

Greater Sacramento Capitol Chapter of ARMA

RIM Project Management & Career Development
Wednesday, January 20, 2016

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*Source: PMBOK Fifth Edition

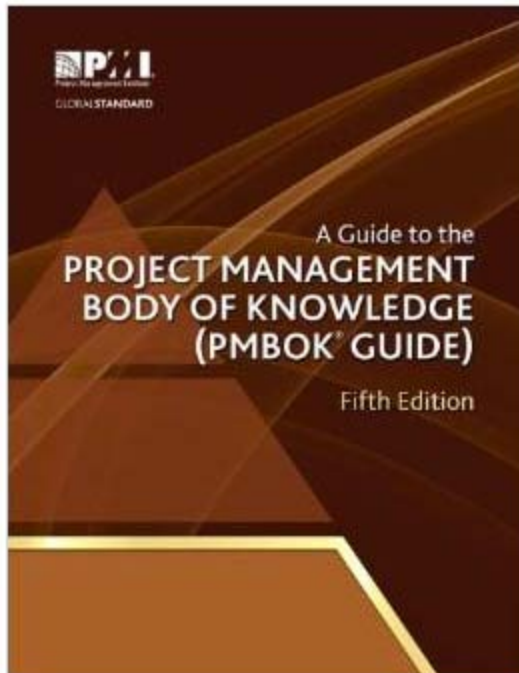
Agenda

- The Basics: Project Management 101
 - What is project management?
 - What is a project?
 - How does project management work?
- Group Activity & Discussion
 - Applying project management to RIM
- Career Development
- Next Steps
- Q&A



What is Project Management?

- Project Management (PM) is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements



What is a Project?

- A project is a **temporary** endeavor undertaken to create a unique **product**, **service** or **result**



How does Project Management Work?

- PM works by mapping, applying and integrating:

10
Knowledge
Areas

5 PM
Process
Groups

47 PM
Processes



The Ten (10) Knowledge Areas

Project Integration
Management

Project Scope
Management

Project Time
Management

Project Cost
Management

Project Quality
Management

Project Human
Resources
Management

Project Communications
Management

Project Risk
Management

Project Procurement
Management

Project Stakeholder
Management

Triple Constraint (Iron Triangle)



The 5 Process Groups

- Initiating
 - Those process performed to define a new project or a new phase of an existing project by **obtaining authorization to start the project or phase**

Knowledge Areas

Project Integration Management

Project **Stakeholder** Management

The 5 Process Groups (cont'd.)

- Planning

- Those processes required to establish the scope of the project, refine the objectives, and define the course of action required to attain the objectives that the project was undertaken to achieve

Knowledge Areas				
Project Integration Management	Project Scope Management	Project Time Management	Project Cost Management	Project Quality Management
Project Human Resources Management	Project Comm. Management	Project Risk Management	Project Procurement Management	Project Stakeholder Management

The 5 Process Groups (cont'd.)

- Executing
 - Those processes performed to **complete the work** defined in the project management plan to satisfy the project specifications

Knowledge Areas

Project Integration Management

Project Quality Management

Project HR Management

Project Comm. Management

Project Procurement Management

Project **Stakeholder** Management

The 5 Process Groups (cont'd.)

- Monitoring & Controlling
 - Those processes required to track, review and regulate progress and performance of the project; identify any areas in which changes to the plan are required; and initiate the corresponding changes

Knowledge Areas		
Project Integration Management	Project Scope Management	Project Time Management
Project Cost Management	Project Quality Management	Project Comm. Management
Project Risk Management	Project Procurement Management	Project Stakeholder Management

The 5 Process Groups (cont'd.)

- Closing
 - Those processes performed to **finalize all activities** across all Process Groups to formally **close the project or phase**

Knowledge Areas

Project Integration Management

Project Procurement Management



47 Project Management Processes

Group Activity & Discussion: Applying Project Management to RIM

Key Focus Areas of Project **Planning** for Group Activity

Plan & Define the **Scope**
*Includes Collecting Requirements

Plan Communications

Plan & Develop Schedule (***Time**)

Plan **Stakeholder**
Analysis/Management



Project Objective:

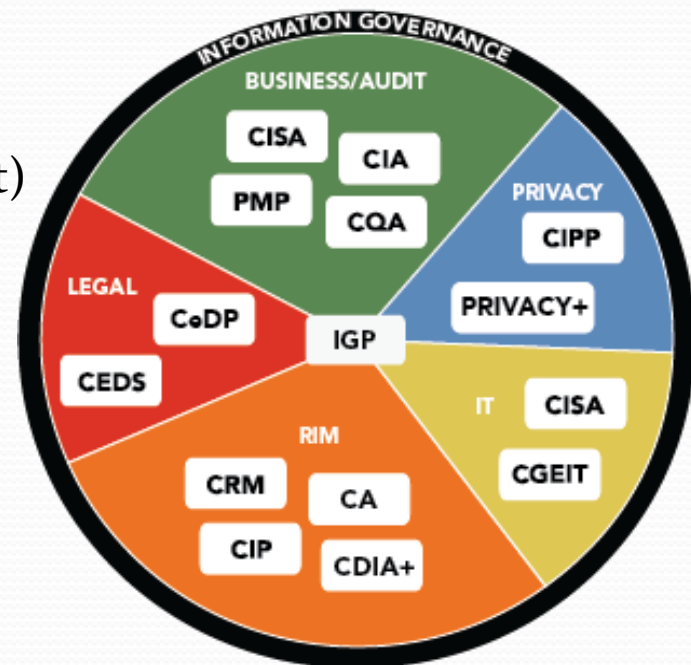
- (1) Develop RIM Network
(*RIM Coordinators/
Records Coordinators)
- (2) Rollout shred service to 10
satellite locations
- (3) Pick your own project

- Industry Certifications Overview
- Which PMI certification is right for you?
- Benefits of PMI Certifications
- Local Resource



Certifications

- Certified Records Manager (CRM)
- Information Governance Professional (IGP)
- Certified Information Privacy Professional (CIPP/US, CIPP/C, CIPP/E, CIPP/G)
- Certified Information Privacy Manager (CIPM)
- Certified Information Professional (CIP)
- PMP (Project Management Professional)
- CAPM® (Certified Associate in Project Management)
- Program Management Professional
- Portfolio Management Professional
- PMI Agile Certified Practitioner
- PMI Professional in Business Analysis
- PMI Risk Management Professional
- PMI Scheduling Professional



Which PMI Certification is Right for You?

Our Certifications

The decision to earn a project management certification is a big one, so make sure you choose one that best fits your current expertise and your future career plans. You can apply for any certification that matches your qualifications, and no certification is a prerequisite for another.

PMP®

Project Management Professional

The PMP certification recognizes competence of an individual to perform in the role of a project manager, specifically experience in leading and directing projects.

[Learn more](#)

CAPM®

Certified Associate in Project Management

The CAPM certification recognizes a demonstrated understanding of the fundamental knowledge, processes and terminology as defined in the *PMBOK® Guide* needed for effective project management performance.

[Learn more](#)

PgMP®

Program Management Professional

The PgMP certification recognizes demonstrated experience, skill and performance in the oversight of multiple, related projects that are aligned with organizational objectives.

[Learn more](#)

Benefits of PMI Certifications



Recognition & Endorsement

PMI certifications recognize your project management knowledge, skills and abilities. PMI serves as an unbiased endorsement of your project management expertise and professional experience on a global level.



