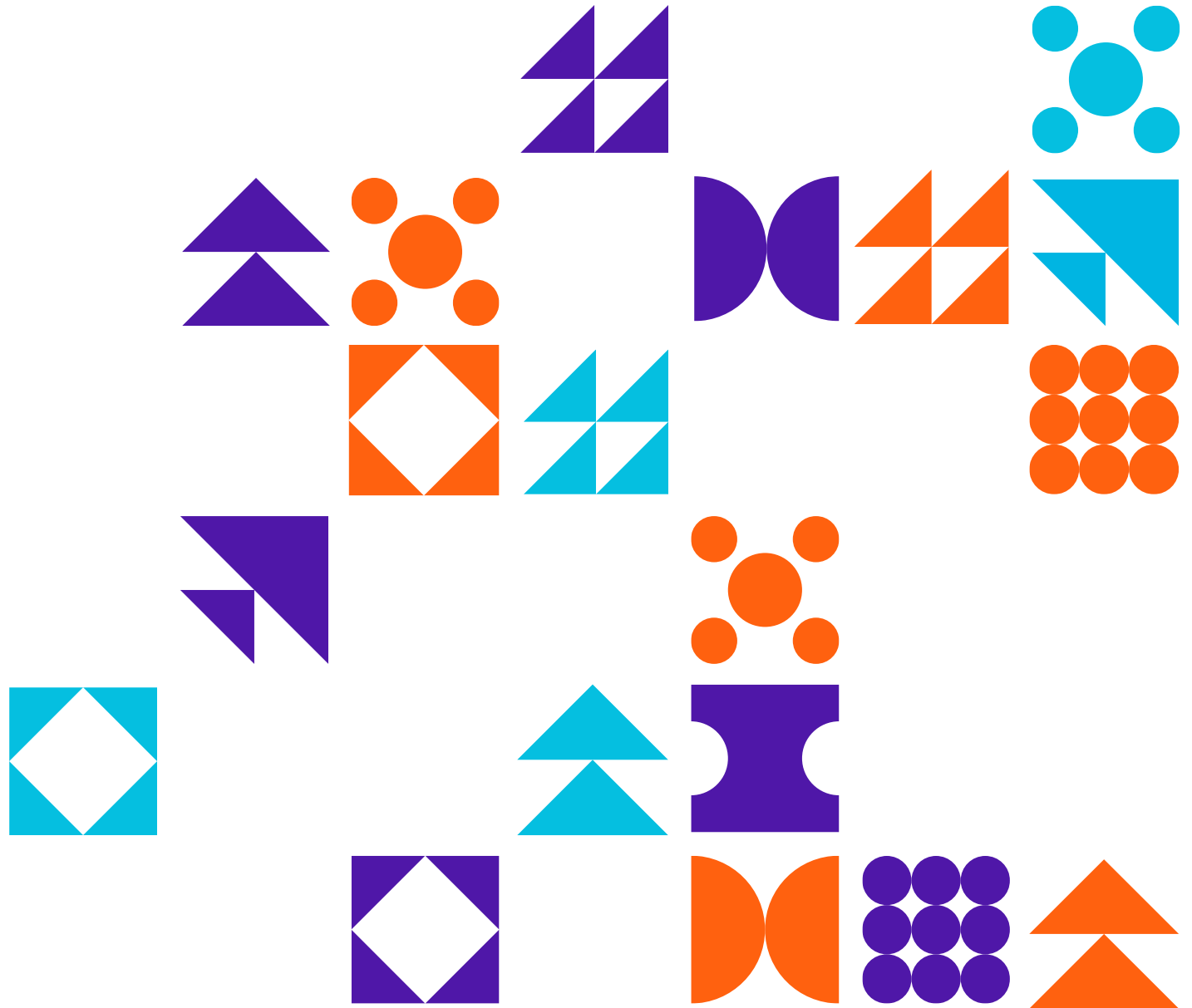# DRIVING DIVERSITY, EQUITY, AND INCLUSION: A ROADMAP FOR LAUNCHING A DEI COMMITTEE

Regions 1 and 7 Leadership Meeting

(Albuquerque, NM)

David C. Doan | PhD, MBA, RN, BCMAS, PMC-II, PMP, CSM, CSPO

VP of Operations/President-Elect

PMI Los Angeles

17 MAY 2024

Discussion Topics

Welcome!

