



Members Online Manual

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TABLE OF CONTENTS

Primary Contact for New Members	1
Member Benefits	2
Member Services	3
PDUs & Talent Triangle	4
Volunteering	6
PMI Toronto Communities.....	8
Business Analysis	8
Government Community.....	8
PMO Branch.....	9
Healthcare Branch	9
Construction Community.....	10
Students Sections	10
Marketing Services Community.....	11
Northern Ontario Community	11
Greater Toronto Information Systems Branch	12
York – Simcoe Branch	13
New Member Tips.....	14

PRIMARY CONTACT FOR NEW MEMBERS

PMI Toronto (Bond Office)

Have questions about PMI Toronto?

Maybe questions about Certifications / Events / Membership?
Or any questions / suggestions / ideas not found on the website?

Send an email to: info@pmitoronto.ca

1370 Don Mills Road, Suite 300
Toronto, Ontario M3B 3N7
Phone:416-381-4058
Fax:416-441-0591



PMI Toronto Member Forum

Reaching out to other members
Click [here](https://www.pmitoronto.ca/blog) to go to the BLOG [https://www.pmitoronto.ca/blog]

Volunteering

Volunteering with PMI Toronto is easier than ever!
Click [here](https://www.pmitoronto.ca/volunteer-at-pmi-toronto) to go page [https://www.pmitoronto.ca/volunteer-at-pmi-toronto]

Click [here](https://vrms.pmi.org/) to go directly to the Volunteer Relationship Management System (VRMS) find an opportunity, update your volunteer profile, or review your applications in progress [https://vrms.pmi.org/]

If you have questions about volunteering with PMI Toronto, please write to us at volunteers@pmitoronto.ca.

MEMBER BENEFITS

Are you taking full advantage of all of the benefits available to you as a member of PMI Toronto Chapter?

You may not be aware that for only \$33 USD per year your PMI Toronto Chapter membership buys you access to a wide range of services including:

- Professional Development Events;
- Networking Services and Opportunities
- Volunteer Opportunities
- Career Development Services, and Member Exclusives

And these are only the highlights! Further information about these services is outlined below. You can fully explore all of your benefits as a PMI Toronto Chapter member on our website at <http://www.pmitoronto.ca>.



[Calendar of Events \(https://www.pmitoronto.ca/calendar\)](https://www.pmitoronto.ca/calendar)

As a member of PMI Toronto Chapter, you have access to a wide variety of professional development opportunities at a discounted cost including the following types and more:

- Monthly Chapter Meeting (Complimentary)
- Evening and Networking Events
- PMP Prep
- Mentoring
- Workshops
- Webinars, Community Involvement and more

Member Exclusives

Membership in PMI Toronto Chapter gives you access to exclusive discount offers from a variety of leading product and service providers, including:

- Johnson Insurance for your Home & Auto insurance needs;
- Northwood Mortgage Life for your Health & Dental insurance needs;
- J. Ross Publishing offers a 20% discount code for Toronto members on any book order from their website <http://www.jrosspub.com>. Contact info@pmitoronto.ca for the code.

Further information on PMI Toronto Chapter Member Exclusives can be found at <https://www.pmitoronto.ca/benefits>.

MEMBER SERVICES

Career Development Services

To assist you in your career progression, as a member of PMI Toronto Chapter you have access to all of the personal development services and opportunities outlined above. In addition, you can facilitate your job search through the PMI Toronto Chapter “Jobs for PM” and “PMI for Hire”.

“Jobs” (<https://www.pmitoronto.ca/jobs>) lists Project Management specific job opportunities in the Greater Toronto area.

“PMI for Hire” (<https://www.pmitoronto.ca/pm-for-hire>) provides PMI Toronto Chapter members with the opportunity to post their resumes to be viewed by interested employers.

For additional information on your PMI Toronto Chapter Member Benefits please contact our Chapter Office at info@pmitoronto.ca or 416-381-4058.

PDU's & TALENT TRIANGLE

What are PDUs?

