PMI Mile Hi Chapter Roundtable Program FAQ

Q. What is a PMI Mile Hi Roundtable?

The Roundtables are meetings, usually organized and managed through a private company, although occasionally a "public" roundtable is established servicing individuals in a geographical area. The purpose of these meetings is to discuss a project management topic. Three or more people from the organization are required to participate to maintain the Roundtable credential. These meetings provide the opportunity for project managers to receive education, share best practices, improve project disciplines, and network with their peers. Typically 1 PDU is available by attending a Roundtable (1 PDU per hour of meeting/instruction).

Q. How do we become a Roundtable?

The first step is to begin the application process. Request a Roundtable Application from the Director of Roundtables (roundtables@pmimilehi.org).

In addition to the application, the company Roundtable Coordinator should endeavor to create the following:
- Develop a Charter with Executive Leadership Sponsorship, and discuss following:
    - Corporate Sponsorship
    - How the Roundtable program is in alignment with and supports your company's business strategy
    - Authorized scope of the Roundtable program
    - Corporate resources allotted to supporting the Roundtable Program
- It is also suggested that the Coordinator develop a Project Plan with the following at a minimum:
    - Mission Statement
        - Explain how his Roundtable program supports the your company's business strategy and business mission of your company
    - Scope Statement
        - List of PM Application areas within your company
        - List planned topics
        - List goals and objectives of your company Roundtable program, for example:
            - Increase communications on standard PM practices
            - PM training objectives facilitated by the Roundtable program

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For additional questions that might not be covered here, contact the PMI Mile Hi Chapter Director of Roundtables at: roundtables@pmimilehi.org.

- Number of active participants or percentage of identified in your company's program and Project Managers who participate
- Increase number of PMP certified (and/or other PM certifications) resulting from the Roundtable program

- Requirements
  - List business and user requirements that need to be satisfied by the Roundtable program
- Stakeholder List
  - List identified stakeholders, roles, responsibilities, *etc*.
  - Identify target audience for participation in your Roundtable program
- Roundtable Program Deliverables
  - List of planned meetings, topics and speakers
  - Create a Work Breakdown Structure (WBS) showing tasks per expected deliverable item within the Roundtable program
- Schedule Plan
  - Use WBS to create a schedule of planned meetings and topics
  - Assigned resources to deliver content
  - Add tasks for content development, review, approval, distribution, internal communications, presentation and archival of content
  - Add tasks and resource assignments for monthly distribution of Roundtable reports to the PMI Mile High Chapter and your company's management
- Quality Plan
  - Provide details on what is expected and allowed for Roundtable presentations, expected number of discussions per quarter/year, number of PM Participants, *etc*.
- Communications Plan
  - Discuss/list what needs to be communicated to who and how often
- Budget Plan
  - As applicable
- Resource Plan
  - List of facilities available for Roundtable discussions and how to reserve those facilities
  - List of PM training resources
- Change Management Plan
  - How proposed changes to the your companies Roundtable program are identified, communicated, submitted, reviewed and by whom and approved
- Integration Plan
  - Integration with PMI's training, Communities of Practice (CoP), communications and PMI sponsored events
  - Integration with PMI's Mile High Chapter training, communications and sponsored events
  - Integration with your companies business, training, communications and other sponsored events

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Q. What is provided to us to host a Roundtable?

Materials provided to companies to host sanctioned Roundtables include:
- Checklist
- Meeting Packet
- Agenda template
- PDU Tracking document
- Attendance tracking template
- PMI Mile Hi "What's New in the Chapter"

The Roundtable Committee will endeavor to find speakers for Roundtables. Note that most speakers are volunteers with the chapter and sometimes it can be difficult to acquire speakers for these events. Reach out to the Director of Roundtables if you have a specific speaker/topic requests at: roundtables@pmimilehi.org.

Q. What do we need to do once we become a Roundtable?

Companies are required to report to the Director of Roundtables on a monthly basis via the PDU Tracking document. The Roundtable Administrator then summarizes the month's activity with a report to the VP of Professional Development who then reports to the Chapter Board.

Roundtables should also report on:
- Subjects covered
- Attendance
- New Participants
- Leadership Participation
- Training Offered
- PDUs Obtained

The Director of Roundtables and specific Roundtable Committee members attend roundtable meetings during the year. The Director is expected to take pictures and write an article for the chapter newsletter highlighting these visits and special events. On the anniversary of a company's roundtable, the Director of Roundtables hosts a pizza party at the company. Recognition of the anniversary is announced at the next chapter meeting.

The Roundtable Administrator sends a "What's New in the Chapter" email to each Roundtable facilitator monthly so chapter news and updates can be communicated to the individual roundtables.

In addition, the Roundtable Committee hosts an informal networking event for all Roundtables once a year to provide cross-pollination between companies to share best practices and network with peers.

For additional questions that might not be covered here, contact the PMI Mile Hi Chapter Director of Roundtables at: roundtables@pmimilehi.org.

Q. How do we claim our PDUs for the Roundtable?

Roundtables are considered Category C. There is no PDU code required. When claiming the one PDU that Roundtables provide, the member references their company as the provider and inputs the date, topic, *etc*. The PMI Mile Hi Chapter is not used as the provider because we did not facilitate the event.

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