

# 2008

*"Developing Young Project Managers of Today and for Tomorrow"*

## IPMA Young Crew – USA Action Plan

Leadership  
Determination  
Integrity Vision Talent  
Character Vision Insight  
Courage Imagination  
Experience Charisma Perspective  
Intelligence  
Perseverance  
Leader Dependable Empowering Devoted Aspirational  
Self-awareness Powerful Effective Self-Reliant  
Trustworthy Positive Attitude Creative  
Substantive Distinctive  
Cautious Diligent



### LEAVE YOUR MARK

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# Action Plan for the IPMA Young Crew - USA

## Introduction

As the field of project management continues to grow in size, support for the profession becomes increasingly important. In fact, according to an article that appeared in *CIO Magazine*, 54% of CIOs surveyed throughout the U.S. stated that project management skills were the most requested skill set for new hires<sup>1</sup>. Equally important is the fact that the U.S. has over 100 project management degree programs available at colleges and universities at both the undergraduate and graduate levels. In order to support this trend, a formalized organization dedicated to developing young project managers is of paramount importance. The American Society for the Advancement of Project Management (ASAPM) a member of the oldest and world's leading non-profit making project management organization, International Project Management Association (IPMA) has solidified a forum through the utilization of Young Crews worldwide to allow younger project management professionals who are interested in building their business networks, participating in project management research, and developing their core competencies as Project Managers through the IPMA certification program.

## Mission Statement

The primary mission of the IPMA Young Crew – USA is to “develop young project managers for today and of tomorrow through the advancement of project management principles and promotion of innovation and cutting-edge research in the field. We hope to achieve this strategic mission through the realization of the following goals and objectives:

- To organize local and national project management events and seminars
- To participate on national and international events like the IPMA Young Crew Workshop
- To offer a platform for publishing papers, thesis and white papers written by young professionals or students
- To organize the *asapm* Outstanding Young Project Manager (OYPM) Award and recognizing excellent project management student paper and thesis award
- To give young crews support for their work and learning from their work
- To bring young professionals and students together in the name of project management excellence.

## Vision Statement

Our vision is to be recognized as the premier organization that will foster and advance project management excellence for young project managers and project management practitioners throughout the United States.

## Key Strategic Goal & Objectives

The IPMA Young Crew – USA hopes to fully develop into a mature organization dedicated to the needs of young project managers in the United States. We have prioritized our initial strategic goals, utilizing the IPMA Young Crew Maturity Model as the foundation. These goals will be fully vetted through the IPMA Young Crew – USA Executive Management Board first meeting on September 2008, and incorporated into our five-year strategic plan for 2008-2013. (Please see Appendix A for the By-Laws & Governance Structure and Appendix B for Proposed Agenda for the Kick-Off Informational Meeting)

### Summary of Strategic Goals:

- Establishing a core membership team of 20 professionals (founders) by November 2008
- Attending the IPMA Young Crew Conference in November 2008
- Creating and implementing a Corporate and University sponsorship package by March 2009
- Establishing the **asapm** Young Project Manager Award by March 2009
- Reaching IPMA Young Crew Maturity Level 1 by August 2009 (completing all requirements)
- Attaining IPMA Young Crew Maturity Level 2 by February 2010 (completing all requirements)

## Marketing Initiatives

Marketing is an essential component to the promotion of the IPMA Young Crew – USA group. Through initial benchmarking and analysis, we have targeted the following communication channels for our high-level marketing plan. These channels include:

- **Facebook:** Facebook is a popular application utilized by demographic for the Young Crew. It is free for organizations to use to promote their group and solicit new members. Facebook also provides a mechanism to network with students and professionals through its interactive web application.
- **Linked In:** Linked In is targeted at working professionals who are interested in enhancing their network, and is also another application that is free for use. Our goal is to set up a group that individuals worldwide can join and keep current with IPMA Young Crew – USA events.
- **George Washington University {MSPM Program}:** The initial Young Crew group is situated in Washington D.C. , close to The George Washington University and the popular Master's in Project Management Degree program. Current founders of the IPMA Young Crew have contacts within the academic department who would lend marketing support for the group's events and initiatives.
- **Current Circles of Influence:** Our initial core group for the Young Crew currently has contacts at major corporations such as Booz Allen Hamilton, CACI, CSC, Deloitte, IBM, Robbins-Gioia (RG), and more. Our contacts are eager to become part of the IPMA Young Crew - USA, and be involved in the process of establishing the group here in the United States.
- **ASAPM Website and Newsletters:** We hope to gain support of the national organization, ASAPM, to assist in promoting the establishment of the Young Crew and our goals and initiatives through announcements on the national website and through the monthly newsletter.

