



Volunteer Day

Date: 27th October 2018

Theme: Initiatives Program 2019

Agenda

- **8:30 Registration and welcome**
- **9:00 Introduction by our President**
- **9:10 Volunteering @ PMI Belgium Chapter**
- **9:30 How do initiatives come to life and how they link to VRMS**
- **10:00 Volunteering proposals by the board (sponsors)**
- **11:00 Coffee break, individual discussions with the sponsors and paperwork**
- **11:55 Round up and closing**

Introduction



DISRUPT
GO ~~YOURSELF~~
YOURSELF





Volunteering Day

Volunteering @ PMI

Volunteering. Why?

The More You Give, The More You'll Get

- Develop and sharpen vital new skills, including leadership, collaboration and team-building techniques
- Gain experience in new areas of practice
- Build your professional network by developing mutually beneficial relationships with other project managers
- Realize the fulfillment of volunteering your time to make a difference in the world around you

Volunteering. Why?

Build Professional

Network

Expand Global

Contacts

Gain

Skills

and Experiences

Develop as a

Leader

Benefits of Volunteering

- Network
- Learn new skills
- Enhance business and career
- Build experience
- Enhance resume
- Contribute to your profession
- Receive recognition
- Access to PMI Resources
(Leadership Development, PMI Learn, VRMS)
- Earn PDUs

Volunteering – Why not?

- Do I have enough time?
- What is the right opportunity that matches my talents and interests?
- How do I improve my chances of finding the right fit?
- I've never volunteered before, why should I consider it now?

Volunteering – Why not today?

- Leverage opportunities to develop your personal leadership skills
- Make a difference in the project management profession, in your community, and in your own life
- Forge lasting relationships with other volunteers and professionals around the globe
- You'll see what we mean....

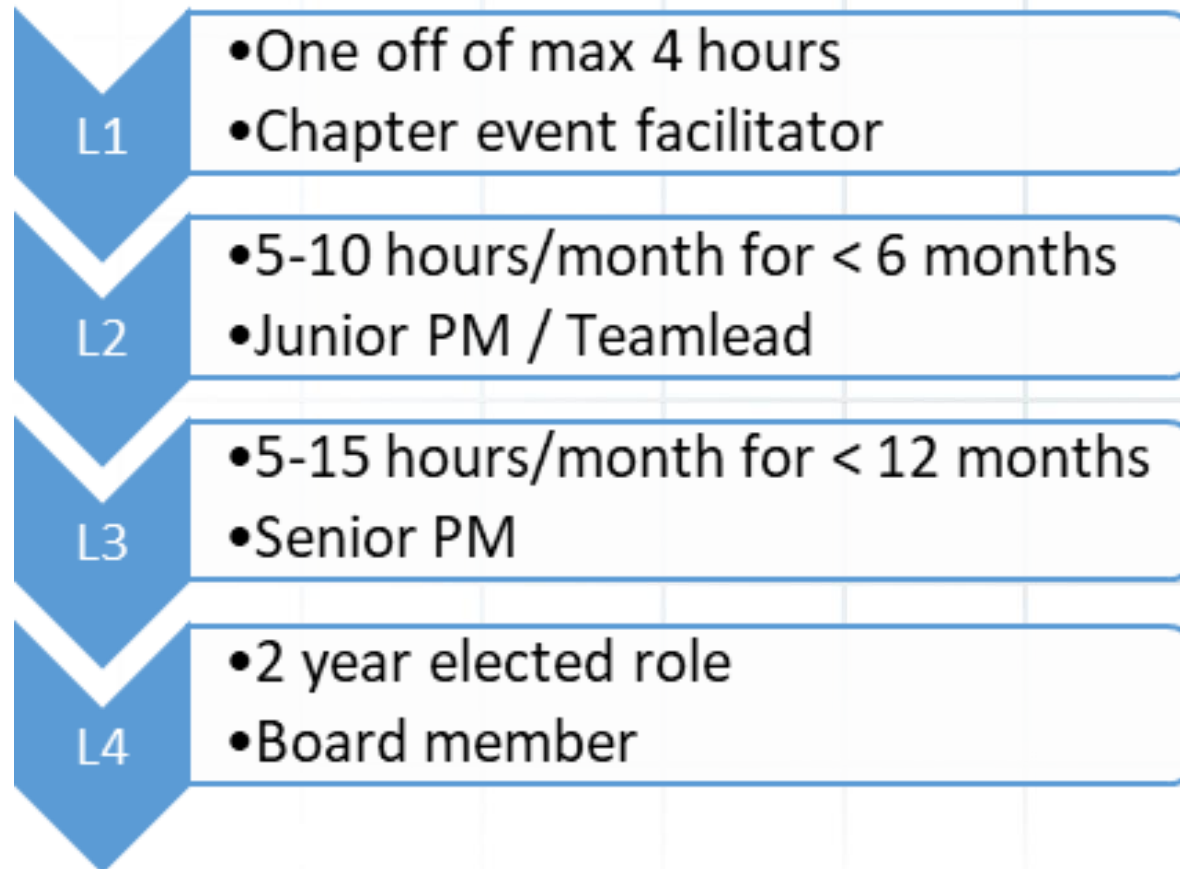


Volunteering Day

Volunteering @ PMI Belgium Chapter

Volunteers @ PMI Belgium Chapter

Volunteer Management Model



Volunteers @ PMI Belgium Chapter

4 Core Values of Volunteering (1/3)

1. Commitment

- Attend the activities that I sign up for support
- Perform the job assigned and work the number of hours required to achieve my commitment
- Understand that from time to time I will have to deal with competing personal and professional responsibilities
- Contact a committee member as a professional courtesy to let them know as my plans change and I cannot complete an assigned task
- Inform a committee member in case I am not able to meet my commitment for any reason
- I will spontaneously propose to handover my work to another volunteer in a professional manner