PDUs are **Professional Development Units**, necessary for maintaining Project Management Institute (PMI)-certified credentials. They are a part of PMI's Continuing Certification Requirements (CCR) program. One PDU most of the time is worth one hour of project management training unless other than that has been mentioned.

How to Earn PDUs (maintaining credentials)

Education	Course or training (Online, in-person)	See our Events Calendar
	Organization meetings	Search the PMI events calendar Check for chapter events near you
	Online Media	Check CCR Handbook
	Read	PMI's Store Projectmanagement.com
	Informal Learning	Check CCR Handbook
Giving Back	Work as a practitioner	
	Create Content	<ul style="list-style-type: none"> • Author an article for the knowledge shelf • Become a content creator on ProjectManagement.com
	Give Presentation	
	Share Knowledge	
	Volunteering	Click vrms.pmi.org

The number of PDUs credential holders needs to earn

It depends on the Type of certification:

Certifications	Maintaining requirements (CCR Handbook)
PMP (Project Management Professional):	<ul style="list-style-type: none"> • 60 PDUs needed per three-year cycle • Education minimum required PDUs=35 • Giving back maximum acceptable PDUs =25
PfMP (Portfolio Management Professional):	
PgMP (Program Management Professional):	
PMI-PBA (PMI Professional Business Analysis):	
PMI-SP (Scheduling Professional):	
PMI-RMP (Risk Management Professional):	<ul style="list-style-type: none"> • 30 PDUs per three-year cycle needed in the specialized area • Education minimum required PDUs=18 • Giving back maximum acceptable PDUs=12
PMI-ACP (PMI- Agile Certified Practitioner):	
CAPM (Certified Associate Project Manager):	

How to claim PDUs

PMPs and other PMI credential holders can claim PDUs by visiting PMI's web site. After logging into the site, in the left hand sidebar there will be an option to claim PDUs for valid credential holders. For more information, check continuing certification requirements (CCR) process in [CCR Handbook](#).

Surplus or shortage of required amount of PDUs:

If you earn any PDUs above the required total (e.g. 60 for PMP) in the last year of your 3-year certification cycle, those can be applied to your next cycle. PDUs earned during the first two years of your cycle cannot be applied to a future cycle.

If you do not earn the required amount of PDUs within the three-year cycle, your credential will expire.

Talent Triangle

The ideal skill set — the Talent Triangle — is a combination of technical, leadership, and strategic and business management expertise. Each one of Educational PMI activity's related to gaining PDUs divides in three following values: its technical PDU value, leadership PDU value and Strategic PDU value in which they should be reported while one wants to claim for her/his accumulated PDUs and aligning them with his/ her talent triangle.

If you are in the second or third year of your certification cycle, you do not have to align your education PDUs to the talent triangle until you renew your certification. Once you renew, you will be prompted to align your education PDUs with the talent triangle on each claim form. If you are in the third year of your certification cycle, you may want to align your education PDUs to the talent triangle in case any PDUs carry over to your next cycle, so they will be aligned.

Education PDUs- Minimum Talent Triangle Requirements					
Certification	Technical PDUs	Leadership PDUs	Strategic PDUs	Remaining PDUs- across any area of PMI Talent Triangle	Total Minimum Required
PMP	8	8	8	11	35
PgMP	8	8	8	11	35
PfMP	8	8	8	11	35
PMI-PBA	8	8	8	11	35
PMI-ACP	4	4	4	6	18
PMI-RMP	4	4	4	6	18
PMI-SP	4	4	4	6	18

Education PDUs can exceed this amount and there is no limit on the number of PDUs that can be earned in education. Fractions of PDUs may also be reported. The smallest increment of a PDU that can be reported is 0.25 (if you spent 15 minutes participating in a qualifying PDU activity, you may report 0.25 PDU).

VOLUNTEERING

When you volunteer, you not only enrich your membership experience and earn PDUs, you expand your professional network, improve your knowledge, and hone your leadership skills.