"*Passion* + *Consistency* = *Success*"— Lilla Liptak

| **1** 10 min | **Introduction & Learning Objectives** **PMI | The State of Diversity, Equity, & Inclusion** |
|---|---|
| **2** 20 min | **DEI Committee Pre-Launch | To launch or not to launch** |
| **3** 15 min | **DEI Committee Launch** |
| **4** 10 min | **DEI Committee Grow and Thrive** |
| **5** 5 min | **Resources | Q&A** |

Learning Objectives

1. Understand the significance of launching a DEI Committee within a PMI chapter and its impact on fostering inclusivity and equity.

2. Familiarize yourself with key collaterals essential for the pre-launch and launch phases of a DEI Committee, including the 2024 DEI Committee Launch Plan, DEI Committee Charter, and DEI Policy and Procedures.

3. Learn best practices for conducting a DEI Member Survey and developing a DEI Workplan to address specific diversity, equity, and inclusion challenges within your chapter.

4. Identify suggested key performance indicators (KPIs) to track and monitor the benefits and value of a DEI Committee.

5. Explore the DEI Playbook and its role in providing guidance and resources for DEI Committee leaders to effectively navigate their roles and responsibilities.

6. Discover opportunities for collaboration and knowledge-sharing through the PMI DEI Collaborative, and learn how DEI Committee leaders can support other PMI chapters in launching or enhancing their own DEI initiatives.

PMI | THE STATE OF DIVERSITY, INCLUSION & EQUITY (DE&I)
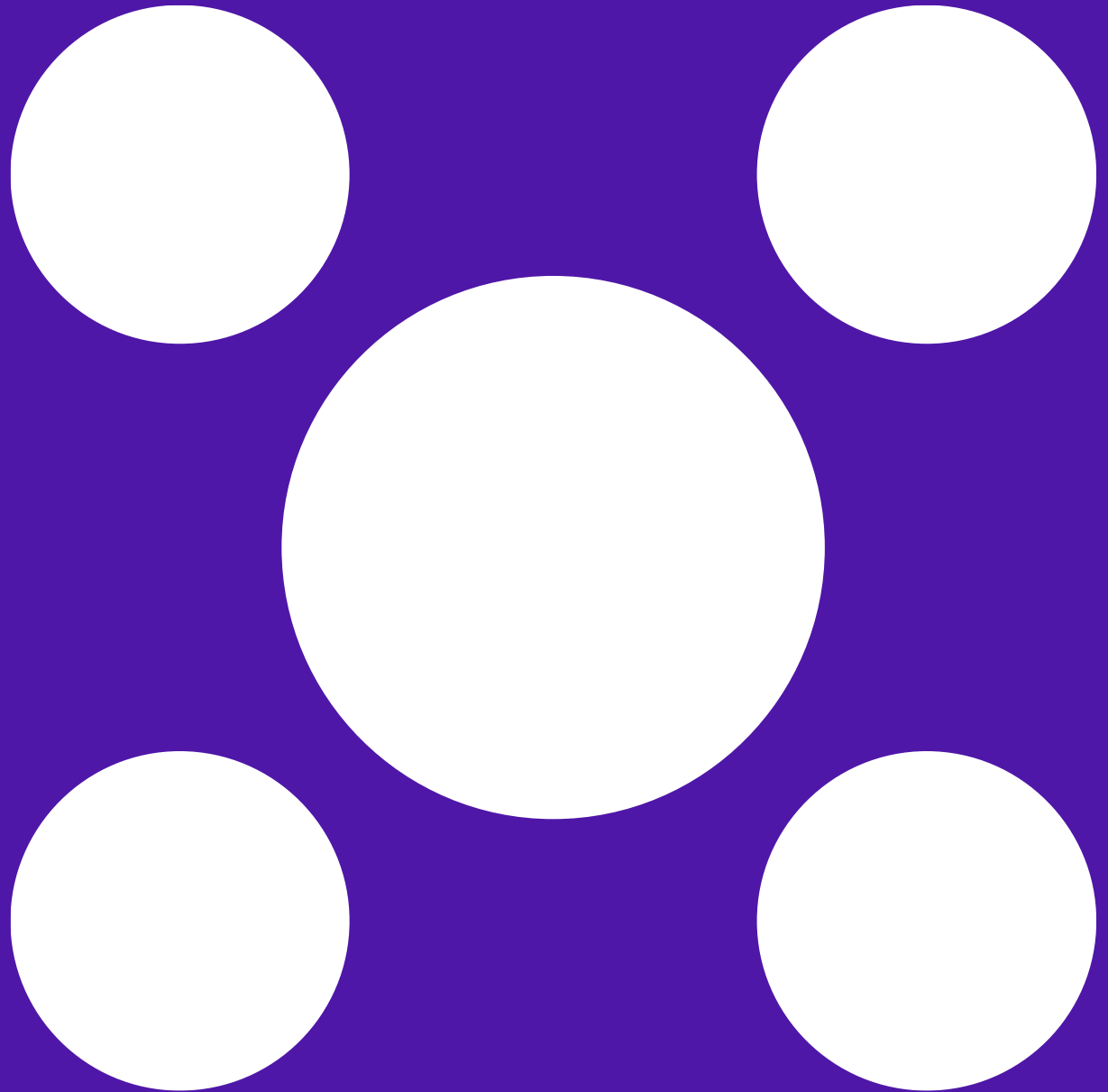
PMI Diversity, Equity & Inclusion | The State of DE&I

