



PROJECT MEDHIRA™

Promoting the "Wisdom" of Project Management

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"Getting your Dream Job" Project The Medhira Way

As major layoffs continue, an increasing number of people are facing the prospect of finding a new job. Many are even contemplating a complete career change. Approaching your job search like a project and applying the Medhira's PM Model™ for success can help you get your job search on track and win interviews in a competitive job market. Here's a roadmap for your job search:



Assess

- Assess your job skills, work experience and career goals.
- Have tangible evidence of your accomplishments.
- Evaluate the marketplace and job scene by conducting an on-line search using keywords (i.e. "Program Manager" or "Technical Project Manager").
- Identify jobs that interest you and review the desired skill set against your current skill set.
- Do your homework and find out the market rates that correspond to your targeted search.
- Identify your differentiators.

Envision

- Define your dream job in terms of job category, geography, functional area, size/ name of company, and industry you like best. Think Big and do not lower your ex-

pectations due to the circumstances.

- Use SMART goals to document your career goals.

Commit

- Reinforce your vision using daily affirmations, for example: "I have the confidence to get my dream job." Say it out loud as often as possible and you will convince yourself as well as others.

Strategize

- Create a plan (assume you have 5 hours/ week or five hours per day depending upon the urgency of your need) using multiple job search strategies to increase your chances of success in finding a job. Estimate an hour for each of the following strategies:
 - ◆ Attending industry events, seminars, and job fairs.
 - ◆ Finding volunteer/contract/temp jobs at an organization that would provide you with relevant experience.
 - ◆ Researching job sites for company information.
 - ◆ Setting up/Updating networking websites such Plaxo and LinkedIn to gather information and relevant contacts.
 - ◆ Posting resumes on job sites, company websites, online networking forums. Target: Consider applying for five new jobs each day.
 - ◆ Reaching out to recruiters in companies and headhunters to broaden your search.
 - ◆ Networking to tap the "hidden job

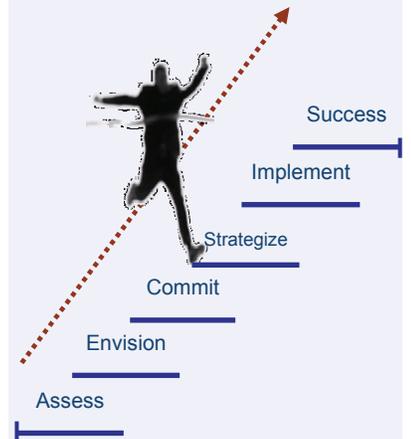
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MEDHIRA'S PM MODEL FOR SUCCESS™

Project Management: Is a systematic, disciplined approach to attaining success for yourself, your company, and your clients.

Approach: Is as simple as following the steps laid out by Medhira's PM Model for Success.

Traits: Remember to be realistic, visionary, dedicated, creative, loyal and appreciative of success.



MEDHIRA ENTERPRISES

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Improve your skill set

Skill	Medhira Workshops (see www.medhira.com for dates)	Experience
Basic Project Management Skills	Project Management Basics	Apply your PM skills to your work-related or personal initiatives
Planning & Tracking Project Metrics	MS Project Basics MS Project Advanced	Use MS Project to track your work-related or personal initiatives
Advanced PM Skills	Agile Project Management	Consider agile techniques when planning work-related or personal initiatives
Soft Skills	Interpersonal Relationship Skills Managing Project Communications	<ul style="list-style-type: none"> Join Toastmasters to improve presentation skills; Have a second person review your important written communications prior to delivery
Career Strategies	Strategies for a Successful Career Transitioning To A New Career	<ul style="list-style-type: none"> Create a plan to get your dream job using the approach provided in this newsletter. Observe co-workers and role play for different scenarios
Entrepreneurial Skills	Entrepreneurial Project Manager	Think of yourself in the sponsor's and other important stakeholders' shoes before proposing or making important decisions

Dance to your own tune

Consider Entrepreneurship!

A successful entrepreneur is not only creative and in harmony with self and others but he/she is also a:

- Self Starter with a Passion
- Salesperson (with lot of sales)
- Moneymaker (profitable)
- Loyalty Earner (customers, staff, vendors)
- Communicator (open communications)
- Risk Taker (willingness to try new things and to fail)
- Leader
- Fun Maker

Learn more: Attend our workshop "Entrepreneurial Project Manager" by Mr. Walter Vieira, Author: "Entrepreneur: I believe you can move mountains"

Message From The President

Reaching the 7 Year Mark

Dear Colleagues, Business Partners and Friends,

This fourth issue is dedicated to the memory of my father, Tekchand Dhir, who passed away in January. I thank all those who have supported me in this difficult period of my life. He taught me how to be innovative, dream big, and overcome adversity.

I thank Priya Rai for helping me with this newsletter.

We started our business in 2002 during the last recession and now as the world is experiencing another recession, the need for project management is stronger than ever. Project managers are micro level CEOs who can turn their company around by managing their resources effectively, efficiently and ethically.

We, at Medhira, are ever ready to help you with your career and business needs. Individuals and companies from around the world seek us for our project management and operational excellence expertise that adds value to your bottom line. We appreciate your trust in our abilities and thank you for your continued support.

Our workshops are offered in New York, Mumbai, New Delhi, Hyderabad, and Port Louis.

We appreciate your calls, referrals and especially your requests to *collaborate for success*.

Anita Dhir
CEO/President

March 2009

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market" (jobs not advertised).

- Defining a Timeline - in good times, 3 months is a reasonable time to allow for a job search. If times are tough, you are considering transitioning, or your goal is to enter a very competitive field, then, it is wise to allow for a 6-month search.

