



STRENGTH THROUGH INDUSTRY & TECHNOLOGY



# **NDIA PMSC**

***Establishing a LinkedIn Group***

***and***

***Establishing a Collaborative  
Environment***

***Bill Altman***

***August 9, 2011***

# What Is A LinkedIn Group?

- On-line communities of like minded professionals.
- Members share a common experience, passion, interest, affiliation or goal.
- Provide Members with a private and focused space to discuss relevant topics, share news stories, collaborate and network.
- Members frequently belong to multiple LinkedIn Groups that align with different aspects of their professional life; this can include university alumni groups, trade groups, conference groups and networking groups.

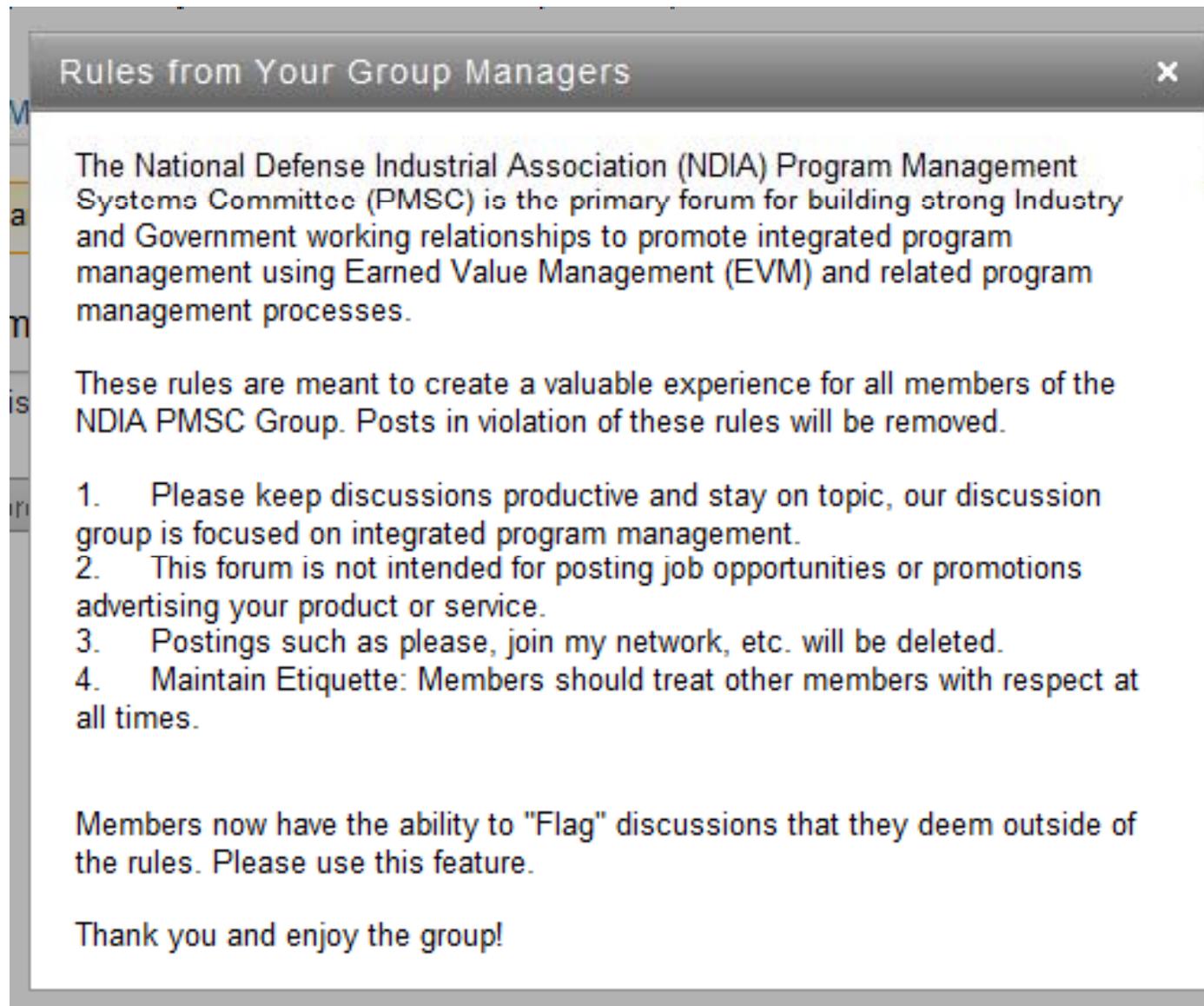
# Goals for a NDIA PMSC LinkedIn Group

- Increase awareness of NDIA PMSC within the professional community.
- Communication of NDIA PMSC mission, strategic plan and work efforts.
- Create a venue for discussion of appropriate topics, including work products, best practices, mentoring and event notices.
- Build a topic-based Group for Integrated Program Management professionals.