- In late 2019, PMI's Board of Directors recognized the need to reaffirm our commitment to diversity, equity and inclusion.

- Following a series of conversations and World events, July 2020 marked the official launch the Social Good Initiative in support of Diversity, Equity and Inclusion (DE&I).

- We know and believe that diversity brings value to our organization.

- However, our work doesn't stop there.

- We show the value of our differences by building on our diverse backgrounds and perspectives to support a positive environment, promote personal and professional development, empower all people to reach their full potential, and advance and advocate for the project management profession globally.

PMI Diversity, Equity & Inclusion | The State of DE&I

PMI is committed to creating an inclusive culture. Because that's what drives innovation, and ultimately, impact.

Statement on Diversity, Equity & Inclusion

PMI is committed to cultivating a culture of inclusion and belonging and is working to make that a reality within our community and beyond. As our work advances in the space of Diversity, Equity and Inclusion (DE&I), we recognize that this is a journey and part of that journey is providing spaces for our community to learn and grow.

Our Mission

To ensure that PMI continues to maintain a global culture that recognizes the contributions and interests of the diverse cultural and social groups that make up our employee, member, volunteer, certification holder and global community member groups.

PMI Diversity, Equity & Inclusion | The State of DE&I

PMI Diversity Equity & Inclusion

The State of DE&I

PMI is strengthening it's commitment to diversity, equity and inclusion. Since launching in 2020, the initiative's mission has been to ensure PMI continues to support its global community and provide a culture that recognizes the contributions and interests of our diverse stakeholders, including our employees, organization members, volunteers, certification holders and all members of the global project management community.

If you have more questions on how you can connect with the DE&I team, reach out to diversity@pmi.org to learn more.

Supporting our PMI Employees

Our differences are what makes us unique. We support our employees building on our diverse backgrounds and perspectives to support a positive environment, promote personal and professional development and empower all people to reach their full potential. In spring of 2022, we furthered our commitment to employee support by launching 4 employee resource groups.

Connecting with the Project Management Community

Throughout the first half of the year, PMI has provided many learning opportunities – both virtual and in person. Some of the most notable are the offered roundtables covering topics such as empathy, personal philosophy and women in project management.

Empowering PMI's Global Volunteers

We're proud to announce we brought together the first DE&I project team, chartered for one year, to support PMI's DE&I global strategy and advise on best practices for chapter leaders and project professionals.

Partnering to Make an Impact

The DE&I Team partnered with the PMI Live Events team for the June Virtual Experience Series that received over 30,000 registrations.