## Proposed Programs and Events

Through a proactive assessment of future events for the IPMA Young Crew – USA, the founding group has developed a list of proposed programs and events for 2008-2009. These include:

- Speakers Bureau
- DC, VA & MD Project Management Day
- Student Paper Competition
- PM Business Case Competition

- Young PM Award
- PM Career Day & Internships

The Executive Management Board will prioritize and determine which events are the most feasible to implement during the 2008-2009 year, and will communicate these events throughout the group.

## Proposed Overall Financial & Budget Plan

A Rough Order of Magnitude (ROM) budget for the initial establishment of the IPMA Young Crew – USA is included in Appendix C.

## Critical Success Factors

Success of the implementation of the IPMA Young Crew – USA relies on financial support, management resources, training, and networking. We have outlined each of the strategic areas that will aid in the realization of the Young Crew.

- **Attendance at the International Young Crew Workshop:** The International Young Crew Workshop is scheduled for November 6-8 in Rome, Italy. Attendance at this event will allow a representative from the IPMA Young Crew – USA to network with other Young Crews who have experience in developing their group, and can lend advice and guidance.
- **Financial Support (via IPMA):** Initial seed money will assist the IPMA Young Crew – USA with any marketing initiatives or programs that require funding. The financial support can be utilized for promotional materials, banners, or can subsidize the cost for initial events for the group.
- **Support from ASAPM:** Support from the national organization is also crucial to the success of the IPMA Young Crew – USA. We want to ensure that the group is aligned with the mission, goals, and objectives of asapm and promotion of the group through asapm's internal channels will help increase membership in the group.
- **Corporate & University Sponsorships:** Sponsorships from business and universities within the community can lend well to enhancing the IPMA Young Crew – USA's presence in the Washington D.C. area and beyond. In particular, partnership with local universities that have programs in project management could provide increased credibility for the group.

## Conclusion & Milestone Dates

In conclusion, our passion and dedication for the development of the IPMA Young Crew – USA group will provide a solid foundation for the group's existence. We have provided key milestones for the next couple of months below. We look forward to working with asapm in the near future, and to building a strong relationship for years to come.

- Gain asapm management approval to initiate the IPMA Young Crew – USA group – End of August 2008
- Solidify plans to attend the IPMA Young Crew Conference – End of August 2008
- Conduct the IPMA Young Crew – USA Kick-Off Meeting: (to be determined)
- Present Project Charter & Finalized Budget to asapm: (to be determined)

## **Appendix A – Proposed DRAFT Bylaws & Governance Structure**

### **Article I - Name, Principal Office and Relationship to IPMA Young Crew and ASAPM:**

**Section 1.** This organization shall be called the Young Crew –USA National Capital Area Chapter of the International Project Management Association, Young Crew. (Hereafter "YCU-NCA Chapter"). This organization is a chapter chartered by American Society for the Advancement of Project Management (hereinafter "ASAPM®"). The YCU-NCA Chapter is separately incorporated as a non-profit, tax-exempt corporation under the laws of North Carolina.

**Section 2.** The primary geographic area serviced by the YCU-NCA Chapter is in the Washington D.C. Metropolitan area and those surrounding counties assigned by ASAPM®.

**Section 3.** The YCU-NCA Chapter is responsible to the duly elected ASAPM® Board of Directors and is subject to all ASAPM® policies, procedures, rules and directives lawfully adopted.

**Section 4.** The YCU-NCA Chapter shall meet all legal requirements in the jurisdictions in which it conducts business or is incorporated, i.e. D.C.

**Section 5.** The Bylaws of the YCU-NCA Chapter may not conflict with the current ASAPM®s Bylaws or any policies, procedures, rules or directives established or authorized by the ASAPM® Board of Directors or the YCU-NCA Chapter's Charter with IPMA Young Crew Management Board®.

**Section 6.** The terms of the Charter executed between the YCU-NCA Chapter and ASAPM®, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder. Notwithstanding the foregoing, in the event D.C. law conflicts with the terms of the Charter, D.C. law shall take precedence.