# Status of PMSC LinkedIn Group

- PMSC Board approved moving forward with the LinkedIn Group
- Group would be a managed group
  - Discussions won't show up in search engine results.
  - Discussions are visible to group members only.
- There are five Group Managers
  - Bill Altman; Dave Johnson; Barbara Phillips; Eric Christoph; Joan Ugjlesia
  - Spreading the responsibility will avoid delays in managing/approving Group activities
- Members must be from Corporate NDIA member companies
  - Start pilot project with Corporate NDIA Members; the membership can be expanded by the PMSC if necessary.
- Develop and maintain a NDIA PMSC LinkedIn Group for a period of nine months. Evaluate effectiveness of site, based on identified metrics at that time.
  - Pilot effort conducted by PM Outreach WG to understand the nuances of LinkedIn Managed Groups

# Group Rules



Rules from Your Group Managers

The National Defense Industrial Association (NDIA) Program Management Systems Committee (PMSC) is the primary forum for building strong Industry and Government working relationships to promote integrated program management using Earned Value Management (EVM) and related program management processes.

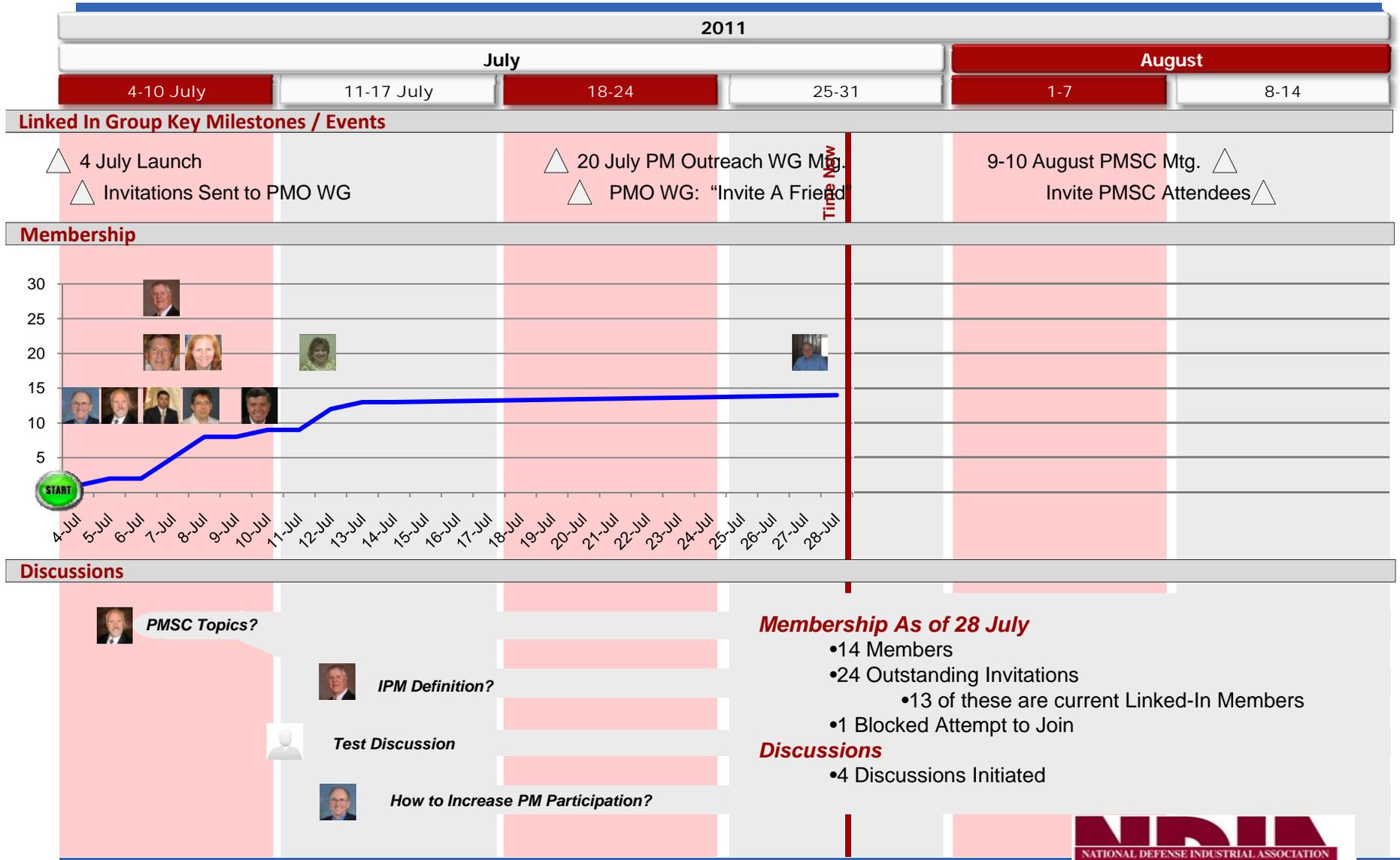
These rules are meant to create a valuable experience for all members of the NDIA PMSC Group. Posts in violation of these rules will be removed.