Partnership included:

✔ Content and speaker review

✔ Hosting the Book Club session with Amber Cabral, which received over 5000 views, resulting in the 4th highest viewed session for event.

PMI Diversity, Equity & Inclusion | The State of DE&I

Left to be desired …

- No direction was giving to PMI Chapters

- No DEI Toolkit was made available

    - Update: PMI has solicited feedback from select PMI Chapter members. PMI has extended the review period to 31 May

- No updates on accomplishments to date

- No DEI "report" has been released since 2022 Q1-Q2

- The last DE&I Webinar was on Thursday, 29 September 2022

- No information or updates on DE&I Academic Scholarships

- No information or updates on DE&I Community Engagement

PMI Diversity, Equity & Inclusion | The State of DE&I

PMI DEI Collaborative

- Lead by Marie Hagerty and Lystra Haynes

- A small select number of chapters organically formed the DEI Chapters Collaborative through word of mouth:
  - Dallas
  - DEI Global Insight Team (John Jones)
  - Delaware Valley
  - France
  - Los Angeles
  - Montreal
  - New Jersey
  - Ottawa Valley Outaouais
  - Toronto
  - And other "non-active" chapters such as Brazil, Bulgaria, Finland, Germany, Karachi, Keystone, Turkey, Sydney, and UK

- Active chapters share their progress, lessons learned, and ideas

- PMI Phoenix was the latest chapter to join the PMI DEI Collaborative

DEI COMMITTEE PRE-LAUNCH | TO LAUNCH OR NOT TO LAUNCH
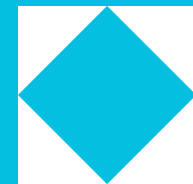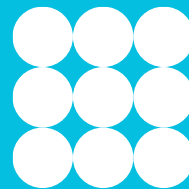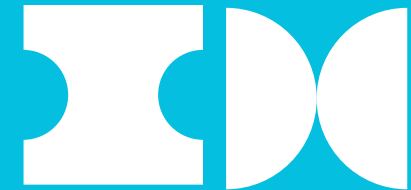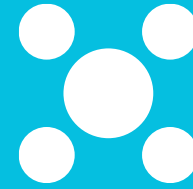
DEI Committee | Pre-Launch
PMI-LA's Journey

- Like some other chapters, PMI-LA took the initiative to consider launching a DEI Committee

- PMI-LA VP Operations/President-Elect presented an initial business case to launch a DEI Committee at the January 2024 Board Retreat with the following DEI Resources were created and presented:
  - DEI Committee Launch 2024
  - DEI Committee Charter
  - DEI Committee Workplan
  - DEI Policy and Procedures
  - DEI Playbook

- The PMI-LA Board of Directors had an intense discussion lasting over 1.5 hours on whether a DEI Committee should be launched, the anticipated pushback from members, and the value of having such a structure

- The Board requested additional inputs before approval is granted to roll out the DEI Committee

DEI Committee | Pre-Launch

PMI-LA's Journey

The following actions were taken as a result of the Board discussion:

- Requested support from the DEI Chapters Collaborative

    - Shared with the Collaborative the experience from the PMI-LA Board Retreat

    - Learned from other PMI Chapters who have shared similar experiences of pushback from the Board and/or members

- Reviewed the PMI Delaware Valley Chapter (PMI-DVC) DEI Member Survey

- Collaborated with PMI Phoenix Chapter (PMI-PHX) on their DEI Member Survey

- Get inspiration from PMI-DVC and PMI-PHX to update PMI-LA DEI Member Survey

- Consider hosting a Focus Group to review/discuss the survey results

- Created some KPIs to measure the anticipated value of having a DEI Committee

    - See subsequent slides

DEI Committee | Pre-Launch

Why are we talking about DEIAB?