Volunteers @ PMI Belgium Chapter

4 Core Values of Volunteering (2/3)

2. Integrity

- As a volunteer, I may be asked to serve in a number of capabilities in which I interact with third-party vendors or other chapters. I will conduct work on behalf of PMI Belgium Chapter with the highest standard of honesty, integrity and fairness, therefore, avoiding conflicts of interest, both real or perceived, avoiding appearance of misconduct or improper behavior that jeopardize the reputation of the PMI Chapter or other PMI Chapter affiliation
- As a volunteer I agree to adhere to the PMI Code of Ethics and Professional Conduct

Volunteers @ PMI Belgium Chapter

4 Core Values of Volunteering (3/3)

3. Respect

- As a volunteer, I will interact with a diverse population representing members, vendors and other chapter affiliations. I will treat everyone with the same respect and dignity

4. Quality

- As a volunteer, I will work with the PMI Belgium Chapter to promote quality in the services we offer and programs we deliver to the PMI membership and surrounding Belgium area

Volunteers @ PMI Belgium Chapter

Chapter Support

- End-to-end volunteering process definition is ongoing
 - Chapter and volunteer engagement
 - Volunteer onboarding
 - Volunteer support
- Depending on the initiative, productivity tools can be made available (Sharepoint, Teams, Skype, ...)

Volunteers @ PMI Belgium Chapter

Paperwork

- VRMS profile up-to-date
 - Update your profile on vrms.pmi.org
 - Select your “Areas of Interest” (Very Important)
- Each volunteering opportunity comes with some paperwork
 - Volunteer Agreement Form
 - Volunteer & Chapter Board Member Expectations Guidelines
- Confidentiality and Records Compliance Agreement (if applicable)
- Conflict of interest policy (if applicable)
- Evaluation form (after the end of the volunteering assignment)

Volunteers @ PMI Belgium Chapter

Recognition within PMI

- Access to additional resources
 - PMI Learn (no direct link, visit through www.pmi.org/membership/volunteer)
 - Leadership Institute (only for L4 (=board members))
- Volunteer Certificate
 - Also serves as “proof” when you claim “Giving Back” PDUs (audit)
- PDUs
 - A maximum of 25 PDUs (60 PDU / 3 year cycle) can be claimed in the “Giving Back” category
- Volunteer of the Year
 - As a volunteer you can be nominated for the the “Volunteer of the Year” award. Policy is currently under review