1. Please keep discussions productive and stay on topic, our discussion group is focused on integrated program management.
2. This forum is not intended for posting job opportunities or promotions advertising your product or service.
3. Postings such as please, join my network, etc. will be deleted.
4. Maintain Etiquette: Members should treat other members with respect at all times.

Members now have the ability to "Flag" discussions that they deem outside of the rules. Please use this feature.

Thank you and enjoy the group!

# PMSC LinkedIn Group Evolution



# PMSC Linked In Group Management

## Permissions:

### Members of this group:

- Free to post (discussions, promotions, jobs and comments).
- Free to post promotions, jobs, comments only, and submit everything else.
- Free to post jobs, comments only, and submit everything else.
- Free to post comments only and submit everything else.
- Submit everything for approval.

**Pro:** Layer of permissions / discussion pre-approval helps ensure no inappropriate content  
**Con:** Without dedicated moderator, delays updates to discussions until site manager approves.  
**Recommendation:** Activate option: Free to post comments only and submit everything else.

## Group Settings

Enable the Discussions and News features.

Enable the Promotions Feature.

Enable the Jobs Feature.

Automatically remove content flagged by group members.

Number of flags:  ⓘ Discussions and comments cannot be retrieved once removed.

Display the Subgroups tab.

**Pro:** Keeps focus on discussion and news, not promotions of services / companies or jobs.  
**Con:** Given economy, is job feature of value to PMSC members?  
**Recommendations:**  
(1) Keep discussion / news setting.  
(2) Activate self-policing option: Automatically remove content flagged by group members  
(3) Number of flags: (?)

## Group Managers



Bill Altman



Eric Christoph



Dave Johnson



Barbara Phillips



Joan Ugljesa

# PMSC Linked In Group Management

## Membership

- Auto-Join: Any member of LinkedIn may join this group without requiring approval from a manager.
- Request to Join: Users must request to join the group and be approved by a manager.

**i** Users with few or no connections will require approval from a manager to join the group.

- Display this group in the Groups Directory.
- Allow members to display the logo on their profiles.
- Allow members to invite others to join this group.

Auto-approve users with these email domains (e.g. linkedin.com, cardmunch.com):

**Pro:** Helps ensure membership restricted to NDIA member companies  
**Con:** ?  
**Recommendation:** Continue restricting membership to require approval.

## Restrictions:

- Require moderation for new group members.
  - i** Number of days that a person is new to the group:  days
- Require moderation for new people on LinkedIn.
  - i** Number of days that a person is new to LinkedIn:  days
- Require moderation for people with few or no connections.

**Pro:** Allows “burn-in” period for new members  
**Con:** May frustrate new members  
**Recommendation:** Keep. Add Group Rule that New Group Members conversations will be moderated during a brief probationary period.

## Group Managers



Bill Altman



Eric Christoph



Dave Johnson



Barbara Phillips



Joan Ugljesa



# Next Steps

- Invitations will be sent to PMSC Industry Only members in August
  - You must have a LinkedIn account – *it is free*
  - If your company prefers/requires you not to use its resources, use a personal e-mail.
- Effectiveness of LinkedIn Group will be assessed after 9 months (i.e. Spring 2012) based on one or more of the following:
  - Number of LinkedIn Group Members. (e.g. >100 members)
  - Number of discussions
  - Feedback from LinkedIn Group Members as to whether they felt this was better communication and if they felt more informed of PMSC activities
  - Accelerated completion of 2-4 work activities within the Group; determination of planned completion vs. actual completion. Feedback from members as to whether LinkedIn Group facilitated activity completion



**STRENGTH THROUGH INDUSTRY & TECHNOLOGY**

# NDIA Collaboration Sites

# Collaboration based on SharePoint

- NDIA is willing to host one Board and 6 working group sites
- There is no assigning of rights to individuals – i.e. everyone has the ability to post, delete, edit, etc. documents
- SharePoint will allow the establishment of Alerts
  - When someone posts something, an e-mail will be sent to those that have established Alerts (immediately, daily, or weekly)
- These sites are not “out-of-the-box” sites – i.e. no customization
- Sites requires users to have a NDIA account and password
  - Not designed for "Official Use Only" or "Top Secret" documents, as defined by the government, and it is not designed as a place for your company's confidential documents. It should never be used in that capacity.