Even in a safe space of PMI and local chapters, there is a need to address DEIAB

Diversity	**Equity**	**Inclusion**	**Access**	**Belonging**
• Need diverse events and programs • Need diverse speakers • Need diverse Board • Need diverse members representation • Need diverse gender and sexual identities • Need diverse, demographics, volunteers, supporters, sponsors, partners, nonprofit organizations, etc. • Need diversity of thoughts	• Programs need to support all project management and career levels • All members should have the opportunity to learn and grow their project management skills • All members should have equitable opportunity to available resources for PMI Global and PMI local chapter	• Inclusive of all age groups and career levels • Inclusive of all educational levels and industries • Inclusive of all religions and languages • Inclusive of all abilities, project management skills, accommodations for any disabilities (e.g., hard of hearing, wheelchair bound, etc.) • All members are invited to all events, programs, meeting, social and networking activities, and volunteer opportunities	• Accommodations should be provided to address economic barriers for participation • Events and meetings should be accessible to members and non-members • There should be discounted tickets for students and military personnel • Need access to mentors • Need access to accommodations and transportation to make it to in-person events and meetings	• Members and non-members should feel welcomed and belonged at all events and meetings • Volunteers should feel welcomed and belonged when interacting with Board members • All voices are heard • Promote a sense of community with shared purpose and goals • Promote camaraderie, trust, empathy, and relief from stress

DEI Committee | Pre-Launch

PMI-LA is considering the following Key Performance Indicators (KPIs):

1.Diversity Metrics:

1. Percentage of events and programs featuring diverse topics, speakers, and perspectives.
2. Diversity of speakers, board members, and committee representation.
3. Demographic breakdown of members, volunteers, supporters, sponsors, and partners.
4. Gender and sexual identity diversity among members and leadership.

2.Equity Metrics:

1. Participation rates across different career levels and backgrounds in programs and events.
2. Accessibility of resources for project management skill development to all members.
3. Equitable distribution of opportunities for involvement in PMI Global and local chapter activities.

3.Inclusion Metrics:

1. Representation of different age groups, educational levels, industries, religions, and languages in events and programs.
2. Accommodation and accessibility for individuals with disabilities.
3. Inclusivity in event invitations, meetings, social activities, and volunteer opportunities.

4.Access Metrics:

1. Accommodation provided for economic barriers to participation.
2. Accessibility of events and meetings for both members and non-members.
3. Availability of discounted tickets for students and military personnel.
4. Access to mentorship opportunities and accommodations for transportation.

5.Belonging Metrics:

1. Member and non-member feedback on feeling welcomed and belonged at events and meetings.
2. Volunteer satisfaction and perception of inclusivity when interacting with board members.
3. Measurement of voice inclusivity and participation in discussions and decision-making processes.
4. Promotion of community-building, camaraderie, trust, empathy, and stress relief among participants.

These KPIs should be tracked over time to assess the effectiveness of the DEI Committee's initiatives and identify areas for improvement in promoting DEIAB within PMI-LA. Regular surveys, feedback mechanism, and data analysis can help in measuring progress and adjusting strategies accordingly.

Pre-Launch

Discover

Reference: Broadhurst, A. K. (2020). The ERG handbook: Everything you wanted to know about employee resource groups, but didn't know who to ask. Page Beyond Press.

DEI Committee | Pre-Launch

What activities should be considered in the Pre-Launch phase?

Pre-Launch

- What is the purpose and benefits of a DEI Committee?

- Understanding your DEI landscape

- DEI Member Survey

- DEI Progression Model

- Building your DEI Committee business case

- Benefits and value of a DEI Committee

- Purpose and objectives of a DEI Committee

- Creating DEI vision and mission statements

- DEI Committee leadership roles and responsibilities

DEI Committee

What is the purpose and benefits of having a DEI Committee?

Purpose: One important purpose of a DEI Committee is to ensure that your chapter/organization creates an inclusive environment that promotes DEI in your chapter/organization. This leads to a culture that leverages diversity to its fullest potential so that every chapter/organization member can have a sense of belonging regardless of their background, project management abilities, education level, socioeconomic status, etc.