General notes on Volunteering and Volunteering with PMI Toronto	
What is the VRMS and what is its purpose?	The Volunteer Relationship Management System (VRMS) is a PMI application where all the volunteer roles for all the Chapters around the world are posted. It can be used by Volunteers to create a volunteer profile, search and apply for volunteer opportunities and record their time spent volunteering.
How can I access the VRMS as a volunteer?	For detailed instructions on how to use VRMS please watch its user guide You can also visit pmi.org and search for Volunteer Opportunities or use https://vrms.pmi.org/ .
Becoming a Volunteer	In order to become a volunteer within a chapter, one has to register on the VRMS.pmi.org website. Then by clicking on the volunteer page and clicking on the find an opportunity by selecting where in the world, which chapter and in which way (in-person, virtual or both) a person can apply for volunteering. By becoming the member of that specified chapter one can apply for that specific position.
Must I be a member or credential holder to apply?	Though PMI-Toronto membership is not mandatory to be a volunteer in the Chapter, PMI Toronto Chapter members are preferred over others and having chapter membership is recommended. A PMI Designation is NOT a requirement for volunteering in general; but some specific volunteer roles may have such requirement (e.g. those volunteering to create/review PMP Prep Training course may be required to have PMP!)
When can I expect to receive a response after applying for a volunteering position?	A response should be received within 2-3 weeks from the closing date of the posting.
Can I apply for more than one opportunity at the same time?	Yes, you can apply and accept multiple volunteering positions, as long as you are able to meet all the expectations and time commitments.

General notes on Volunteering and Volunteering with PMI Toronto	
What are the next steps once I accept the volunteer position? How/when do I get started?	Once you accept a volunteer position, the director or team lead of the program for which you volunteered will contact you and assist with your orientation. One of the first steps would be to identify and register for a Volunteer On-boarding session. The Volunteer On-boarding sessions are being held regularly by members of the PMI Toronto Volunteer Management portfolio.
How long do I hold my volunteer position?	All volunteer positions have a 1 year tenure (July 1 st to June 30 th).
What is the expected time commitment of my volunteer position during the term?	The expected time commitment for a volunteer is identified in the job posting, the minimum usually being 15 hours per year. <i>Note that for each hour of volunteering activity, 1 PDU can be claimed up to a maximum of 25 PDUs in a 3-year cycle under "Giving Back" in the CCRS.</i>
How often will I meet with my team? Who organizes these meetings? How do we meet?	The number of times you meet with your team is determined by each team individually. Frequency would likely be dependent on the size of the project and proximity to the due date of major deliverables.
How do we communicate outside of scheduled meetings? Are there standard tools we should use?	SharePoint is the current standard used by PMI Toronto committees All volunteers of PMI Toronto will have access to the SharePoint document repository for their respective projects. Their respective SharePoint moderator or PM will approve their access to it. All project documents must be uploaded to the SharePoint repository. Outside of this, teams can determine their preferred method of contact outside of meetings (i.e. email, telephone, etc.)
Is there formal recognition or awards for volunteer work?	Yes, every year, the Volunteer Nomination process and forms are posted on the PMI Toronto and an annual volunteer awards ceremony takes place prior to the end of the fiscal year

For completing your volunteer term and being aware of volunteer conflict resolution please check the [VRMS user guide](#).

PMI TORONTO COMMUNITIES

PMI TORONTO BUSINESS ANALYSIS

Vision

The vision of the PMI Toronto Business Analysis Community is to be the first choice for members to share business analysis best practices within the realm of project management.

Mission

Our mission is to become the most member centric community dedicated to those wishing to discuss, learn, exchange information, promote and develop the areas of Business Analysis best practices within the realm of project management. Do you have a proposal that would benefit the community of business analysts in southern Ontario? Let us know by emailing us at pba@pmitoronto.ca.