### **Article II - Purpose:**

**Section 1.** The objectives of the YCU-NCA Chapter are:

- To advance the practice and profession of Project Management.
- To encourage and facilitate education, certification, and professionalism in Project Management.
- To provide a forum for discussion and examination of problems, solutions, applications, and ideas related to the management of projects.
- To disseminate, within the primary area of operation of the Chapter, information regarding developments in project management.

### **Article III - Membership:**

**Section 1.** Membership in this organization is voluntary and shall be open to any eligible person interested in furthering the purposes of the organization. Membership shall be open to all eligible persons without regard to race, creed, color, age, sex, marital status, national origin, religion, or physical or mental disability.

**Section 2.** Membership in the YCU-NCA Chapter requires membership in ASAPM®. The YCU-NCA Chapter shall not accept as members any individuals who have not been accepted as ASAPM® members, and shall not create its own membership categories.

**Section 3.** "Members in Good Standing" shall be defined as Chapter Members who have paid both ASAPM® and YCU-NCA Chapter dues and appear in the YCU-NCA Chapter membership list. All Members in good standing shall be eligible to vote and to hold office in the YCU-NCA Chapter.

In the event dues have been paid but not posted, the member must provide a verbal verification (written preferred) from ASAPM® that dues have been received in order to be considered a member in good standing.

**Section 4.** Members shall be governed by and abide by the ASAPM® Bylaws and by the Bylaws of the YCU-NCA Chapter and all policies, procedures, rules and directives lawfully made thereunder.

**Section 5.** All members shall pay the required ASAPM® and in the event that a member resigns, membership dues shall not be refunded by ASAPM® or the YCU-NCA Chapter.

**Section 6.** Membership in the YCU-NCA Chapter shall terminate upon the member's resignation, failure to pay dues or expulsion from membership for just cause. Just cause shall include, but not be limited to, a member's statements or actions which conflict with the goals and objectives of the Chapter, a member's disruption of Chapter activities, and other such actions.

**Section 7.** Members who fail to pay the required dues for one (1) month shall be delinquent and their names shall be removed from the official membership list of the YCU-NCA Chapter. A delinquent member may be reinstated by payment in full to ASAPM® all unpaid dues for ASAPM® and the YCU-NCA Chapter.

**Section 8.** Upon termination of membership in the YCU-NCA Chapter, the member shall forfeit any and all rights and privileges of membership.

**Section 9.** The membership database and listings provided by ASAPM® to the YCU-NCA Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the YCU-NCA Chapter, consistent with ASAPM® policies.

#### **Article IV - Board of Directors:**

**Section 1.** The YCU-NCA Chapter shall be governed by an elected Board of Directors (Board). The Board shall be responsible for carrying out the purposes and objectives of the YCU-NCA Chapter.

**Section 2.** The Board members are elected by the membership. All Board members shall be members in good standing of ASAPM® and of the YCU-NCA Chapter.

**Section 3.** The officers shall be elected on a bi-annual basis, with the President being elected in odd years and the remaining officers during even years.

**Section 4.** The Board of Directors shall serve as officers of the chapter. The Board shall consist of six elected officers serving in the following positions:

- President
- President Elect
- Secretary/Treasurer
- VP of Programs
- VP of Communications & Marketing
- VP of Membership & Outreach

The President shall be the chief executive officer for the YCU-NCA Chapter and of the Board, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

The President Elect will shadow the President in the year prior to his or her Presidency to ensure the position is transitioned with full knowledge of the Chapter's status and goals upon appointment.

The Secretary/Treasurer shall keep adequate records of all proceedings, actions and meetings of the Chapter and the Board of Directors. The Secretary shall have custody of the original Constitution and these By-Laws and of amendments thereto. The Secretary shall be responsible for certifying the results of all Chapter and Board votes and elections. In addition, He/She shall oversee the management of funds for duly authorized purposes of the YCU-NCA Chapter.

The Vice President of Programs shall develop and coordinate programs for regularly scheduled chapter meetings. This officer shall also be responsible for facility coordination, Vendor coordination, advertising information and updating website's schedule of events, as appropriate. In addition, he/she shall be responsible for the development and coordination of educational seminars on project management topics and courses to prepare members for the ASAPM® and IPMA® certification exam. This officer is also responsible for providing information to members about ASAPM® certification / re-certification, and for reporting to ASAPM® Headquarters on Continuing Educational Development Points (CEDUs) sponsored by the ASAPM - NCPT.