Volunteers @ PMI Belgium Chapter

Recognition outside PMI

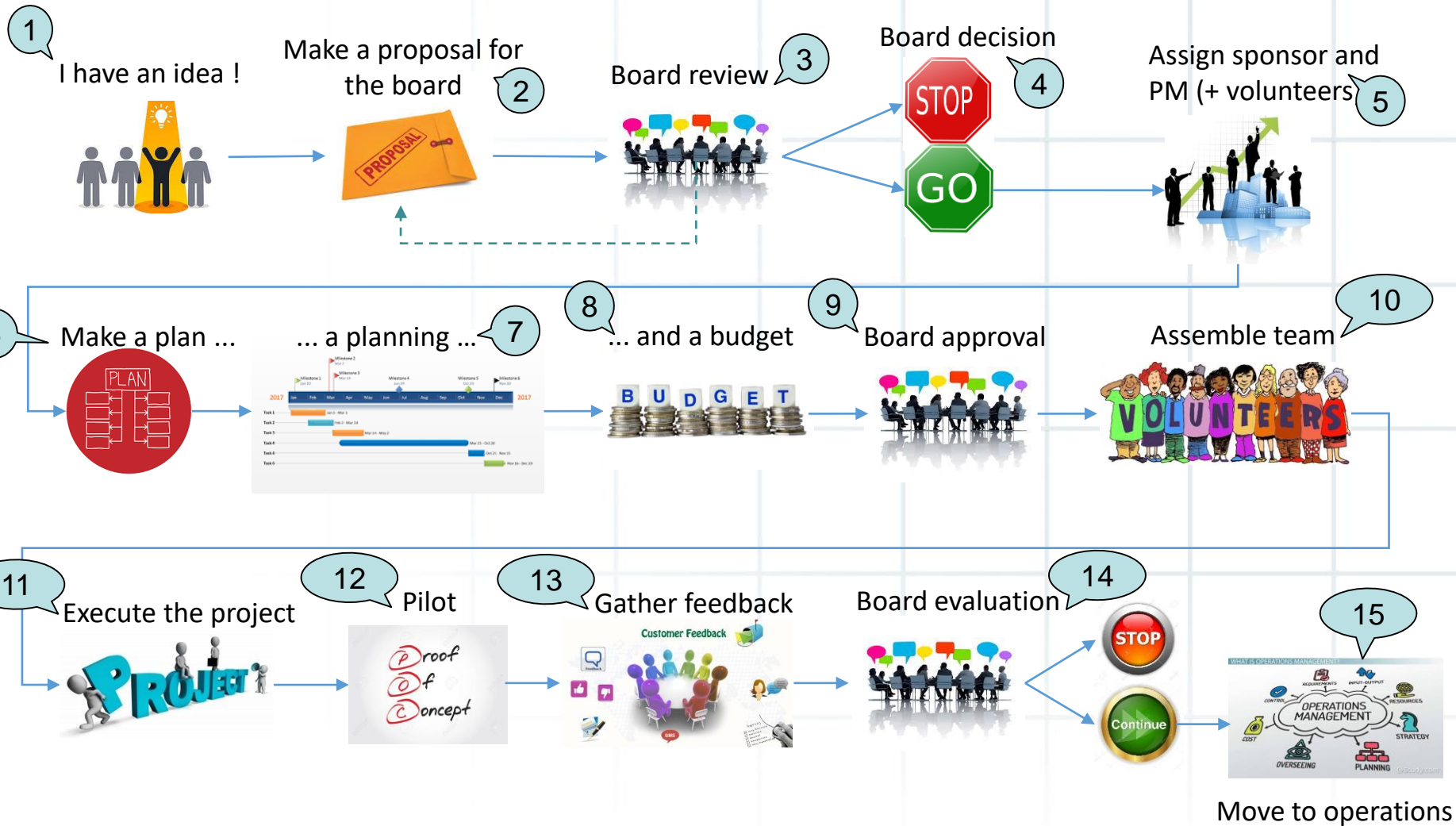
- Add your volunteering expertise onto
 - Your Resume
 - Your LinkedIn profile
- Interviews
 - On regular times we will interview volunteers and publish the results onto social media
- Other
 - Letter to employer to highlight your volunteering commitment to PMI
 - Recommendation letters can be given upon request



Volunteer Day

Initiatives & VRMS

How do initiatives come to life ?



Roles within initiatives

Role	Responsibility	Profile
Sponsor	Responsible for benefit realisation	Board member (L4)
PM	Responsible for delivering according to scope, budget and timing	Volunteer (L2 or L3)
Teamlead*	Responsible for team delivery and coaching	Volunteer (L2)
Team members	Executing project tasks	Volunteer (L1 or L2)
Operations	Executing the operational side of the delivered project	Volunteer (L1)

*Optional depending on the size of the project

Initiatives on VRMS

- All PMI Global and Chapter volunteer opportunities are listed on VRMS
- It will give you a summary of the responsibilities for the role and the timeline
- You will also be able to find the level that corresponds with the PMI Belgium Chapter Volunteer Management Model
- You can apply for a volunteer opportunity from within VRMS
- Most opportunities have an end date after which they will be removed from the list
- On a monthly basis

Initiatives on VRMS – How to find (1/2)

Option 1:



Volunteers



Update profile

Search within VRMS Opportunities



Board



Create opportunity

In this option the initiative is solely done by the volunteer and must be repeated.

Initiatives on VRMS – How to find (2/2)

Option 2:



Volunteers



Update profile

Areas of interest

Search within VRMS Opportunities

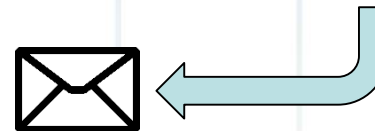


Board



Create opportunity

Areas of interest



In this option the volunteer receives a mail from VRMS when an opportunity is published that matches his/her areas of interest. Option 1 is still possible.

Initiatives on VRMS – Opportunity found !

Opportunity Details

One-page description includes:

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

Review the entire opportunity before applying.

Apply Now

The screenshot shows a web page for a volunteer opportunity. At the top, there are navigation tabs: 'Home', 'Volunteer', and 'Profile'. Below these are links: 'Find an Opportunity', 'View Opportunity', 'Application', and 'Back to List'. The main heading is 'PMI Technology Member Advisory Group - World'. Below this, it says 'Opportunity Details: 326'. The page is divided into several sections: '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', 'Limit applications to local volunteers only?' (No), 'Estimated time commitment' (requires 2-4 hours of effort/week), 'Description or summary (committee purpose)' (A member of the PMI Technology Member Advisory Group (T...), 'Deliverables' (Annually develop TechMAG Project Plans/Schedule), 'Duties' (Each TechMAG member, Takes responsibility for one or more initiatives (projects) each year, Report on other 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), 'Desired skill sets' (Technical experience, Ability to recommend technical solutions), '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 ...', 'PDs 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), 'Term limit for role' (two year term with an option to extend for one year), 'Start date of opportunity (mm/dd/yyyy)' (3/1/2012), 'End date of opportunity (mm/dd/yyyy)' (12/31/2012), 'Application open date' (1/10/2012), 'Special instructions about essay instructions', 'Essay Questions' (question 1), and 'Number of openings' (2). At the bottom right, there is a blue button labeled 'Apply Now'.