Click [here](#) to visit the BA Community

PMI TORONTO GOVERNMENT COMMUNITY

Vision

To Promote Awareness, Knowledge Sharing and Best Practices in Public Sector Project Management

Our Mission

- To Promote Awareness of the unique challenges faced in public sector projects including: Non-Financial Benefits, Multiple Stakeholders, Formal (slow) processes, Mega projects and navigating the Political Environment
- To Promote Knowledge Sharing and Networking for Public Sector Project Practitioners through local face to face and global virtual events
- To Promote Best Practices and Innovation in Project Management
- To Promote Professional development through PM Skills Development

Click [here](#) to visit the Government Community

PMI TORONTO PMO BRANCH

Vision

To be an active and vibrant community that promotes best practices for PMO and related areas and is a community of choice for PMO practitioners.

Mission

To provide value to our community by:

- Enabling the sharing of knowledge and experience
- Creating opportunities for professional development
- Leveraging relationships to access additional resources
- Facilitating community through active participation and contribution
- Fostering innovation and competency through collaboration

Click [here](#) to visit the PMO Community

PMI TORONTO HEALTHCARE BRANCH

Vision

Healthcare Branch intends to promote and showcase current practices of project management methodology and techniques in the broad health care community of practice.

Mission

Healthcare Branch provides value to healthcare communities by:

- Introducing Project Management and its benefits to healthcare facilities and professionals
- Creating opportunities for professional development and leveraging relationships with healthcare organizations to have access to additional resources
- Facilitating community through active participation and contribution
- Fostering innovation and competency through collaboration

Click [here](#) to visit the Healthcare Community

PMI TORONTO CONSTRUCTION COMMUNITY

About Us

Established in 2016, this community was formed to become a leading source of innovative training, education, information, and views as they relate to project and program leadership in the Construction Industry. We are the first Construction Community to be formed in Canada and we look forward to providing our members with learning, knowledge sharing and networking opportunities across the ICI and Residential sectors in Project Management as it relates to the Construction Industry. We encourage our members working in related areas to attend our upcoming events.

Vision

- To establish a Construction Community that will bring awareness of leading issues and technologies that is shaping the Construction Industry.
- Provide our members with opportunities to enhance their careers and a venue where they can meet like-minded people.

Mission

- Awareness & Networking Opportunities within PMI
- Knowledge Sharing
- Best Practices and Innovation in Project Management

Click [here](#) to visit the Construction Community

PMI TORONTO STUDENTS SECTIONS

Toronto is actively working with Ryerson, Centennial, George Brown, Humber, Seneca and Sheridan to build student sections to provide specific services to students enrolled in project management courses at these institutions, to complement their formal education and provide them with relevant networking opportunities.

Click [here](#) to visit the Students Sections

PMI TORONTO MARKETING SERVICES COMMUNITY

Created in 2014, this community was formed to become a leading source of innovative training, education, information, and views as they relate to project and program leadership in Marketing Services. MSC intends to further the evolution of Project Management by fostering agility, flexibility, leadership, collaboration and fun; qualities that are all pivotal to the Marketing Services culture.

Why create a Marketing Services Community?

The marketing and advertising industry is fast paced, with unique challenges and an ever-changing landscape. Managing innovative, creative projects that are at the forefront of technology require a different approach; merging the foundational PMBOK tools & techniques with agility, flexibility, wit and whimsy are the keys to surviving in this industry. This community was created to share creative approaches to project management, and encourage collaboration, leadership, and camaraderie.

Who should get involved?

All are welcome – from seasoned professionals to those that are new to the industry. Share your experiences with us by speaking at one of our events or writing an article for publication. We are committed to creating opportunities for professional development and fostering leadership and mentorship within the community.

Click [here](#) to visit the Marketing Services Community (MSC)

PMI TORONTO NORTHERN ONTARIO COMMUNITY

Established in 2015, the NOC is a community providing opportunities to obtain PDU's and to network with individuals interested in project management. The programs will include seminars, presentations and an annual event to be delivered by volunteers with a view to advancing project management. All individuals with an interest in Project Management are welcome to join this community for sharing PM knowledge, development and advancement. We are looking for communities and organizations that would be interested in supporting our group by making presentations at our monthly meetings.