The Vice President of Communications and Marketing will be responsible for overall execution of the strategic communication and marketing plans of the Chapter. He/She shall be responsible for the creation, management and maintenance of the Chapter's communication assets (i.e. web page, newsletter) and ensure its consistency and compatibility with ASAPM Headquarters' web page and any rules and regulations thereto. He/She shall be the primary source of all information relative to electronic commerce, in general, for the Chapter; bringing to the attention of the Board of Directors any requirements, issues plus concerns that reflect upon the chapter and its ability to abide by its constitution and these by-laws.

The Vice President of Membership and Outreach shall be responsible for the database of YCU-NCA Chapter members and for the continued growth and retention of members. He/She will be responsible that members will be successfully transition as full voting members of the ASAPM®. In addition, he/she will work closely with VP of Programs to ensure that the Chapter activities and events will provide a great way of outreaching to potential members of the YCU-NCA Chapter.

**Section 5.** The Board shall exercise all powers of the YCU-NCA Chapter and, except as specifically prohibited by these Bylaws, the ASAPM® Bylaws and policies, and the laws of the state of D.C. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these Bylaws and ASAPM® Bylaws and policies, and to exercise authority over all YCU-NCA Chapter officers, business, and funds.

**Section 6.** The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the President. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person. At its discretion, the Board may conduct its business by teleconference, facsimile, email or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board. Board decisions may be made by general agreement or formal vote.

**Section 7.** The Board of Directors shall declare a Director position to be vacant where a) a Director ceases to be a member in good standing of ASAPM® or of the YCU-NCA Chapter by reason of non-payment of dues, or b) where the officer or Director fails to attend two (2) Board meetings.

A Director may also be removed from office if a) he/she fails to attend three consecutive chapter meetings, b) he/she consistently fails to meet the obligations of his/her office or c) there is any other just cause in connection with the affairs of the organization. This removal may be accomplished by a two thirds (2/3) vote of the members in person at an official meeting of the membership, or by a majority vote of the Board.

A Director may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice. The Director will follow the transition checklist/procedures established by the board.

**Section 8.** If any Director position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, the Director of Programs shall assume the duties and office of the presiding officer for the remainder of the term.

**Section 9.** Any officer may designate another officer or a Chapter member to perform or assist with any assigned duties and responsibilities. In no case, however, will such designation relieve the Officer of ultimate responsibility for the correct and proper execution of such duties and responsibilities.

#### **Article V - Nominations and Elections:**

**Section 1.** The nomination and election of the Board of Directors shall be conducted annually in accordance with the terms of office specified in Article IV, Section 3. All voting members in good standing of the YCU-NCA Chapter shall have the right to vote in the election. Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, physical or mental disability, or unlawful purpose is prohibited.

**Section 2.** Candidates who are elected shall take office on the first day of January following their election, and shall hold office for the duration of their terms or until their successors have been elected and qualified.

**Section 3.** A Nominating Committee shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee or the Board. Elections shall be conducted by mail or email ballot to all voting members in good standing. The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

**Section 4.** No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.

#### **Article VI – Appointment/Selection of Chairpersons and Committees:**

**Section 1.** The President, with the approval of the Board, shall appoint committees as needed to support the chapter. The President will establish the titles for these Committees.

**Section 2.** Appointed Committee members must be members in good standing of ASAPM® and the YCU-NCA Chapter.

**Section 3.** These individuals are not part of the Board of Directors, but instead are named according to the Committee structure as Chairpersons. They do not sit on the Board of Directors.

**Section 4.** The Board may authorize the establishment of standing or temporary committees to advance the purposes of the organization. The Board shall establish the purpose and objectives for each committee. Committees are responsible to the Board.

**Section 5.** All committee members and a chairperson for each committee shall be appointed by the President with the approval of the Board. Committee members may be appointed from the membership of the organization.

**Section 6.** Committee chairpersons and committee members may be removed from office by the President or a majority vote of the Board.

**Section 7.** Chairpersons will serve one-year terms of office. Committee chairpersons and members shall serve on the committees until the purposes of their committee have been met, but for no more than one year.

#### **Article VII - Finance:**

**Section 1.** The fiscal year of the YCU-NCA Chapter shall be from 1 January to 31 December.

**Section 2.** Annual membership dues shall be set by the Board and communicated to ASAPM® in accordance with policies and procedures established by the ASAPM® Board of Directors.

