes/services.
Organization User	A member who is employed by or is a representative of an organization that utilizes project management products/processes/services to conduct its business activities.
Academic/Training	A member who is employed by or is a representative of an organization that engages in developing new knowledge at a research level and/or delivering project management education and/or training to individuals.
Government	A member who is employed by or is a representative of national, regional, local or international governmental bodies that uses project management products/processes/services.
General Interests	An individual or a representative of an organization who does not fit in any of the above categories.

How to View Application Status

[Home](#)

[Volunteer](#)

[Profile](#)

View application status,
edit in-process
applications.

Find an Opportunity

Select the Search Criteria link below to find chapter, community and global volunteer opportunities which are open for application. Your search results will allow you to review the opportunity details to determine the requirements and skills required to apply for the opportunity.

[Go to search page](#)

Update Your Volunteer Profile

Review and Update your Volunteer Profile link includes contact information, volunteer service history, PMI event attendance and PMI awards/scholarship information, as applicable. Your Volunteer Profile is available for view only to the volunteer coordinator when determining eligibility for volunteer opportunity.

[View and update your volunteer profile](#)

Your Applications in Progress

Your current applications include:

[GOC Opportunity](#)
Status: Draft

[OpportunityName117](#)
Status: Draft

View or Edit Applications in Process

Your current applications include:

GOC Opportunity
Status: Draft

Access drafts from the Welcome page.

OpportunityName117
Status: Draft

Save as a Draft

Return and edit.

Save and Apply

Once submitted, no edits.

The screenshot shows the 'Volunteer Application' page. The top navigation bar includes 'Home', 'Volunteer', and 'Profile'. Below this, there are links for 'Find an Opportunity', 'View Opportunity', and 'Edit/View Application'. The main heading is 'Volunteer Application', followed by 'Applying for : PMI Technology Member Advisory Group - World'. The 'Opportunity ID' is 326. The 'Applicant Information' section shows the name 'Derek A. Scott' and email 'xxx01Email1291533@pmi.org'. The 'Opportunity/Role Coordinator' section shows the name 'Susan Bowen' and email 'susan.bowen@pmi.org'. The 'Application Requirements' section includes a 'Provide a List of References' field, a 'Why are you applying for this opportunity?' field, and an 'Enter your non-PMI Volunteer experience' field. There are also 'Special instructions about essay questions' and 'Essay Questions' (question 1, question 2, question 3). The 'Agreement' section states: 'Upon receipt of your application, the coordinator responsible for this opportunity will notify you of any legal forms that must be completed as part of the application process.' It includes an 'Accuracy of information agreement for all opportunities' section where the user agrees that the information entered is complete and accurate. A signature field is provided with a red asterisk indicating it is a required field. At the bottom, there are two buttons: 'Save as a Draft' and 'Save and Apply'.

Home Volunteer Profile

Find an Opportunity View Opportunity Edit/View Application

Volunteer Application

Applying for : PMI Technology Member Advisory Group - World

Opportunity ID: 326

Applicant Information

Name: Derek A. Scott
Email: xxx01Email1291533@pmi.org

Opportunity/Role Coordinator

Name: Susan Bowen
Email: susan.bowen@pmi.org

Application Requirements

Provide a List of References

Why are you applying for this opportunity?

Enter your non-PMI Volunteer experience

Special instructions about essay questions

Essay Questions

question 1

question 2

question 3

Agreement

Upon receipt of your application, the coordinator responsible for this opportunity will notify you of any legal forms that must be completed as part of the application process.

Accuracy of information agreement for all opportunities

I agree that the information which I entered is complete and accurate

Enter your PMI Username to serve as your signature

* Indicates required field.

Save as a Draft Save and Apply

Volunteer Programs and Services Team:

1. Use this email for VRMS questions from volunteers, requests for training, questions about using VRMS:

volunteer@pmi.org

2. Use this link for feedback or system feature suggestions:



Good luck with your volunteer application!





Volunteer Day

Live Demo on training possibilities for volunteers

Samuel Kinde



Volunteer Day

Parallel sessions

Parallel sessions

- Session 1: Registration desks are open to discuss volunteering opportunities (this room)
 - PMFAIR – SPOC: Christine
 - Events and Satellite events – SPOC: Fatma
 - VDAB – SPOC: Willem
 - New initiatives – SPOC: Freddy and Roeland
- Session 2: GROW (meeting room next door)
 - Connection between mentors and mentees – Frank

Lunch

lunch
time



shutterstock

IMAGE ID: 358293773
www.shutterstock.com



Volunteer Day

Round-up and closing

Freddy Wildemeersch

Practical points

- Next steps
 - Every volunteer registered for an initiative today will be contacted by the “teamlead” with the next steps within the initiative
 - If you know someone who wasn’t able to join today, please make him/her aware of what has been presented today
 - Publish the report of the event
- Any more questions after today: don’t hesitate to get in touch with the team:
 - Freddy.wildemeersch@pmi-belgium.be
 - Roeland.bollen@pmi-belgium.be



Volunteer Day

End !



Volunteer Day

Backup slides

Introduction video

- <https://youtu.be/1aHlf2aJdLA>

Closure video

- https://youtu.be/4b-VeQoF_1w