Implement

- Document your targeted list of companies.
- Assemble your Job-Search Toolkit.
- Setup [LinkedIn](#) profile and register for key job search sites.
- Create customized resumes/cover letters for the different job categories.
- Create a targeted resume/cover letters for the different industries.
- Incorporate frequently used terms in job descriptions that match your qualifications into your resume.
- Spell check your resume and seek feedback.
- Make a list of your contacts for networking purposes. Meet them and make them aware of your job search. Use your contacts to gather information and new names who might assist with your job search. Have face-to-face meetings with people who can give you leads, ideas, and/or moral support for your job search.
- Seek mentors.
- Prepare for interviews and do follow-up.
- Negotiate compensation, job titles, responsibilities, and flexible working arrangements.
- Gauge the success of your job search by tracking your progress and reassessing your approach.
- Determine which strategy is working for you and reallocate your time accordingly.



Success

- Mentor others based on your lessons learned.
- Thank all of your network for their support.
- Celebrate!!!



Considering career coaching?

Contact us at www.medhira.com

Need to improve your skill set, visit www.medhira.com to learn about our workshops

Contact us at: info@medhira.com or +1 (718) 340 8465



Career Management Strategies: Ways to consolidate your current job

- Establish performance goals and review current responsibilities
 - ◆ With economic and business environmental changes, it may be necessary to reassess your goals and responsibilities to meet the current situation.
- Seek new responsibilities
 - ◆ Due to layoffs, your organization maybe understaffed. Taking on additional duties not only helps your organization but it will also provide you with valuable experience and increase your worth.
- Learn new technologies
 - ◆ In case, you have been very busy being productive in the recent past, use this slowdown to retool your technical skills.
- Network and maintain contact with former business associates, college alumni, professors and so on
 - ◆ Visibility is key to success. Take the time to widen your network and build relationships.
- Be visible and dress for success
 - ◆ Learn to stand out by dressing well, discussing your accomplishments, speaking up at meetings, and presenting suggestions.
- Become a mentor in your department
 - ◆ Assisting colleagues fosters team building and strengthens your interpersonal and leadership skills.
- Go with the flow
 - ◆ As the circumstances change, you may be asked to assume new responsibilities or change departments. Embrace the change.
- Stay upbeat
 - ◆ A Positive attitude will take you far!

Project Management & Ethics

Given the concern for ethics in the corporate world today and the constant stream of news regarding bad ethical behavior, it is imperative that we go back to the basics.

Each project manager, based on organizational and personal ethic standards, creates a project culture that embodies the ethical values. These ethical values are further reflected in the project plan, especially in the project policies and standards, and implemented in its practices i.e., in the project decisions and actions.

All PMP@s and CAPM@s must revisit and comply with the PMI Code of Ethics. For others, here is a list of Josephenson's Six Pillars of Character (Core Ethical Values)

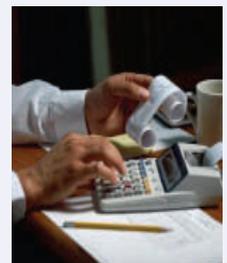
- TRUSTWORTHINESS - Honesty, Integrity, Reliability, and Loyalty
- RESPECT - Courtesy, Dignity of the Individual, and Tolerance
- RESPONSIBILITY - Accountability, Pursuit of Excellence, and Self-Restraint
- FAIRNESS - Procedural Fairness, Impartiality, and Equity
- CARING - Concern for Others and How They Will be Affected by Your Actions
- CITIZENSHIP - Civic Virtues and Duties {Giving Back to Your Society}

Project Manager's Fiduciary Responsibilities

How does the project manager become accountable to shareholders

- ◆ Follows documented procedures
- ◆ Estimates financial and resource needs with the greatest level of precision
- ◆ Collects and documents reliable and relevant data on performance
- ◆ Uses earned value management methods
- ◆ Takes necessary corrective and preventive action
- ◆ Reports performance (financial) metrics to senior management on an on-going basis
- ◆ Escalates variance issues
- ◆ Captures final metrics and lessons learned for future use

Take "[Managing Projects using MS Project](#)" Course, offered by Medhira Enterprises, to learn more about how to use MS Project to help you be a fiduciary-conscientious project manager



Helpful links: www.pmi.org, www.pmconnection.com

Fun With Project Management

Customer Service Issues

Customer Service Rep explaining why an error had occurred 'It was an ID ten T error.'

User: 'What kind of an error is that?'

Customer Service Rep 'Write it down,' he said, 'and I think you'll figure it out.'

So the user wrote it down: 'I D 1 0 T'.

Project Manager Veto

Team Member's prayer that you do not want God to answer:

Dear God,

Help me to always give 100% at work...

12% on Monday

23% on Tuesday

40% on Wednesday

20% on Thursday

5% on Fridays



Managing Change

Years ago, there was a sea story in the Marine Corps about a lieutenant who inspected his Marines and told the 'Gunny' that they smelled bad. The lieutenant suggested that they change their underwear.

The Gunny responded, 'Aye, aye, sir, I'll see to it immediately'. He went into the tent and said, 'The lieutenant thinks you guys smell bad, and wants you to change your underwear. Smith, you change with Jones, McCarthy, you change with Witkowskie, Brown, you change with Schultz. Get to it'.

The moral: A CEO may promise change but don't count on things smelling any better.

Compatibility Issues:



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collaborating for success

Medhira Enterprises, a New York based firm with a presence in India and Mauritius, provides consulting and training services in project management and operational best practices. We collaborate with our global clients to strategically improve their overall business performance. Our customized solutions are based on innovative and proven best practices highlighted in PMI®, ISO 9000, and SEI CMM guidelines that are targeted towards achieving your growth and excellency objectives.



For our latest offerings, visit our web site,
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