**Section 3.** The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

**Section 4.** All dues billings, dues collections and dues disbursements shall be performed by ASAPM®.

#### **Article VIII - Meetings of the Membership:**

**Section 1.** An annual business meeting of the membership shall be held at a date and location to be determined by the Board.

**Section 2.** The YCU-NCA Chapter shall conduct chapter meetings on a quarterly basis at a minimum, including the annual business meeting. The purpose of these chapter meetings will be to provide programs that further the objectives of the YCU-NCA Chapter and ASAPM®.

**Section 3.** Special meetings of the membership may be called by the President, by a majority of the Board, or by petition of ten percent (10%) of the voting membership directed to the President.

**Section 4.** Notice of the annual business meeting and all special meetings shall be sent by the Board to all members at least 45 days in advance of the meeting. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

**Section 5.** All meetings shall be conducted according to parliamentary procedures determined by the Board.

#### **Article IX - Conflict of Interest:**

**Section 1.** No member of the YCU-NCA Chapter shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the YCU-NCA Chapter, except as otherwise provided in these bylaws.

**Section 2.** No officer, director, appointed committee member or authorized representative of the YCU-NCA Chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the YCU-NCA Chapter of actual and reasonable expenses incurred by an officer, director, committee member or authorized representative regarding attendance at Board meetings and other approved activities.

**Section 3.** YCU-NCA Chapter may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of YCU-NCA Chapter and any corporation, partnership, association or other organization in which one or more YCU-NCA Chapter's directors, officers, appointed committee members or authorized representatives are: directors or officers, have a financial interest in, or are employed by the other organization, provided the following conditions are met:

- A. the facts regarding the relationship or interest as they relate to the contract or transaction are disclosed to the board of directors prior to commencement of any such contract or transaction;
- B. the board in good faith authorizes the contract or transaction by a majority vote of the directors who do not have an interest in the transaction or contract;

- C. The contract or transaction is fair to YCU-NCA Chapter and complies with the laws and regulations of the applicable jurisdiction in which YCU-NCA Chapter is incorporated or registered at the time the contract or transaction is authorized, approved or ratified by the board of directors.

**Section 4.** All officers, directors, appointed committee members and authorized representatives of the YCU-NCA Chapter shall act in an independent manner consistent with their obligations to the YCU-NCA Chapter and applicable law, regardless of any other affiliations, memberships, or positions.

**Section 5.** All officers, directors, appointed committee members and authorized representatives shall disclose any interest or affiliation they may have with any entity or individual with which the YCU-NCA Chapter has entered, or may enter, into contracts, agreements or any other business transaction, and shall refrain from voting on, or influencing the consideration of, such matters.

#### **Article X - Indemnification:**

**Section 1.** In the event that any person who is or was a director, appointed officer, committee member, or authorized representative of the YCU-NCA Chapter, acting in good faith and in a manner reasonably believed to be in the best interests of the YCU-NCA Chapter, has been made party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action or proceeding (other than an action or proceeding by or in the right of the corporation), such representative may be indemnified against reasonable expenses and liabilities, including attorney fees, actually and reasonably incurred, judgments, fines and amounts paid in settlement in connection with such action or proceeding to the fullest extent permitted by the state of North Carolina. Where the representative has been successful in defending the action, indemnification is mandatory.

**Section 2.** Unless ordered by a court, discretionary indemnification of any representative shall be approved and granted only when consistent with the requirements of applicable law, and upon a determination that indemnification of the representative is proper in the circumstances because the representative has met the applicable standard of conduct required by law and in these Bylaws.

**Section 3.** To the extent permitted by applicable law, the YCU-NCA Chapter may purchase and maintain liability insurance on behalf of any person who is or was a director, officer, employee, trustee, agent or authorized representative of the YCU-NCA Chapter, or is or was serving at the request of the YCU-NCA Chapter as a director, officer, employee, trustee, agent or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust or other enterprise.

#### **Article XI- Amendments:**

**Section 1.** These Bylaws may be amended by a two-thirds (2/3) vote of the membership in good standing and present at the annual business meeting of the YCU-NCA Chapter duly called and regularly held; or by a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within forty-five (45) days of the date of mailing. Notice of proposed changes shall be sent in writing to the membership at least forty-five (45) days before such meeting or vote.

