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 to serve individuals in a geographical area. The purpose of these meetings is to discuss project management topics. Three or more people from the organization are required to participate to maintain the Roundtable credential. Typically, 1–1.5 PDUs are available to participants who attend a Roundtable (1 PDU per hour of meeting/instruction).

Q. What are the benefits of a forming a Roundtable?

Roundtables provide the opportunity for project managers to receive education, share best practices, improve project disciplines, and network with their peers. Participants obtain:

- <u>Increased Knowledge</u>. Roundtables provide learning opportunities that allow participants to expand and enhance technical, leadership, or strategic and business management skills.

- <u>Maintain PMI® Certification(s), Accrue Contact Hours for PMP Certification.</u> Roundtable participants accrue Professional Development Units (PDUs) or Contact Hours, fulfilling the continuing certification requirements to maintain their certification(s) or for submission with their PMP Certification application.

- <u>Professional Networking</u>. Participants collaborate, learn, and gain broadened perspective through engaging with experienced project management professionals from across academia, industry, and government. They also enjoy an interface among roundtables at chapter and national level for sharing professional knowledge.

- <u>Community Networking</u>. Attendees can connect with professionals from the local community during live events. Participants consist of PMI members and nonmembers who have an interest in understanding and advancing project management disciplines.

- <u>Career Opportunities</u>. Participants can expand their career vision, ensure job market relevancy, and learn about potential career opportunities.

Q. How do we become a Roundtable?

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

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

The PMI Mile Hi chapter will endeavor to support the roundtables to the maximum extent feasible, based on each roundtable's needs. Some areas of support are enumerated below; however, support in other areas can be provided as needed, if possible.

- **Material**

   Materials provided to sanctioned Roundtables by the chapter include:

- Agenda Template (MS Word)
- PDU Tracking document (MS Excel)

Roundtable organizers must send a report to the Tracking Manager monthly via the PDU Tracking document. The Director of Roundtables then consolidates and summarizes the month's roundtables' activities with a report to the VP of Professional Development.

- **Promotion**

  Event information about roundtables can be promoted on the chapter's event calendar and through Meetup sites to provide visibility to potential attendees. Calendar events are also linked to the international PMI event calendar. Additionally, roundtables are listed in the chapter's weekly electronic newsletters, which are sent to 4000+ chapter members. Roundtables and sponsors are recognized on the PMI Mile Hi website by name (website hierarchal layout shown below) for their efforts to advance the project management profession.

- **Audio/Video Conferencing Software**

  The chapter provides roundtable training material and access to scheduled use of audio and video conferencing software to conduct roundtables.

- **Helpdesk Support**

  The chapter helpdesk assists roundtables in multiple areas, such as resolving individuals' registration problems, reporting PDU credit for chapter members, and assisting with distributing information to event registrants/attendees.

- **Registration Management**

  The chapter provides volunteer training and open usage of the website event registration system to manage event registration and attendance.

- **Roundtable Exchange**

  The chapter continually interfaces with other PMI® chapters to share and gather their lessons learned and innovations. This information will be shared with all PMI Mile Hi sanctioned roundtables. The Director of Roundtables will endeavor to cultivate professional exchange among the chapter roundtables.

- **Speakers**

  The chapter provides access to the chapter's consolidated speaker database with contact information as well as background information on speakers' prior presentations and audience speaker ratings.

- **Volunteer Recruiting**

  The chapter can support roundtables by posting and soliciting volunteers, as needed, by sanctioned roundtables. Contact roundtables@pmimilehi.org.

Q. What do we need to do once we organize a monthly Roundtable?

Companies must report to the Roundtable Tracking Manager or Director of Roundtables on a monthly basis using the PDU Tracking Document. The Tracking Document provides information on subject covered, attendees by names, and number of PDUs obtained.

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.

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

The multiple ways to earn PDUs are detailed in the PMI® Continuing Certification Requirements (CCR) Handbook. The CCR program organizes PDUs based upon the type of development activity conducted. Detailed below you will find a description of each activity, examples, and any associated policies. Roundtables can provide PDUs to attendees in the following categories:

Organization Meetings

Meetings, activities, and local events related to the profession. These are professional meetings that include an educational component; they provide an opportunity to learn and also to network. PMI® chapters and third parties host these activities throughout the year on a local basis. Your organization may conduct professional events as well.

PDU Rules: Typically limited to 1–2 PDUs. Attendees earn 1 PDU per hour of meeting/instruction.

Documentation required for audit: Registration form, letter of attendance of other form of documentation confirming participation in event.

Informal Learning

Educational opportunities focused on structured discussions. Sometimes professional development comes through interaction with others. You can earn PDUs by engaging in structured professional discussions with others, for example while you're being mentored or participating in a "lunch and learn" session with your organization.

PDU Rules: 1 hour of learning equals 1 PDU

Documentation required for audit: Evidence supporting your reported professional development, including notes from and dates of activities conducted.