Who, where, what, when? Local volunteers only?

What skills are needed?

What else do I need to know?

This looks like a good fit for me!

Initiatives on VRMS – Opportunity found !

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 a web application for volunteering. At the top, there are tabs for 'Home', 'Volunteer', and 'Profile'. Below the tabs, there are links: 'Find an Opportunity', 'View Opportunity', 'Application', and 'Back to List'. The main heading is 'Volunteer Application'. Below this, it says 'Applying for : PMI Technology M'. The 'Opportunity ID' is 326. The 'Applicant Information' section shows the applicant's name as 'Derek A. Scott' and email as 'xxx01Email1291533@pmi.org'. The 'Opportunity/Role Coordinator' section shows the coordinator's name as 'Susan Bowen' and email as '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 a 'Enter your non-PMI Volunteer experience / dates' field. There is a note to 'Add your previous PMI experience on your Profile/Service History page.' The 'Special instructions about essay' section includes 'Essay Questions' with three questions. The 'Agreement' section includes a statement about the coordinator's responsibility and an 'Accuracy of information agreement' section where the applicant agrees that the information entered is accurate. There is a field for 'Enter your PMI Username to serve as your s'. At the bottom, there are two buttons: 'Save as a Draft' and 'Save and Apply'. Yellow callout boxes highlight specific parts of the form: 'Verify your contact info.' points to the applicant information; 'Provide required information.' points to the application requirements; 'Tell us more about you!' points to the essay questions; and 'Agreements – digital and paper signatures required.' points to the agreement section.

Verify your contact info.

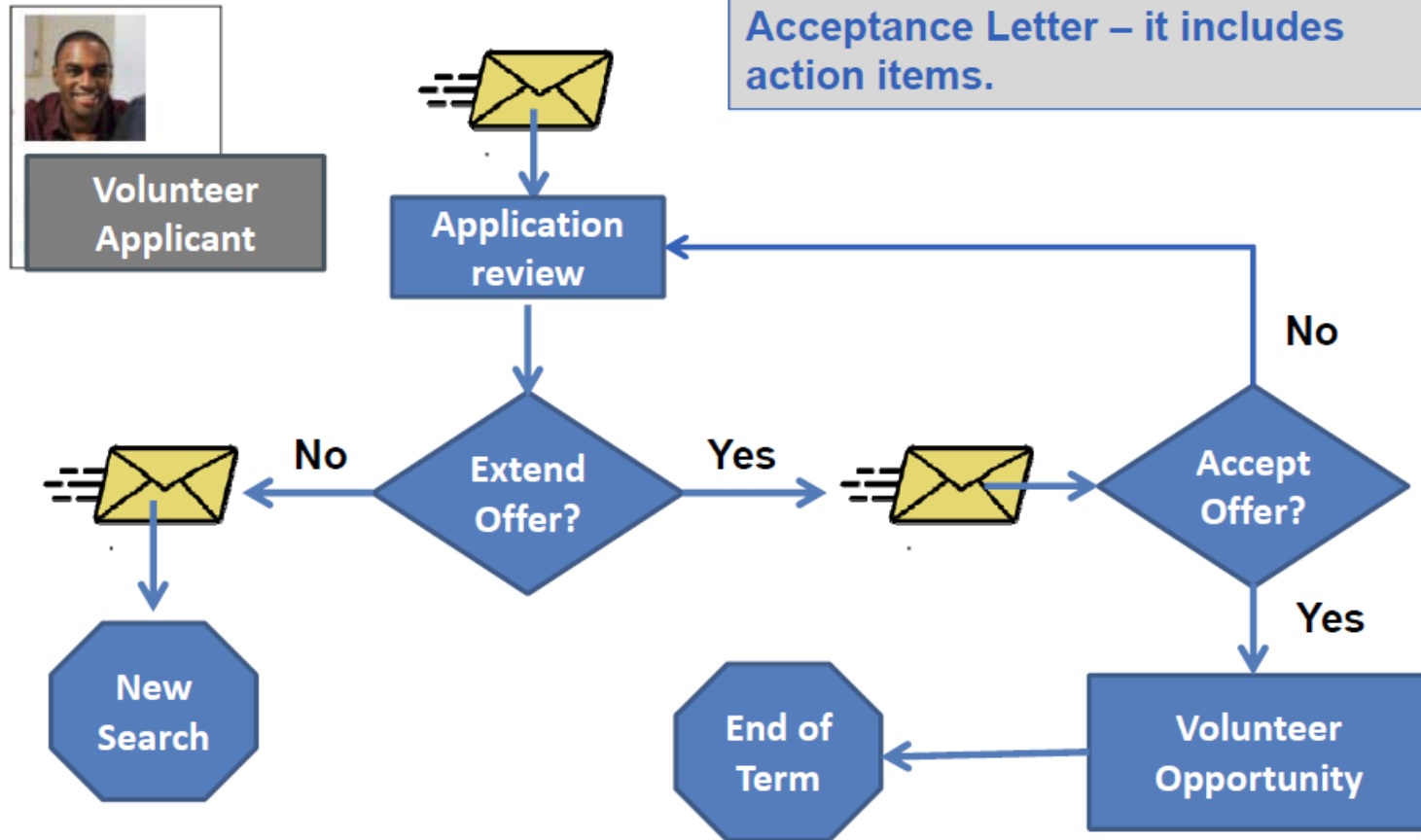
Provide required information.

