

AIPM NEWSLETTER



ISSUE 5 | TAS CHAPTER

January 2004

PRESIDENT'S MESSAGE

Happy New Year! I hope you all had a very Merry Christmas and enjoyed your holidays (for those who got them).

It has been some time since our last Newsletter and a lot of activities have occurred since then.

The biggest event on the AIPM calendar last year was the annual Conference held in Alice Springs. This was an excellent event at an outstanding venue. It was obvious from the increased number of delegates and favourable feedback that the format of multiple sessions and increased number of speakers was a hit. The social events were, as always, a highlight but the most important event was the National Project Management Achievements Awards night. The joint winners were Qantas and Queensland Rail.

Our own awards night saw Hydro Tasmania take out the state award for the second year running with their project Forth Dams Spillway Upgrade – Palooana Dam Project. For more details see Page 3 of this newsletter.

The AIPM Conference this year will be held in October in Perth, Western Australia at the Sheraton Hotel. Once again it should be a great event, but more importantly an opportunity not to be missed to network and gain leading edge knowledge from the project management arena.

Our Christmas party was once again a hit with all attending have a great night. See the events calendar for this year at the end of the newsletter for dates of this year's party and lock it in your diary now.

Looking forward to 2004 there are more great things on the horizon. We have already cemented

several seminars in Hobart and look forward to presenting in Launceston as soon as possible. Planning is underway for the Project Management Achievement Awards with new initiatives expected to increase the number of submissions and attendees.

I hope 2004 is a great year for you and remember that AIPM is here to help you in any way we can in relation to project management. You'll find a lot of useful information on the website and please feel free to contact me at any time.

Stuart Hughson, President

TAS Chapter

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WHERE ARE OUR MEMBERS?

The table below shows where our members are.

Company	No.
ABB	1
Aurora Energy	4
Australian Antarctic Division	1
Australian Red Cross Blood Service	2
Centrelink	1
Civil Construction Corporation	1
CPM Group	1
Deloitte Touche Tohmatsu	1
Department of Economic Development	1
Department of Education	4
Department of Health and Human Services	5
Department of Infrastructure, Energy & Resources	11
Department of Premier and Cabinet	5
Dept Primary Industries, Water and Environment	2
Department of Treasury & Finance	3
GHD Pty Ltd	8
Hobart City Council	1
Hobart Water	1
Hydro Tasmania	4
Matrix Management Group	1
Pitt & Sherry	1
Sinclair Knight Merz	1
Tas Span	1
Tasmania Police	3
Tassal Ltd	1
Transend	3
Unknown	5
Grand Total	73

PM JOURNAL ARTICLES

The editor of The Australian Project Manager magazine welcomes contributions from TAS members.

The theme of the June 2004 issue will be "Project Management in Practice". Articles can be up to two pages (1800 words), photos and diagrams are welcome. Contact the editor at kayfay@bigpond.com.

CORPORATE MEMBERSHIP

We welcome the Department of Infrastructure, Energy & Resources as the first Corporate Member of the Tasmanian chapter of AIPM. BY virtue of the fact that they have more than 6 members they were able to take advantage of reduced renewal fees.

Some added benefits for corporate members are:

- Assistance with the implementation of an internal awards program for project managers, project team members and project directors. This program will be linked to the Project Management Achievement Awards program in 2003.
- "Project Managed Organisation" award program which recognises those organisations which have embarked on a process to continually improve its project management capabilities.
- Access to AIPM benchmarking networks for project management;
- Opportunities to sponsor awards, seminars, forums, newsletters and conferences.

If your organisation currently has more than 6 members or you others in your office are contemplating joining such that you will have at least 6 then visit the AIPM website (www.aipm.com.au) for more information.

WELCOME!!

The council and current members of AIPM TAS Chapter would like to welcome:

<i>Name</i>	<i>Organisation</i>	<i>Membership Grade</i>
Tom Davidson	Tassal Ltd	Member
Helen Cruse	DIER	Associate
Anne-Maree Mills	DIER	Associate
Robert Sykes	Sinclair Knight Merz	Member
Eric Saunders	Matrix Management Group	Member
Karen Petraitis	Centrelink	Associate
Michael Verrier	GHD Pty Ltd	Associate
Jeffrey Rose	Civil Construction Corporation	Fellow



RegPM STATS

Chapter	RPM in progress	Already RPM	MPD in Progress	Already MPD
NSW	122	146	42	89
Vic	80	170	26	44
Qld	140	188	23	70
SA	23	25	9	7
WA	14	50	5	26
Tas	4	8	3	2
NT	5	10	1	49
ACT	18	32	14	13
Total	406	629	123	300

AIPM STUDENT AWARDS

The AIPM has established an awards program to recognise and honour outstanding achievements by students enrolled in project management related courses and/or their contribution to the profession of project management.

