



September 2006

PMO SIG Local Interest Group Meeting - Agenda

Topic: Charters

Agenda

1. Welcome & Introductions
2. Charters
 - a. What is it? What should be included?
 - [See charter on PMO SIG page](#)
3. Topics for future meetings
 - a. What would you like to discuss in future meetings?
 - *PDU Tracking - How do identify and log your PDUs to maintain PMP certification*
 - *How to communicate with executives*
 - *Presentation Preparation*
 - *How to show the PMO as a "value add" instead of as an "auditor"*
 - *How to organize programs and communications "from top to bottom"*
 - *How to deal with Matrix organizations*

Other Topics

1. For resources, tools and past meeting summaries please see our new page on the [PMIW Site](#).
2. The topic planned for October is (unknown at this time)
3. Please send additional topics to GSanchez@westcon.com

Resources (for this meeting/topic)

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Other discussion/feedback/suggestions

- *Yes, it's okay to contact group members via email - should distribute meeting minutes this way*
- *Should send out a blast to members to see if they want to stay on the list*
- *We should try to market, or get more visibility for the PMO SIG group, much like Anita does for the training sessions, etc.*
- *We should try contacting the PMI "National PMO SIG" representative to see what other PMO SIG groups do - their agendas, activities, etc.*