Tell us more about you!

Agreements – digital and paper signatures required.

Initiatives on VRMS – Next steps (1/2)

Email Communications



Initiatives on VRMS – Next steps (2/2)

About Legal Agreements for PMI Belgium Chapter Opportunities

Upon acceptance of a volunteer opportunity the VRMS coordinator will require you to review, complete and return some documents, including:

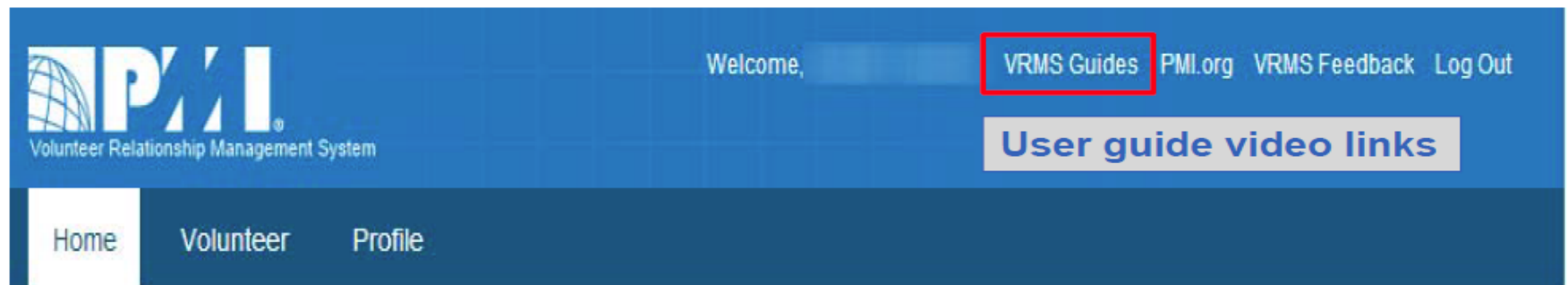
- Volunteer Agreement Form
- Volunteer & Chapter Board Member Expectations Guidelines
- Confidentiality and Records Compliance Agreement
- Conflict of interest policy & questionnaire

These documents can be found in pdf format on pmi-belgium.be in the folder Document Library/Volunteering

Initiatives on VRMS – Additional information

Learn more about the VRMS

Context-sensitive help and training video links:



The screenshot shows a form titled 'Opportunity Information'. A red box highlights the text input field labeled 'Volunteer Opportunity or Role Name' with an information icon. Below this field is a label 'Coordinator name or Volunteer Engagement Liaison (VEL)' with the name 'Susan Bowen'. To the right of the form is a 'Context-sensitive help' box. Inside this box, a yellow box contains the text: 'Type the name of the opportunity or the role. You can use up to 100 characters. The terms opportunity and role are synonymous. For Chapter and Community opportunities, include the Chapter or Community name.' A blurred video thumbnail is visible between the form and the help box.

These documents can be found in pdf format on pmi-belgium.be in the folder Document Library/Volunteering

Initiatives on VRMS – Contacts

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Volunteer Day

Opportunities

Presentation of the initiatives

Sponsor	Role	# Initiatives
Christine Dassy	Director of Events	5
Frank Turley	Director of Professional Development	4
Willem Van Mulders	Director of Academic & Educational Outreach	4
Freddy Wildemeersch	Director of Membership & Volunteering	4

Initiatives of Christine

#	Opportunity
1	Satellite Events
2	Chapter Events
3	PM Fair
4	Social Family Event
5	Special Event



1. Satellite Events

- Organised per region
- 1 event per region 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

2. Chapter Events

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

Chapter Events: Agenda 2019

- 22/01 – 1st Chapter Event = General Assembly/NY Event
- 13/03 – 2nd Chapter Event
- 25/04 – 3rd Chapter Event
- 12/06 – 4th Chapter Event
- 19/09 – 5th Chapter Event
- **04/10 – PM Fair**
- 26/11 – 6th Chapter Event

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. PM Fair 2018: Volunteers

Once Again a Successful PM Fair 2018

- 220 Participants



What's the PM Fair?