If you know any students in Project Management or any student in any faculty contributing towards to the profession of project management then direct them to the website for more details. (http://www.aipm.com.au/html/student_awards.cfm)

State prizes include AIPM membership and cash. The State winner is then eligible for the National Award, presented at the National Conference in October.

FREE UPGRADE OFFER

Until the end of March associates have the opportunity to upgrade their membership status for full member...**FOR FREE!!!**

Details of the offer have been sent via Australia Post to all associate members. If you are an associate and did not receive this mailing, please contact the President as we may have the incorrect mailing address for you.



TAS CHAPTER GOALS FOR 2004

Recognition: Increase the recognition in Tasmania of project management as a profession and of AIPM as the body representing professional project managers in Australia.

Membership Growth: Target of 30 new individual members and 1 new corporate member by end of 2004.

Professional Development: Provide a range of professional development opportunities to suit members' needs and to help raise awareness about the profession of project management and what professional project managers do.

Services: Home Page, improved membership application and approvals procedures, more interesting Newsletter.

MASTER PROJECT DIRECTOR

Last year, David Mounter achieved his Master Project Director (MPD) certification and became the first Tasmanian to do so.

We are proud to announce that Russell Dowd is now the second Tasmanian to achieve this level of certification. Congratulations on a great effort.

MPD is the highest level of accreditation that can be achieved in the AIPM's RegPM program. More details of this program can be found on the AIPM website.

Both Russell and David are members of the Tasmanian AIPM Council and are available to assist anyone who wishes to obtain certification in the RegPM program. Their contact details are included at the end of this Newsletter.



PROJECT MANAGEMENT ACHIEVEMENT AWARDS (PMAA) 2004

The Project Management Achievement Awards for 2003 were held on Saturday 6 September 2003 at the Hobart Conference & Function Centre. It was a fantastic evening enjoyed by around 60 people, with five outstanding projects submitted for judging. The judges have commented on the high calibre of all submissions received and the winner for 2003 was Hydro Tasmania for the Forth Dams Spillway Upgrade - Palooa Dam. There were two high commendations awarded to the Department of Infrastructure, Energy and Resources for the Sorell Causeway Bridge Replacement Project and the IRIS Tasmania Project.

Our guest speaker was Dr Mike Pooke, who challenged us to think seriously about the potential impact of climatic changes on our projects in the future. After the formalities were over, attendees danced the night away to some great music from Vital Statistyx.

Our thanks once again go out to our event sponsors:

- | | |
|---------------|---|
| GOLD | Hydro Tasmania |
| SILVER | Tasmanian Government Inter Agency Steering Committee |
| BRONZE | Transend Networks Pty Ltd |

Thanks also to the judges and the organisations who invested the time to put forward their projects for consideration for the award without which the event would not be possible.

Hydro Tasmania's submission went on to win a high commendation at the national level (for the second year running). Well done Tasmania!!

Planning is well underway for PMAA 2004 and I encourage you to put in a submission. If you would like additional details about PMAA 2004, please contact the PMAA Project Manager, Maria Skillern on 6233 2480.

CONFERENCE 2004

The *2004 annual conference* will be held in Perth from Sunday 10 October to Tuesday 12 October 2004.

The Conference Program and *Poster Exhibition* will provide excellent coverage on a range of relevant issues for those involved in project management. In conjunction with the conference, the winner of the 2004 *Project of the Year* award will be announced at the conference dinner on Monday 11 October 2003.

For more information visit the website at http://www.aipm.com.au/html/aipm_conferences.cfm.

YOUR WORD

We would appreciate your contribution to this newsletter. Articles of 150 – 200 words that succinctly relate a topical project management issue are invited from all members. Forward your articles to the Chapter Secretary for inclusion in future issues of this newsletter.

FOR SALE

THIS PRIME ADVERTISING SPACE

Don't miss this great opportunity to advertise your services to Project Management decision-makers in all industry and government sectors in TAS.

\$150 per Issue
(ask about a discount for multiple issues)

For further information telephone the AIPM TAS Chapter Secretary on **6233 2480**



TIPS OF THE MONTH

Seven Rules of Scheduling

Regardless of the scheduling system or project, every good schedule exhibits the following key traits:

1. It's easily communicated. Those doing the work must clearly understand the schedule. If no one on your team has ever seen a Critical Path Diagram, the last thing you want is to use CPM as your scheduling method. In general, schedules in a graphic format—with color—communicate best.