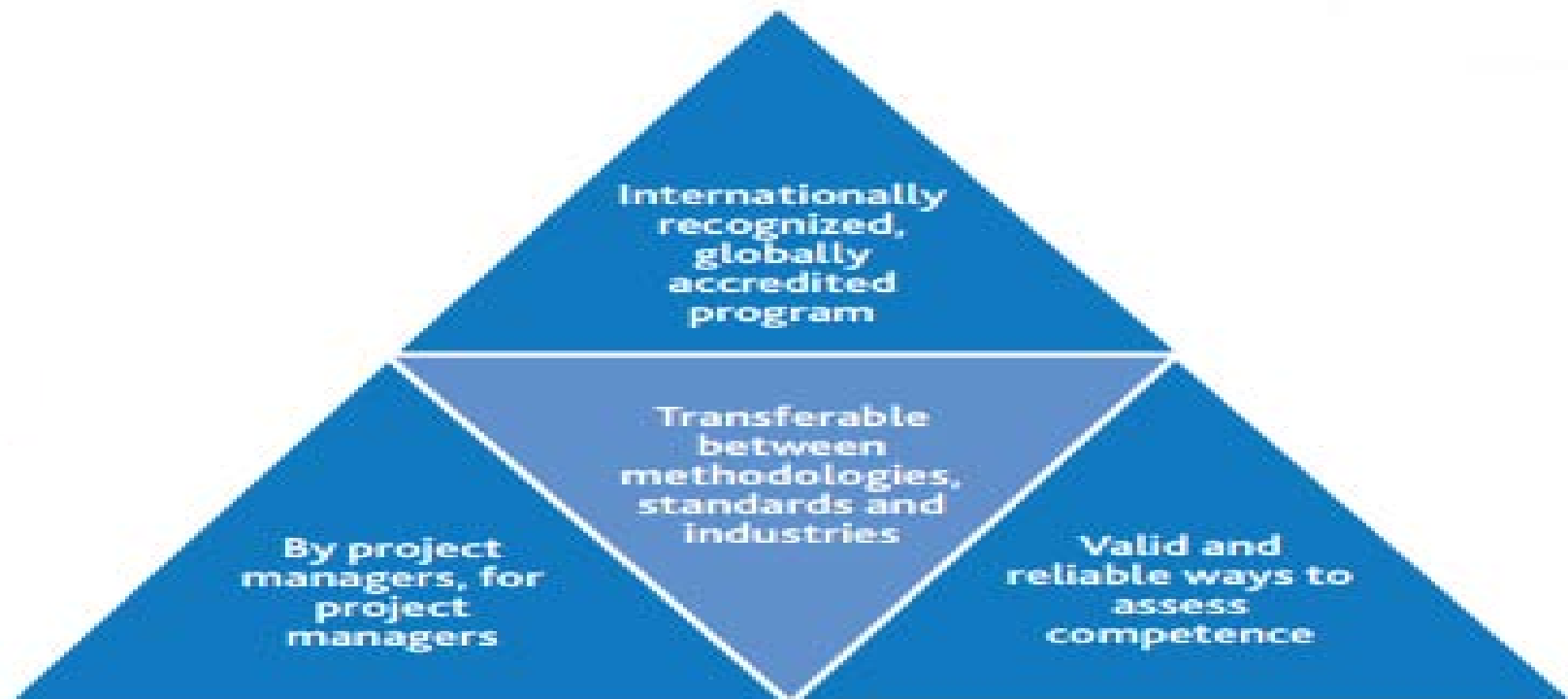
Increased Earnings

PMI certifications can lead to greater earnings. They differentiate you in the marketplace and give you a competitive advantage in the job market. Many credential holders experience salary increases because of their certification status.



Career Advancement

PMI certifications can lead to career opportunities and career advancement. Our family of certifications identifies you as a practitioner who has demonstrated competency and knowledge in project management processes and specialty areas of practice based on industry standards.



Local PM Resource



- Professional Development
- Project Management Training
- Certification Study Groups
- And, more...

Next Steps!



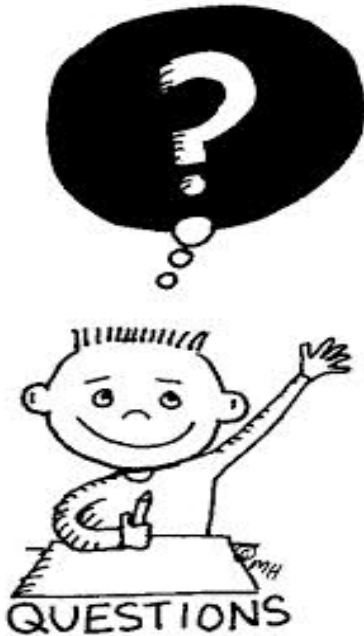
Put the Puzzle Pieces Together



- Decide what, if any, certification is right for you
- Remember to use your PM knowledge when **planning** the next:
 - Records Retention Schedule Refresh
 - RIM Training Program Development
 - Vacation of a LIFETIME
 - Family Wedding
 - Baby Shower, etc.
- Don't forget to keep your Iron Triangle (CST – cost, scope & time/schedule) in check!



Questions?



Thank you, Greater Sacramento Capitol Chapter of ARMA!

Thank
You!



THANK YOU!

THANK YOU

