NDIA PMSC

Establishing a LinkedIn Group

and

Establishing a Collaborative Environment

Bill Altman

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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 <u>networking groups</u>.

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 Chsristoph; 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
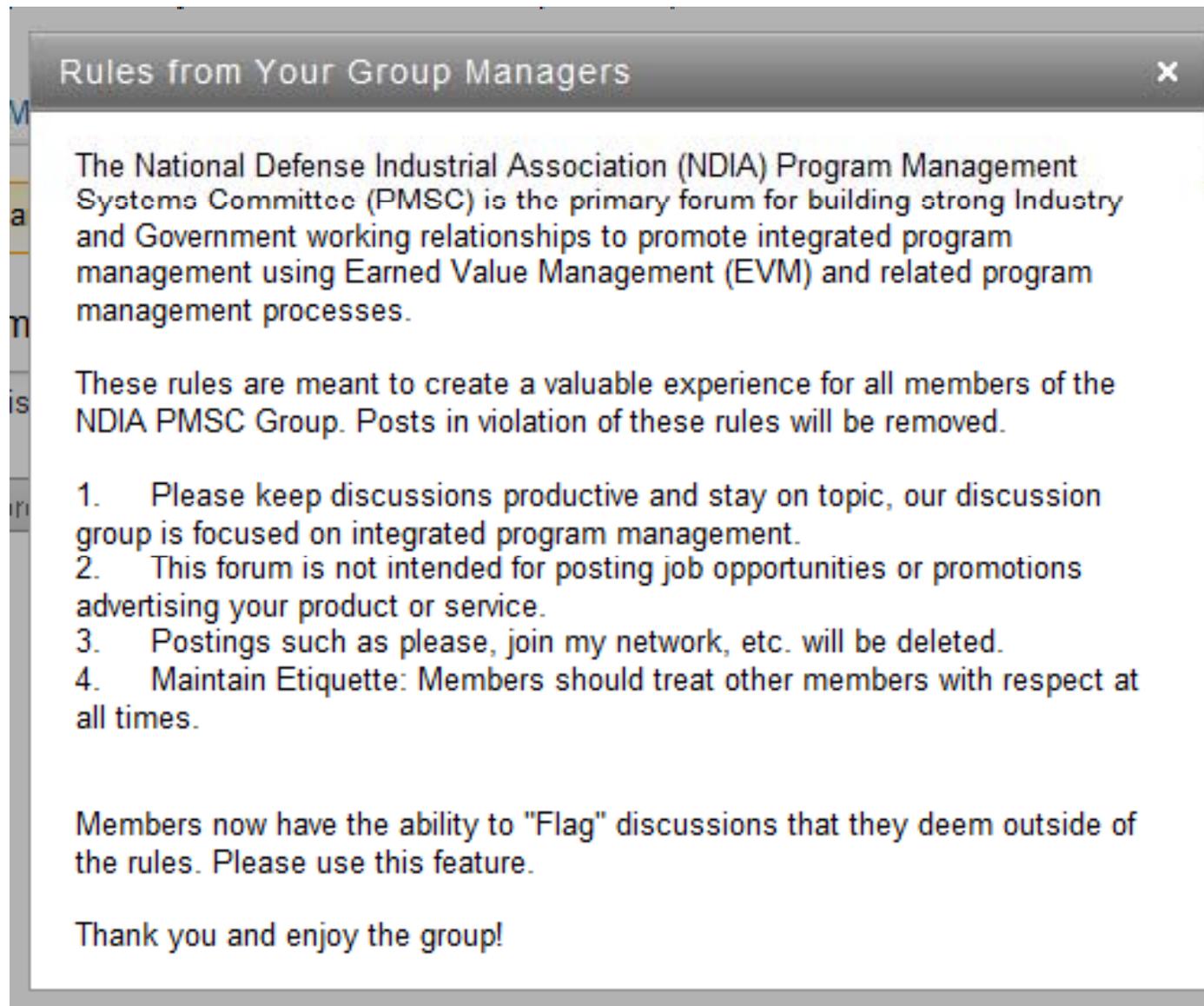
Rules from Your Group Managers ✕