2. It's flexible. No matter what you say or do, a high percentage of your schedules will change. Ideally, they won't change from mistakes you make; but they will change, nonetheless.

3. It shows interrelationships between tasks. Tasks are never carried out in isolation; most rely on information or results from previous or concurrent tasks. Your schedule must show how tasks interrelate.

4. It's prepared in calendar time, not in number of work days. What's the date 60 work days from today? Now — what's the date 60 calendar days from today? A little easier? Everyone thinks in calendar time, so use it when preparing your schedules.

5. It forces early deadlines. Work expands to fill the available time. If your deadline is January 31st, you can count on your office to be humming with activity at midnight on January 30th. Set the clock ahead, and give yourself extra time to clean up loose ends.

6. It considers the team's other projects. The factor on which a schedule most depends for success is the team's workload from other projects. If you prepare your calendar without considering those projects, it will most likely fail. Before promising a schedule to your client, make sure you have the staff!

7. It extends beyond the due date of the contract. There will always be activities that go beyond or arise after the due date. Your client will have questions, contractors will call you, summary meetings will be held. Anticipate these activities and build them into your schedule.

Don't Skimp on Project Control!

Good PMs know that when project seas get rough, it's not time to abandon ship — it's time to stay at the controls.

Far too often when a project gets in trouble, the monitoring and control systems are the first items to get cut back or eliminated. Ever hear:

"One way to save some money is to stop analysing ourselves to death, and eliminate some of these reports."

Don't let this happen! Stand up and insist that you must continue to have the monitoring and reporting support you need to effectively manage the project. Eliminating or cutting back on controlling support at a time of crisis is analogous to taking someone out of intensive care right after they have had a heart attack.

With proper support, and attention to your reports and management information, you will sail through the trouble and steer the project back on course.

The key to controlling a project is time – time to react and make changes in order to correct variances to the plan.

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UPCOMING EVENTS

Put these dates in your diary. More info will follow in due course, or visit the AIPM website and follow the links to the Tasmanian Events Calendar.

Title: TBA
Date: 11 February 2004
Time: 7:00am – 8:30am
Presenter: David Hudson, CPM Group, Brisbane
Venue: Hadleys Hotel

Title: **Risk Management Beyond the Standards**
Date: 26 February 2004
Time: 7:00am – 8:30am
Presenter: David Hudson, CPM Group, Brisbane
Venue: Hadleys Hotel

Title: **Project Management in Policy Development**
Date: 24 March 2004
Time: 12:30pm – 2:00pm
Presenter: Elisabeth Hock, DIER
Venue: Hadleys Hotel

Title: **The Effective Use of Contracts in Procurement**
Date: 28 April 2004
Time: 12:30pm – 2:00pm
Presenter: David Mounter, Aurora Energy
Venue: Hadleys Hotel

Title: TBA
Date: 26 May 2004
Time: 12:30pm – 2:00pm
Presenter: Steve Sorell, Aurora Energy
Venue: Hadleys Hotel

Title: TBA
Date: 23 June 2004
Time: 12:30pm – 2:00pm
Presenter: Nick Heath, Hobart City Council
Venue: Hadleys Hotel

Title: TBA
Date: 28 July 2004
Time: 12:30pm – 2:00pm
Presenter: David Mounter, Aurora Energy
Venue: Hadleys Hotel

Title: TBA
Date: 25 August 2004
Time: 12:30pm – 2:00pm
Venue: Hadleys Hotel

Title: **Project Management Achievement Awards**
Date: 4 September 2004
Time: 7:00pm – Late
Venue: Hobart Conference Centre

Title: TBA
Date: 29 September 2004
Time: 12:30pm – 2:00pm
Venue: Hadleys Hotel

Title: **AIPM Conference 2004**
Date: 10-12 October 2004
Venue: Sheraton Perth Hotel
Perth, WA

Title: TBA
Date: 27 October 2004
Time: 12:30pm – 2:00pm
Venue: Hadleys Hotel

Title: TBA
Date: 24 November 2004
Time: 12:30pm – 2:00pm
Venue: Hadleys Hotel

Title: **Christmas Drinks**
Date: 9 December 2004
Time: 5:00pm – late
Venue: Hadleys Hotel

If you would like to present at an AIPM educational seminar or you can recommend a speaker, please contact Stuart Hughson, the State President, listed at the end of this newsletter.

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