Benefits:
- Enables your chapter's board to dedicate focus and resources to strategize and implement DEI initiatives
- Helps board leaders, volunteers, members, and sponsors to promote and encourage DEI mission and become true DEI champions
- Provides a forum for your chapter/organization to address social issues within your community and set goals, objectives, and key milestones for DEI initiatives
- Provides a forum for your chapter members to share their ideas, feedback, and voices in support of DEI
- Promotes increased chapter member engagement
- Reduces chapter member attrition
- Promotes a sense of belonging
- Helps with sponsorship opportunities

Understanding your DEI landscape

Assessing your chapter's landscape by interviewing Board and DEI leaders

1. What DEI activities have been done in the past? Who led these initiatives?

2. What was the process needed to approve these DEI initiatives?

3. What obstacles did you encounter?

4. How did you deal with those obstacles?

5. What is the most challenging thing you have experienced as a DEI leader? How did you handle it?

6. In your role as a DEI leader, what keeps you up at night?

7. What one thing should I know that I didn't ask you?

The Inclusive Space^TM (IS) DEI Progression Model

DEI Committee Pillars and Areas of Focus

The Inclusive Space^TM (IS) ERG Progression Model has 3 stages:

- **Launch**
- **Grow**
- **Thrive**

Culture	Community	Member Recruitment / Retention	Professional Development	Chapter/ Organization Strategy
• How does your DEI Committee make your chapter's/ organization's culture and professional environment the best place to be?	• What can the chapter members do within the communities you serve?	• How can the DEI Committee help with recruiting diverse chapter members, volunteers, Board leaders, sponsors, etc.?	• How can you work the Board leaders, volunteers, members, sponsors, community, and the DEI Committee to focus on chapter members' professional development and Board leadership and governance?	• How can your DEI Committee support your chapter/ organization and its mission and goals?

Pillars and DEI Progression Model Alignment

What are the activities for each Pillar in the Launch stage?

Pillars	What are you doing?	Examples of activities. DEI Committee:
Chapter/Organization Culture	• • •	• Reviews, updates, and creates mission, vision, core values, DEI goals and initiatives. • Develops a set of DEI policies and guidelines for the chapter.
Community	• •	• Suggests ideas for the chapter/organization to be (more) visible in the community. • Provides opportunities for the chapter/organization and its members to volunteer and/or collaborate with other PMI Chapters and nonprofit organizations.
Member Recruitment and Retention	•	• Has a plan to recruit chapter members, volunteers, Board leaders, and sponsors from diverse communities. • Has a plan to manage or address chapter members' attrition rate.
Professional Development	• •	• Suggests and organizes training on DEI to its Board leaders, volunteers, and members. • Offers suggestions for the Board leaders, volunteers, and members to receive training on leadership and professional development.
Chapter/Organization Strategy	• •	• Incorporates DEI goals and initiatives into the chapter's/ organization's strategic planning. • Creates and updates its annual DEI Committee goals and initiatives.

Building Your DEI Committee Business Case

Make your case for starting a DEI Committee

Consider the following questions to get your DEI Committee off the ground:

1. What are your chapter's/organization's core values? Current culture?

2. What is the vision and mission of the DEI Committee? Why having this DEI Committee important to your chapter/organization? What is the purpose for creating it?

3. Describe the chapter's/organization's opportunities to address DEI by having a DEI Committee.

4. List the resources used to gather information to complete the business case.

5. In-scope/Out of scope activities – Break down what will be completed and what will wait for another phase.

6. What is the risk of not doing it (forming a DEI Committee)? This is where statistics and cost-benefit can be provided (i.e., the loss of chapter members through attrition due to a perceived unwelcoming chapter environment).

7. What are the benefits? Tie back to the risk, turn it around, and show the savings, the increase in chapter member morale, and the overall benefits other chapters have seen as a result of a DEAB Committee.

Building Your DEI Committee Business Case

Make your case for starting a DEI Committee

Consider the following questions to get your DEI Committee off the ground:

8. How will creating the DEI Committee benefit members and tie to your chapter's/organization's values and culture? How will it positively impact the future?

9. Gather data on what other PMI Chapters are doing in the DEI space, including but not limited to the DEI Committee you are looking to start.