- Yearly event of the PMI Belgium Chapter
- 20th edition
- International/national speakers
- Mix between classical presentations and Market Place
- Organisation team: different workstreams

- Venue & Catering	- Registration/Entertainment
- Content	- Quality
- Inspiration Hall	- 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 Inspiration Hall
- Inspiration Hall: stands, clients, exhibition, animation, linked to the Content
- Marketing & Communications: social media, newsletters, mailing, website, promotion

Workstreams: keywords(2)



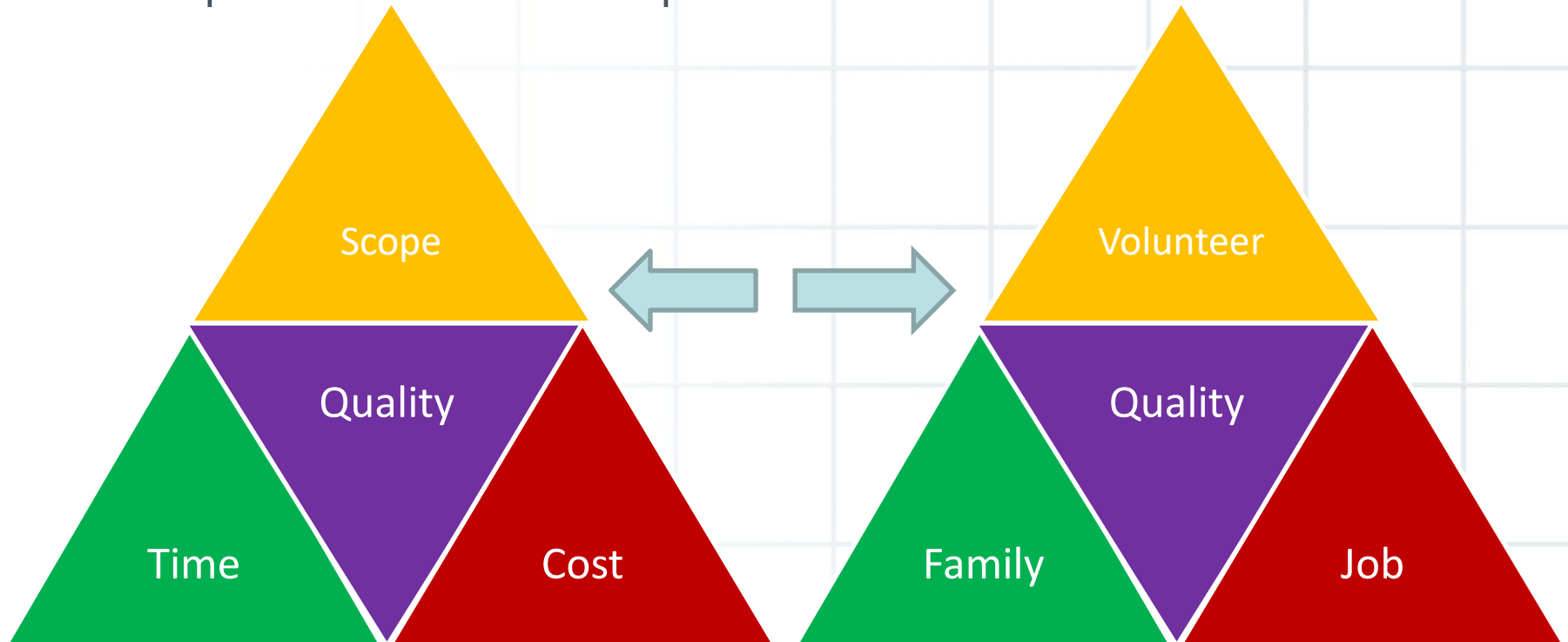
- Registration/Entertainment: people oriented: registration, confort of attendees, welcome, smooth, to show the way. From the welcome to goodbye
- Quality: check of documents, in good English, review lay-out
- Sponsoring: brand positioning
- Finance: work to do inter-chapters, keep track on to avoid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

What is a volunteer of the PM Fair?

- People from different ages, cultures, way of life
- Ready to collaborate during 9-10 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

PM Fair 2019: Objectives



- Date: Friday 04th October 2019
- Concept: Classical presentations + Inspiration Hall (sponsor booths + various stands)
- Context of this year:
 - Celebration of the **20th edition** of the yearly congress
- 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 PM Fair the reference for the Project Management community in Belgium

4. Social Family Events

- Purpose: to involve the personal family in the “Family of PMI and to replace the Partner Program organised during yearly congress
- Description: to organise an activity where the children, grandchildren and partner are involved
- Goal: to foresee the spirit of a community
- Timing: to be organised on a non working day
- Volunteers:
 - PM of the Event
 - Every volunteer who wants to share ideas

5. Special Event



Initiatives of Frank



#	Opportunity
1	Learn Thru Practice
2	CoP non IT PMs
3	Social Good: WAPing
4	GROW Project

- Why? / Rationale
- Current Status
- Big Objective
- Support / Opportunity: PM L2-L4
- Timing
- Next steps



- Why? / Rationale
- Current Status
- Big Objective
- Support / Opportunity: PM L3-L4
- Timing :
- Next steps

Social Good :WAPing

Sponsor: Frank Turley

GROW Project

Sponsor: Frank Turley

- What?
- Mentee
- Mentor
- What's is it for you?