# Establishing a NDIA Account

- Go to [www.ndia.org](http://www.ndia.org) and look in the upper right corner, there is a link that says "Sign In". Click on that.
- Any users who think they already have an account should use the "Forgot your password?" link to retrieve their password.
- Any users who think they do not have an account should click on the "Create New Account >" button. They will then be required to enter in their e-mail, which will then check the database to see if they already have an account. If they do not already have an account, they will be next be prompted through to create one, with certain fields required, such as first and last name, address, and so forth.

# Logging In

- Login via <http://committees.ndia.org>.

[Committees Home](#) | [NDIA Home](#) | [Sign In](#)



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Please login below to access the committee sites.

E-mail Address / Customer ID

Password

[Forgot your password?](#)

If you need additional assistance with logging in, please e-mail NDIA Association Services ([webasc@ndia.org](mailto:webasc@ndia.org)) or call (703) 522-1820.

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**NDIA Committees**

**My Committees**

**PMSC Board**

**Recent Documents**

[NDIA\\_afei.css](#)

**Recent Discussions**

[Test by Sung Soon Stultz](#)

[Test Discussion](#)

**Committee Events**

[PMSC Meeting](#)

# Site Home Page

Committees Home | NDIA Home | Welcome Bill Altman ▾



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- Home
- Documents
- Calendar
- Tasks
- Discussion Board
- Roster

[NDIA Committees](#) > [My Committees](#) > Program Management Systems Collaboration

## Program Management Systems Collaboration

**[Welcome to the Program Management Systems Collaboration site!](#)** 6/7/2011 4:01 PM  
by [Cyndi O'Connell](#)

◀ ▶ June, 2011 [Expand All](#) [Collapse All](#) |  Day  Week  Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>
<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>
<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>
<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>
<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">1</a>	<a href="#">2</a>

# Roster includes Site Administrators



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- Home
- Documents
- Calendar
- Tasks
- Discussion Board
- Roster

[NDIA Committees](#) > [My Committees](#) > [PMSC Board](#) > Roster All Listing

## Roster - Show All

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Organization</u>	<u>Phone Number</u>	<u>Email</u>
Wayne	Abba	Board Member	Abba Consulting	(703)658-1815	<a href="mailto:abbaconsulting@cox.net">abbaconsulting@cox.net</a>
Neil	Albert	Board Member	MCR, LLC	(703)506-4600	<a href="mailto:nalbert@mcri.com">nalbert@mcri.com</a>
Bill	Altman	Committee Member	SCRA	(843)760-3580	<a href="mailto:bill.altman@ati.org">bill.altman@ati.org</a>
Carol	Boser	Board Member	Lockheed Martin Corporation	(407)301-8971	<a href="mailto:carol.s.boser@lmco.com">carol.s.boser@lmco.com</a>
Daniel	Butler	Board Member	Science Applications Int'l Corporation	(858)826-3925	<a href="mailto:daniel.e.butler@saic.com">daniel.e.butler@saic.com</a>
Eric	Christoph	Board Member	L-3 Communications Services Group	(703)434-4651	<a href="mailto:eric.christoph@L-3com.com">eric.christoph@L-3com.com</a>
Henry	Everage	Board Member	MCR, LLC	(202)507-4372	<a href="mailto:hverage@mcri.com">hverage@mcri.com</a>
Kim	Herrington	Board Member		(817)280-6963	<a href="mailto:kherrington@bellhelicopter.textron.com">kherrington@bellhelicopter.textron.com</a>
Tammy	Hofmann	Staff Liaison	National Defense Industrial Association	(703)247-2581	<a href="mailto:thofmann@ndia.org">thofmann@ndia.org</a>
Gary	Humphreys	Board Member	Humphreys & Associates, Inc.	(714)685-1730	<a href="mailto:ghconsult@aol.com">ghconsult@aol.com</a>
Joseph	Kusick	Board Member	Raytheon Company	(310)658-7915	<a href="mailto:joe_kusick@raytheon.com">joe_kusick@raytheon.com</a>
Cyndi	O'Connell	Staff Liaison	National Defense Industrial Association	(703)247-9462	<a href="mailto:coconnell@ndia.org">coconnell@ndia.org</a>
Wade	Smith	Board Member	Raytheon Company	(520)794-4822	<a href="mailto:wsmith@raytheon.com">wsmith@raytheon.com</a>
Randy	Steen	Board Member	The Boeing Company	(314)232-8395	<a href="mailto:randall.r.steen@boeing.com">randall.r.steen@boeing.com</a>
Sung Soon	Stultz	Board Member	Rockwell Collins	(319)295-3849	<a href="mailto:ssstultz@rockwellcollins.com">ssstultz@rockwellcollins.com</a>
Nell	Sullivan	Staff Liaison	National Defense Industrial Association	(703)247-2579	<a href="mailto:nsullivan@ndia.org">nsullivan@ndia.org</a>
Tracie	Thompson	Board Member	ATK	(727)572-2512	<a href="mailto:Tracie61@gmail.com">Tracie61@gmail.com</a>
Joan	Ugjlisa	Board Member	New Vistas Group	(949)722-7659	<a href="mailto:jujlisa@newvistasgroup.com">jujlisa@newvistasgroup.com</a>
Peter	Wynne	Board Member	Lockheed Martin Corporation	(301)897-6262	<a href="mailto:peter.a.wynne@lmco.com">peter.a.wynne@lmco.com</a>