10. Who are your team of passionate people?

11. Create a list of possible sponsors, influencers, or supporters?

12. Leadership roles and responsibilities.

13. How will the DEI Committee be governed? Will leaders be appointed or elected?

14. What are the DEI leaders' terms of office?

15. Outline two to three goals to be accomplished in the DEI Committee's first year.

Building Your DEI Committee Business Case

Include the following in your business case

- Proposal Title and Sponsors

- Chapter's/Organization's Opportunities

- Proposal inputs

- Benefits to Board leaders, volunteers, members, sponsors, and community

- In-scope/Out of scope

- Risk of not doing it

DEI Committee | What are the benefits and value? (1 of 2)

Having a DEI Committee can bring several important benefits and value to the organization:

1. **Enhanced Diversity**: A DEI Committee helps the organization in promoting diversity among its members, volunteers, and leadership. This diversity can lead to a richer mix of perspectives, backgrounds, and experiences, which can enhance decision-making and problem-solving.

2. **Inclusivity**: DEI Committees work to create a more inclusive and welcoming environment. This can result in increased engagement and participation from individuals who may have felt marginalized or excluded in the past.

3. **Improved Decision-Making**: A diverse group of individuals brings different viewpoints and approaches to problem-solving and decision-making. This can lead to more well-rounded and effective decisions.

4. **Increased Innovation**: Diverse teams tend to be more innovative. When people from various backgrounds collaborate, they can come up with creative solutions to challenges and drive innovation within the organization.

5. **Better Representation**: A DEI Committee can ensure that the organization's leadership and programs

DEI Committee | What are the benefits and value? (2 of 2)

6. **Access to a Broader Talent Pool**: By actively promoting diversity, the organization can attract a wider range of volunteers and potential leaders, ensuring a broader talent pool to draw from.

7. **Compliance and Risk Mitigation**: In some cases, there may be legal and regulatory requirements related to diversity and inclusion. Having a DEI Committee can help ensure compliance and reduce the risk of discrimination-related issues.

8. **Community Engagement**: Demonstrating a commitment to diversity and inclusion can help the organization build stronger connections with its community and stakeholders.

9. **Enhanced Reputation**: A nonprofit organization that prioritizes DEI initiatives is likely to have a better reputation and be seen as socially responsible, which can attract support and partnerships.

10. **Long-Term Sustainability**: DEI efforts contribute to the long-term sustainability of the organization by making it more adaptable, resilient, and relevant in a rapidly changing world.

In summary, a DEI Committee can add significant value to any PMI Chapter by fostering diversity, promoting inclusivity, improving decision-making, and contributing to the organization's long-term success and sustainability.

DEI Committee | Purpose

The purpose and objectives of a DEI Committee within a nonprofit organization should align with the organization's mission and be tailored to its specific needs and goals. However, here are some common purposes and objectives that a DEI Committee might consider:

Purpose:

1. **Promote Inclusion**: To foster a culture of inclusion where all individuals feel valued, respected, and empowered to contribute their unique perspectives and talents.

2. **Advance Diversity**: To increase diversity within the organization's leadership, staff, volunteers, and membership, ensuring a broader representation of backgrounds and experiences.

3. **Ensure Equity**: To identify and address disparities or inequities in opportunities, resources, and outcomes for individuals within the organization.

4. **Enhance Organizational Effectiveness**: To leverage diversity and inclusion as a strategic advantage that improves decision-making, innovation, and overall organizational effectiveness.

5. **Reflect the Community**: To align the organization's composition with the demographics and needs of the communities it serves, ensuring relevance and cultural competence.

6. **Compliance and Risk Mitigation**: To ensure compliance with relevant diversity and inclusion laws and regulations, reducing the risk of discrimination-related issues.

DEI Committee | Objectives (1 of 2)

Objectives:

1. **Develop and Implement DEI Policies**: Create and implement clear policies and guidelines that promote diversity, equity, and inclusion within the organization.

2. **Recruitment and Retention**: Develop strategies to attract and retain diverse talent, including staff, volunteers, and leadership positions.

3. **Training and Education**: Provide ongoing training and education on DEI topics for all members of the organization to increase awareness and understanding.

4. **Data Collection and Analysis**: Collect and analyze data related to diversity and inclusion to identify areas for improvement and track progress.

5. **Cultural Competency**: Promote cultural competency and sensitivity among members to ensure respectful interactions and communications.

6. **Community Engagement**: Engage with the organization's community, members, and stakeholders to gather input and feedback on DEI efforts.