**Section 2.** Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.

**Section 3.** All amendments must be consistent with ASAPM® Bylaws and the policies, procedures, rules and directives established by the ASAPM Board of Directors, as well as with the YCU-NCA Chapter's Charter.

**Article XIII - Dissolution:**

**Section 1.** Should the YCU-NCA Chapter dissolve for any reason, its assets shall be dispersed to a charitable organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

## Appendix B – IPMA Young Crew – USA Draft Budget

### Proposed Draft Budget for the IPMA Young Crew - USA Operating Year (2008-2009)

#### Rough Order of Magnitude (Six Months)

<b>Income</b>								
Activity	September	October	November	December	2009 January	2009 February	Total	
Financial Support from the IPMA*	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	
Financial Support from ASAPM*	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	
Potential Membership Fees (membership of core 30 @ 30/year) & add 10	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$1,200.00	
Potential Corporate Sponsorship Solicitation		\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$2,400.00	
<b>Total Income per Month</b>	<b>\$2,300.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$900.00</b>	<b>\$5,000.00</b>	
<b>Expenses</b>								
Activity	September	October	November	December	2009 January	2009 February	Total	
<b><u>IPMA International Young Crew Workshop</u></b>								
IPMA Young Crew - Delegate will write a separate funding request propos:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b><u>IPMA Young Crew - USA Meetings</u></b>								
IPMA Young Crew - USA Startup Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
IPMA Young Crew - USA Executive Management Board Meetings	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$600.00	
<b>Total Projected Budget for Seminars and Meetings</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$1,100.00</b>	<b>\$1,600.00</b>	
<b><u>Marketing Initiatives</u></b>								
IPMA Young Crew - Website Design and Maintenance	\$270.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$370.00	
IPMA Young Crew - USA Logo Development	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	
Printing (Brochures, Materials for Seminars, etc)	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$360.00	
<b>Total Projected Budget for Marketing Initiatives</b>	<b>\$530.00</b>	<b>\$80.00</b>	<b>\$80.00</b>	<b>\$80.00</b>	<b>\$80.00</b>	<b>\$80.00</b>	<b>\$850.00</b>	
<b><u>Strategic Programs**</u></b>								
Speakers Bureau (5 Individual Speakers will be Invited)	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$250.00	
Project Management Day (DC, MD, and VA)	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$500.00	\$600.00	
IPMA Young Crew - USA Student Paper Competition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	
Light Food & Refreshments	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,200.00	
Venue (University and/or Corporate Sponsor will be leveraged No Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Projected Budget for Strategic Programs</b>	<b>\$200.00</b>	<b>\$50.00</b>	<b>\$150.00</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$1,050.00</b>	<b>\$2,550.00</b>	
<b>Total Expenditures per Month</b>	<b>\$830.00</b>	<b>\$230.00</b>	<b>\$330.00</b>	<b>\$230.00</b>	<b>\$230.00</b>	<b>\$2,230.00</b>	<b>\$5,000.00</b>	

The budget will be finalized during the IPMA Executive Management Board Meeting in November.

## Appendix C – Proposed Agenda for IPMA Young Crew – USA Kick-Off Meeting

- I. Welcome & Introductions
  - a. Introduction of Core Team Members
  - b. Ice Breaker Activity
- II. What is the IPMA Young Crew?
  - a. Mission of the IPMA Young Crew
  - b. Vision of the IPMA Young Crew
  - c. Benefits of Membership
- III. Organization of the Young Crew (Governance)
  - a. Positions Available
  - b. Roles and Responsibilities
  - c. Nominations and Elections
- IV. Upcoming Programs and Events
  - a. IPMA International Young Crew Workshop – Rome, Italy
  - b. Project Management Day 2008 (MD, DC, VA)
- V. Marketing Initiatives
  - a. Facebook & Linked In Groups
  - b. Partnerships with Colleges and Universities
  - c. asapm Support
- VI. Administrative Details
  - a. Establishment of Email Distribution List
  - b. Creation of Homepage (Internal/External)
  - c. Budget Review (Rough Order of Magnitude)
- VII. International Networking
- VIII. Next Steps
- IX. Closing

We hope to hold our IPMA Young Crew Kick-Off Meeting at the beginning of September 2008. This will allow us to engage the founding members (core team), and begin working toward our strategic objectives. The location of the meeting will be determined within the next two weeks.