# Establishing Alerts

- Highlighting the area next to a document (or discussion thread, task, calendar posting) will bring up a drop down menu with several capabilities, last of which is Alert Me.
- Clicking on Alert Me will bring up the next page.

The screenshot shows the NDIA website interface. At the top right, there are links for 'Committees Home | NDIA Home | Welcome Bill Altman'. The NDIA logo is on the left, with the tagline 'Promoting National Security Since 1919'. A navigation menu on the left includes 'Home', 'Documents', 'Calendar', 'Tasks', 'Discussion Board', and 'Roster'. The main content area shows a breadcrumb trail: 'NDIA Committees > My Committees > Program Management Systems Collaboration > Documents'. Below this is a 'Documents' table with columns for 'Type', 'Name', 'Modified', 'Modified By', and 'Checked Out To'. A document titled 'PM Outreach Meeting - 061511' is highlighted, and a context menu is open over it. The menu options are: 'View Properties', 'Edit Properties', 'Edit in Microsoft Office PowerPoint', 'Delete', 'Send To', 'Check Out', 'Version History', 'Workflows', and 'Alert Me'. An 'Add new' link is also visible below the table.

Type	Name	Modified	Modified By	Checked Out To
	PM Outreach Meeting - 061511 <span style="color: green;">NEW</span>	6/16/2011 11:34 AM	Bill Altman	

# Alert Types

- You can change the:
  - Alert Title
  - When Alerts are sent
  - Frequency of e-mail alerts

Program Management Systems Collaboration

NDIA Committees My Committees Site Actions

NDIA Committees > My Committees > Program Management Systems Collaboration > Committee Documents > PM Outreach Meeting - 061511 > New Alert

## New Alert

Use this page to create an e-mail alert notifying you when there are changes to the specified item, document, list, or library.  
View my existing alerts on this site.

OK Cancel

<b>Alert Title</b> Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert.	Committee Documents: PM Outreach Me
<b>Send Alerts To</b> This alert will be sent to the e-mail address indicated.	E-mail address: bill.altman@ati.org
<b>Send Alerts for These Changes</b> Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.	Send me an alert when: <input checked="" type="radio"/> Anything changes <input type="radio"/> Someone else changes a document <input type="radio"/> Someone else changes a document created by me <input type="radio"/> Someone else changes a document last modified by me
<b>When to Send Alerts</b> Specify how frequently you want to be alerted.	<input checked="" type="radio"/> Send e-mail immediately <input type="radio"/> Send a daily summary <input type="radio"/> Send a weekly summary Time: Thursday 3:00 PM

OK Cancel

# Working Group Actions

- PMSC Board has approved the use of NDIA SharePoint sites for collaboration purposes
- “Position Title” can be “Board Member”, “Committee Member”, or “WG Lead”
- WG Lead decides to use the site, they are responsible for notifying their members to:
  - Establish a NDIA account (if they don’t have one already)
  - Collect names of authorized users for each site and send list to Bill Altman
- Each WG Lead is responsible for maintaining the list of members that have access – i.e. should a member no longer be an active participant or has retired, their name should be removed from the site via a notification to [webmaster@ndia.org](mailto:webmaster@ndia.org)

# Questions

- A live [demonstration](#) including establishing Alerts can be provided as needed by contacting Bill Altman
- Questions – contact Bill Altman
  - (614) 327-4342
  - [bill.altman@scra.org](mailto:bill.altman@scra.org)