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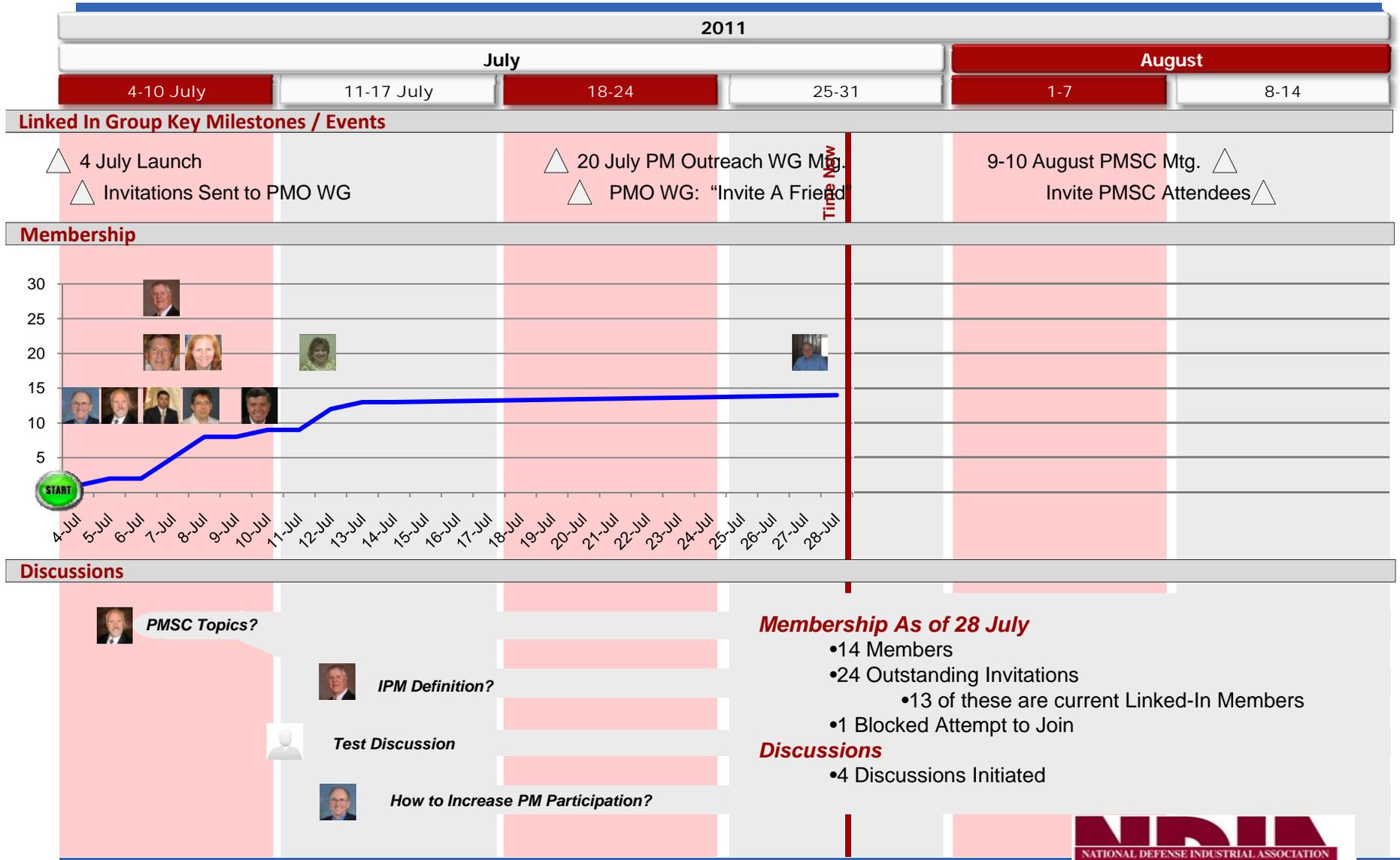
These rules are meant to create a valuable experience for all members of the NDIA PMSC Group. Posts in violation of these rules will be removed.

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

2011					
July				August	
4-10 July	11-17 July	18-24	25-31	1-7	8-14

Linked In Group Key Milestones / Events

△ 4 July Launch

△ Invitations Sent to PMO WG

△ 20 July PM Outreach WG Mtg.

△ PMO WG: "Invite A Friend"

Time Now

△ 9-10 August PMSC Mtg.

Invite PMSC Attendees △

Membership

(Y-axis: 5, 10, 15, 20, 25, 30)

(X-axis: 4-Jul, 5-Jul, 6-Jul, 7-Jul, 8-Jul, 9-Jul, 10-Jul, 11-Jul, 12-Jul, 13-Jul, 14-Jul, 15-Jul, 16-Jul, 17-Jul, 18-Jul, 19-Jul, 20-Jul, 21-Jul, 22-Jul, 23-Jul, 24-Jul, 25-Jul, 26-Jul, 27-Jul, 28-Jul)

Discussions

PMSC Topics?

IPM Definition?

Test Discussion

How to Increase PM Participation?

Membership As of 28 July
- 14 Members
- 24 Outstanding Invitations
  - 13 of these are current Linked-In Members
- 1 Blocked Attempt to Join

Discussions
- 4 Discussions Initiated

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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: 10 ⓘ 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

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PMSC Linked In Group Management

Group Managers

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.

    ⓘ 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 groups members.
    ⓘ Number of days that a person is new to the group: [3] days
☑ Require moderation for new people on LinkedIn.
    ⓘ Number of days that a person is new to LinkedIn: [3] 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.

Bill Altman

Eric Christoph

Dave Johnson

Barbara Phillips

Joan Ugljesa

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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

NDIA Collaboration Sites

Collaboration based on SharePoint

- NDIA is willing to host one Board and 6 working group sites
- There is no assigning or 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 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.

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Site Home Page

Roster includes Site Administrators

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.

Alert Types

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

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

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