

PMI Women in Project Management
Virtual Community

Local Network Group Policy

Document History:

Version	Date	By	Description
0.0	4/29/2009	Tyler	Draft
0.1	5/01/2009	Tyler	FINAL - board approved on 5/1
1.0	5/18/2009	Tyler	Updated to include clarifications from PMI VCAG and PMI GOC

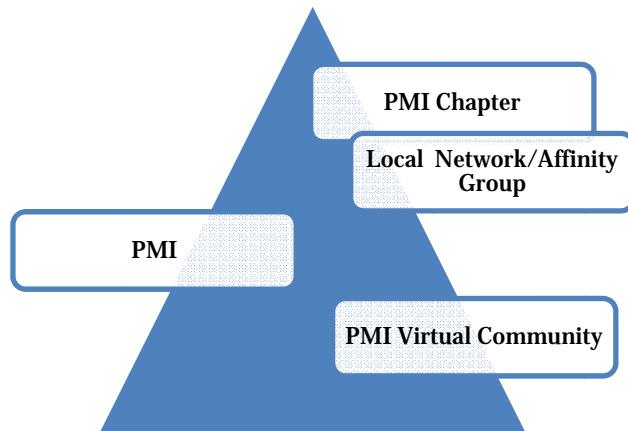
PMI Women in Project Management Virtual Community

General

This policy document is intended to be used as a reference to formation of a local network/affinity group in association with a PMI Chapter or other project management organization engaged in sharing information relating on the topic of women working in the field of project management, which also is the primary focus of the *PMI Women in Project Management Virtual Community*.

Local network groups play an important role in promoting the larger PMI community and specific area of interest and/or affinity topic. These groups may also be referred to as local interest groups (LIGs) or special interest groups or focus groups—the common denominator is that they are face-to-face, geography-based (local) activities identified with a particular topic in the PM profession.

A local network group is one of three key groups which provide added value to PMI© membership at multiple levels:



Definitions

Entity	Definition
PMI© Chapter	A geographic-based component of PMI
Local Network / Affinity Group	A sub-group of PMI chapter members who have a common interest in a particular topic
PMI© Women in Project Management (WIPM)	A virtual community within PMI focused on the topic of women engaged in the project management field

PMI© Chapter members *may* also be members of the WIPM Virtual Community, however that is not a requirement. As members of a chapter-based network group, they can connect and build local affiliations on a more focused level and frequency than normally provided by typical chapter activities. Benefits of having a affinity group include:

- an opportunity for chapter members to get increased exposure to the topic
- additional knowledge gathering and sharing
- face-to-face networking
- increased membership in the chapter and/or PMI
- increased member satisfaction with chapter services
- additional exposure to PMI and its benefits

Policy Statement

A local networking group is organized and authorized under the authority of a local PMI© Chapter as determined in the PMI Community Transformation Project and Chapter with Branches Model.



PMI

ChapterLeadersGuide

**note—please contact PMI for the most current version of this document*

- A local network group is subject to the policies and procedures specific to its affiliated chapter.
- All financial transactions for either income or expense are conducted under the authority of the chapter.
- Operational guidelines and membership/participants are subject to the policies and procedures specific to its affiliated chapter.
- Structure, roles and responsibilities, and general organization are to be determined between the local networking group organizers and the primary contact within its respective chapter.
- A local network group would be 'primary' to a single chapter, although it may also be supported by and include other nearby chapters' membership

There is no contractual or other formal relationship to the Women in Project Management (WIPM) virtual community. A chapter LOCAL NETWORK GROUP may or may not include WIPM Virtual Community members.

- It is the Chapter's decision to request and/or accept support from the virtual community
- The type and extent of any support from WIPM will be determined on a case-by-case basis upon specific request and approval by both the WIPM governance team and the respective chapter governance team.

Formation Guidelines

There are several chapter models/examples available today, including but not limited to:

- the New Zealand Chapter,
- the Southern Ontario Chapter and its Southern Ontario Information Systems LIG Branch,
- the Mumbai Chapter with Student Branches with local universities, and
- the Sweden Chapter with their Project and Program Office LIG Branch.

Several SIGs have also developed formal programs to promote local interest groups (LIGs) in their respective topics at the Chapter level, including but not limited to:

- Information Systems SIG www.pmi-issig.org
- Program Management Office SIG www.pmosig.org
- Consulting SIG www.pmiconsultingsig.org.

There is no single formation process or organizational template for a local network / affinity group. Following are some **generic suggestions and guidelines** for those individuals interested in starting a local network / affinity group .

1. Meet with the local PMI Chapter representative to review the feasibility of starting a local network / affinity group and determine the steps for obtaining approval to proceed.
2. Identify one or more volunteers to organize and oversee the general operation of the group.
3. Identify five or more additional Chapter members' interested in joining the group
4. Create a scope document for the group, including:
 - a. the benefits the group will provide to the Chapter.
 - b. expectations of support from the chapter, including funding, website/webpage, announcements/email blasts or other communications, needs
 - c. frequency of activity (monthly, quarterly, ad-hoc...)
 - d. roles and responsibilities matrix.
5. Create a business plan (i.e. memo of understanding, charter or other type of document) that outlines term/duration/frequency, operational conditions, finance, etc.
6. Once Chapter approval is received, begin detailed planning and execution such as:
 - Identify potential topics (i.e. work-life balance, emotional intelligence, communication styles, etc.) within the broad focus area (women in the project management profession)
 - Create a calendar of events (discussions, book reviews, presentations, whatever...)
 - Determine format (breakfast meeting, pre-dinner meeting, special event, etc.)
 - Determine locations and other logistics

Contact(s) for further information on establishing local networking groups related to the topic of women working in the project management profession:

chair@wipmsig.org