Click [here](#) to visit the Northern Ontario Community

PMI TORONTO GREATER TORONTO INFORMATION SYSTEMS BRANCH

Vision

The PMI Toronto GTIS Branch will effectively and efficiently establish itself as the preferred professional Information Systems/Information Technology (IS/IT) Project Management supporting organization in Greater Toronto.

We will work in collaboration with and support our members in all aspects of IS/IT Project Management required to build information systems, regardless of industry. GTIS Branch (formerly GTIS LIG) was formed in 1999.

Mission

The PMI Toronto GTIS Branch will become the professional IS/IT Project Management organization of choice by providing the greatest value to current and prospective members and delivering quality services and products in a cost effective manner.

GTIS Branch is a local interest group of [PMI Toronto Chapter](#) and is operated by volunteers. GTIS Professional Development (PDU) events are normally scheduled in Toronto after work during the week or on Saturday mornings as required.

Click [here](#) to visit the GTIS Community

PMI TORONTO YORK – SIMCOE BRANCH

History

Established in 2006 in Newmarket as the Northern Branch of the PMI Toronto, the newly renamed York-Simcoe Branch is a volunteer organization formed to extend the mission of PMI-Toronto to reach a broader audience of project managers north of the GTA.

Vision

To become the Project Management organization of choice for professionals and residents located in or near the York Region and Simcoe County.

Mission

- To establish itself as the networking organization for project management professionals in the York-Simcoe area.
- To provide quality services in project management education and information to current and prospective members.

Click [here](#) to visit the Simcoe Branch

NEW MEMBER TIPS

Category	Details	Website/link
New Member Orientation (NMO)	Each quarter we have a new member orientation event	Calendar of Events (Search for it by clicking on the dropdown menu) NMO Invitation emails will be sent to the new members directly.
Events	See our monthly schedule for events	Calendar of Events
Annual Key Events	Every year we have key events that are important for all our members to attend	Calendar of Events
Networking	All our events are a great way to network, but there are key events that focus on just networking	Calendar of Events Check the specifics of each event for the networking information.
	Want to connect with a member in a specific field	Calendar of Events Or, connect with the Communities and their respective blogs/URLs: Communities / Branches
Obtaining PDU's at our Chapter	Attending Events	Calendar of Events Check the specifics of each event for the PDU information:
	Volunteering at our chapter can earn a maximum of 25 PDU's per 3 year cycle	Volunteer Opportunities
	Mentoring: <ul style="list-style-type: none"> Looking for a mentor Wanting to be a mentor 	Professional Mentoring Career Development Mentoring Can contact PMI Toronto Chapter Office at (416) 381-4058 or via email: info@pmitoronto.ca
	Presenting at an event	The presenter is giving back to the profession. Giving back maximum acceptable PDUs =25

Category	Details	Website/link
PMP Certification	PMI Official Site provides details on certification	PMI.org Certifications page
	Chapter Specific events to help prepare members for PMP Certification	Calendar of Events
PMI – PDU's – Requirements	PMI Official PDU Requirements	PDU page on PMI.org
Submitting PDU's	Submitting PDU's via PMI official site	Continuing Certification Requirements System
Volunteering	Information on volunteering with the Chapter. PMI.org VRMS has a list of all volunteer roles - Chapter specific	Volunteer page on PMI Toronto You can go to the VRMS and find opportunities from all Chapters there (you have to log in with your PMI.org member account).
Careers	If you are looking for employment – networking and looking at our careers site is recommended	Calendar of Events showing opportunities for networking CAREER CENTER - SEARCH FOR OPENINGS
Member Discounts	Johnson Insurance for your Home & Auto insurance needs	Johnson
	Northwood Mortgage Life for your Health & Dental insurance needs	Northwood
Non Member Events	Intro – Chapter Info Nights – great event for non-members to understand value of joining	Please check the Calendar of Events
	All Calendar Events are open to members with a discount as well as non-members at full price	Calendar of Events
Questions/ Ideas/ Suggestions	For suggestions or other questions please email or call our office	Can contact PMI Toronto Chapter Office at (416) 381-4058 or via email: info@pmitoronto.ca

Thank You for being a Member