Initiatives of Willem



#	Opportunity
1	Transfer VDAB PM Training to operations
2	RTC Train The Trainer (TTT)
3	PM Training at Forem
4	Create Educational Material

Transfer VDAB PM Training to operations

Sponsor: Willem Van Mulders

- Rationale:

Organize a team to keep on running the initiative at VDAB. Planning the yearly of the sessions with VDAB. Coordinating with the different provinces responsables. Follow-up of the volunteer group. Keeping the training material up-to-date and “fresh

- Stage:

Move the initiative to operations.

- Need:

- Service Manager
- Trainers (1 per province)
- Editor for the course material

- Timing:

Start in 2019

- Next steps:

As soon as the volunteers are identified, organize a kick-off

- Rationale:

RTC regroups a number of schools to promote STEM in education. Different schools have projects with the students and were looking for ways to train and coach their teachers.

- Stage:

Make a proposal for the board.

- Need:

- Project Manager
- Trainers
- Coaches

- Timing:

Start in 2019

- Next steps:

The initial training is given to a group of teachers. As soon as the volunteers are identified, organize a kick-off. Give the teachers a follow-up.

- Rationale:
Extend and create a similar service that we provide to VDAB to Forem
- Stage:
Make a plan.
- Need:
 - Project Manager
 - Trainers (per province)
 - Editor for the training material
- Timing:
Start in 2019
- Next steps:
As soon as the volunteers are identified, organize a kick-off. Probably start with a pilot session. If it is successful extend the initiative

- Rationale:

Provide material that can be reused and shared with the members and the students in other initiatives. Practical ways to perform project management activities (brainstorming, mindmapping, wbs creation, planning creation, follow-up, lessons learned,...). Make project management more sexy and accessible outside our community

- Stage:

Make a plan.

- Need:

- Project Manager
- Creative minds with good PM knowledge

- Timing:

Start in 2019

- Next steps:

As soon as the volunteers are identified, organize a kick-off.

Initiatives of Freddy



#	Opportunity
1	End-to-end volunteering process
2	PM Career Support
3	Quarterly volunteering meetings
4	Publicity outside “normal channels”

End-to-end Volunteering Process

Sponsor: Freddy Wildemeersch

- **Rationale:**
We need to define and end-to-end volunteering process to engage and support our volunteer community
- **Stage:**
Some parts are already in place
- **Need:**
 - Volunteer (L1 or L2), by preference someone with extensive volunteering experience
 - Expected: hands-on mentality, volunteering experience
- **Timing:**
Start as soon as possible, finished by end of 2018
- **Next steps:**
As soon as the volunteers are identified, organize a kick-off

- **Rationale:**
People joining the Chapter do so because they want to advance in their profession. This initiative aims to help them with that, in any possible way.
- **Stage:**
It is still a high-level idea and we should come up with a number of benefits to reach the objective.
- **Need:**
 - Senior PM (L3 or L4 volunteer)
 - SMEs would be great (L2)
 - Expected: Brainstorming, top-down and bottom-up approach, thinking outside the box, creativity.
- **Timing:**
Start in 2018 (if possible), board presentation first half 2019, execution second half 2019
- **Next steps:**
As soon as the volunteers are identified, organize a kick-off

Quarterly volunteering meeting

Sponsor: Freddy Wildemeersch

- Rationale:

We need to be more in contact with our volunteers and support them in any possible way. Create a repeatable process to ensure quality.
- Stage:

Some ideas are already there but need to be checked against reality
- Need:
 - One or more volunteers (L1, L2 or L3) depending on commitment
 - Expected: hands-on mentality, volunteering experience
- Timing:

Start in 2018, execution in 2019
- Next steps:

As soon as the volunteers are identified, organize a kick-off

Publicity outside “normal channels”

Sponsor: Freddy Wildemeersch

- Rationale:

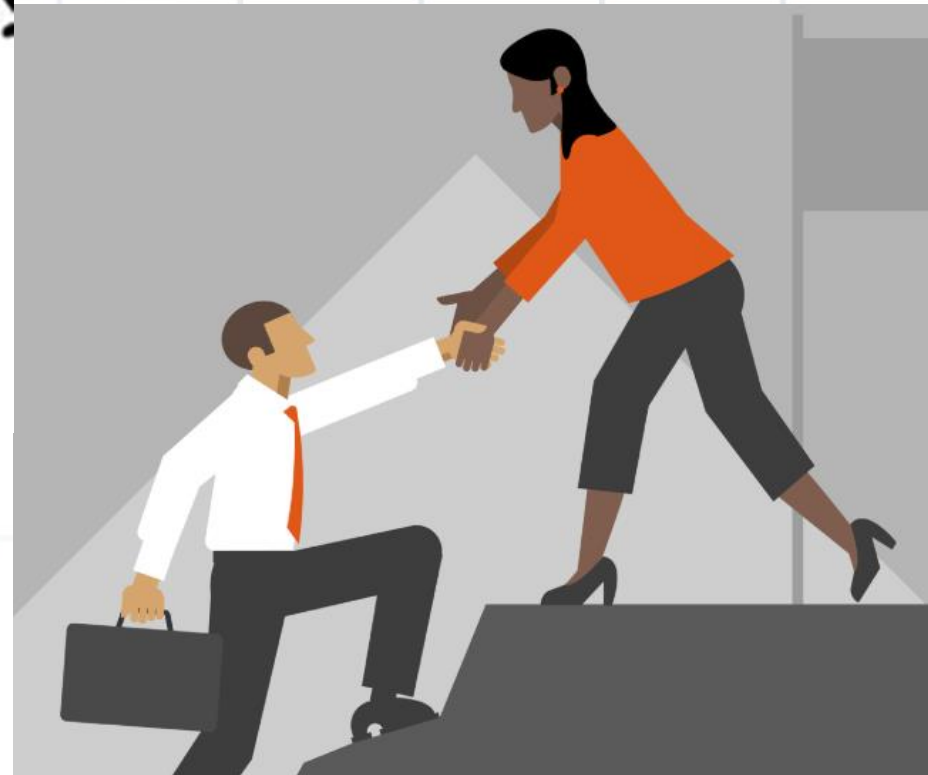
We need get in touch with the world and spread the word about PMI and the Belgium Chapter. Increase our member count
- Stage:

Still a very high-level idea but we should aim for a number of feasible ideas
- Need:
 - Senior PM (L3 or L4 volunteer)
 - SMEs would be great (L2)
 - Expected: Brainstorming, thinking outside the box, creativity.
- Timing:

Start in 2018 – Q1 2019, execution in 2019
- Next steps:

As soon as the volunteers are identified, organize a kick-off

Reach out to the sponsors that have interesting opportunities for you and discuss the next steps with him/her during the break !



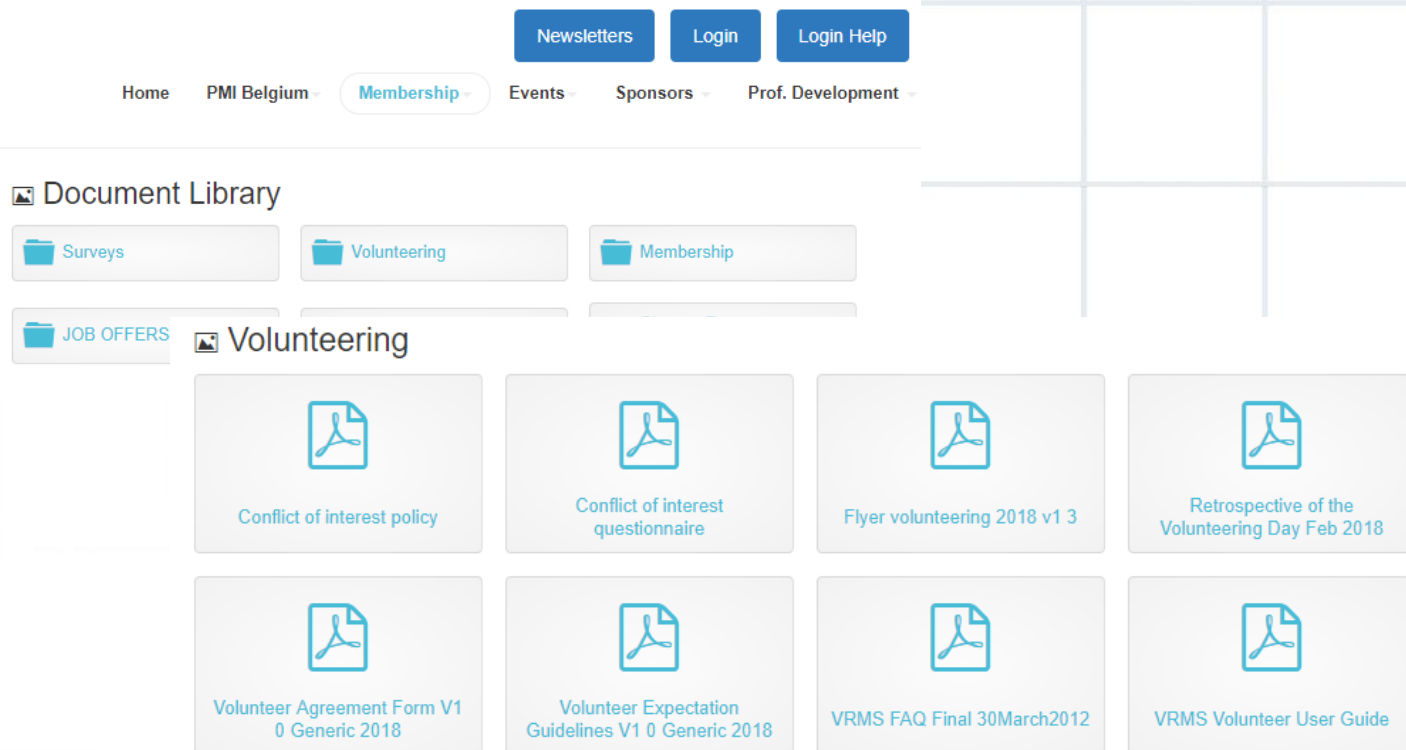


Volunteer Day

Closing

Closing

- All information (presentation, volunteer forms, etc) can be found on www.pmi-belgium.be under menu-item “Membership”, “Document Library”. Then select the folder “Volunteering”.





Thank you !
Have a safe trip home
and enjoy the weekend !