7. **Policy Review and Revision:** Review and revise existing policies and procedures to eliminate biases and promote equity and inclusion.

8. **Raise Awareness:** Raise awareness within the organization about DEI issues and their importance.

DEI Committee | Objectives (2 of 2)

Objectives:

9. **Mentoring and Support**: Establish mentorship programs and support systems to help underrepresented individuals advance in their careers or leadership roles.

10. **Measurement and Reporting**: Establish mechanisms for measuring and reporting on DEI progress to the organization's leadership, members, and stakeholders.

11. **Accountability**: Hold the organization accountable for meeting DEI goals and regularly assess the impact of DEI initiatives.

12. **Celebration and Recognition**: Celebrate and recognize achievements related to diversity, equity, and inclusion, both within the organization and in the community.

13. **Continuous Improvement**: Continuously evaluate the effectiveness of DEI efforts and adapt strategies as needed to drive positive change.

It's essential for the DEI Committee to collaborate with the organization's leadership and stakeholders to develop clear and measurable objectives that align with the organization's mission and values. Additionally, the committee should regularly assess its progress and adjust its strategies to achieve its goals effectively.

DEI Member Survey | Why is it necessary?

- Conducting a DEI Member Survey before launching a DEI Committee is crucial for several reasons:

    - Understanding the current landscape

    - Identifying specific needs

    - Gathering member input

    - Setting measurable goals

    - Informed decision-making

    - Benchmarking and accountability

    - Building a strong foundation

- In summary, a DEI Member Survey is essential for creating a DEI Committee that is well-informed, responsive to member needs, and capable of implementing effective strategies to foster a more inclusive and equitable organization.

Member Survey

Creating DEI Vision and Mission Statements

Vision and mission statements are important to provide a framework to maintain focus while making decisions and executing the DEI's strategy and operations.

Vision Statement: Describes the ideal future of the DEI Committee and what the committee is trying to accomplish.

A vision statement should answer the following questions:

1. Who specifically is this DEI Committee being set up to serve?
2. What do we want this DEI Committee to enable? Why?
3. What purpose does the DEI Committee provide that members can't find otherwise?
4. What do we hope to accomplish as a DEI Committee?

Example: *"Our DEI vision is to make this chapter the best place for professionals to share in the love of project management."*

Mission Statement: Describes why the DEI Committee exists and why it does what it does.

A mission statement should answer the following questions:

1. How do we intend on making the vision happen?

Example: *"Every person has the opportunity to contribute and express themselves professionally while shaping the future of PMI Chapter X by preserving our heritage, embracing positive social change, and sharing our talents, skills, and love of project management principles and methodologies with others."*

Tip: *Do not write vision and mission statements that are a paragraph long. Both statements should be short and easy for members to learn and remember.*

DEI Committee Leadership Roles and Responsibilities

Determine the critical leadership roles you need to start your DEI Committee

Chair	Co-Chair	Policy Lead (as needed)
Events Lead	Operations Lead	Professional Development Lead
Member Engagement Lead	Community Lead	Communication Lead

Roles	Responsibilities
Chair/Co-Chairs	Plan agenda and schedule meetings for core team and member meetings; represent the DEI Committee; set DEI strategic direction; lead DEI Committee Core Team.
Events Lead	Lead development of DEI events plan; execute the event plans.
Operations Lead	Supports DEI core team - budgeting, finance, reporting, and administrative support.
Professional Development Lead	Identifies professional and leadership development opportunities for Board leaders and volunteers.
Member Engagement Lead	Responsible for connecting and welcoming new members; contact point for member feedback; leads Member Engagement Team.
Community Lead	Responding for creating community partnership, promoting the chapter's/organization's visibility, and exploring collaboration with other PMI Chapters and nonprofit organizations.
Communication Leader	Develops and executes DEI communication plans.
Policy Lead (as needed)	Scans and incorporates relevant local, county, and national policies into DEI goals and initiatives, as needed.

Tip: When creating roles and responsibilities, keep things at a high level. This will allow you/your executive sponsor and core leadership team to determine the details as the roles develop.

DEI COMMITTEE LAUNCH | PLAN
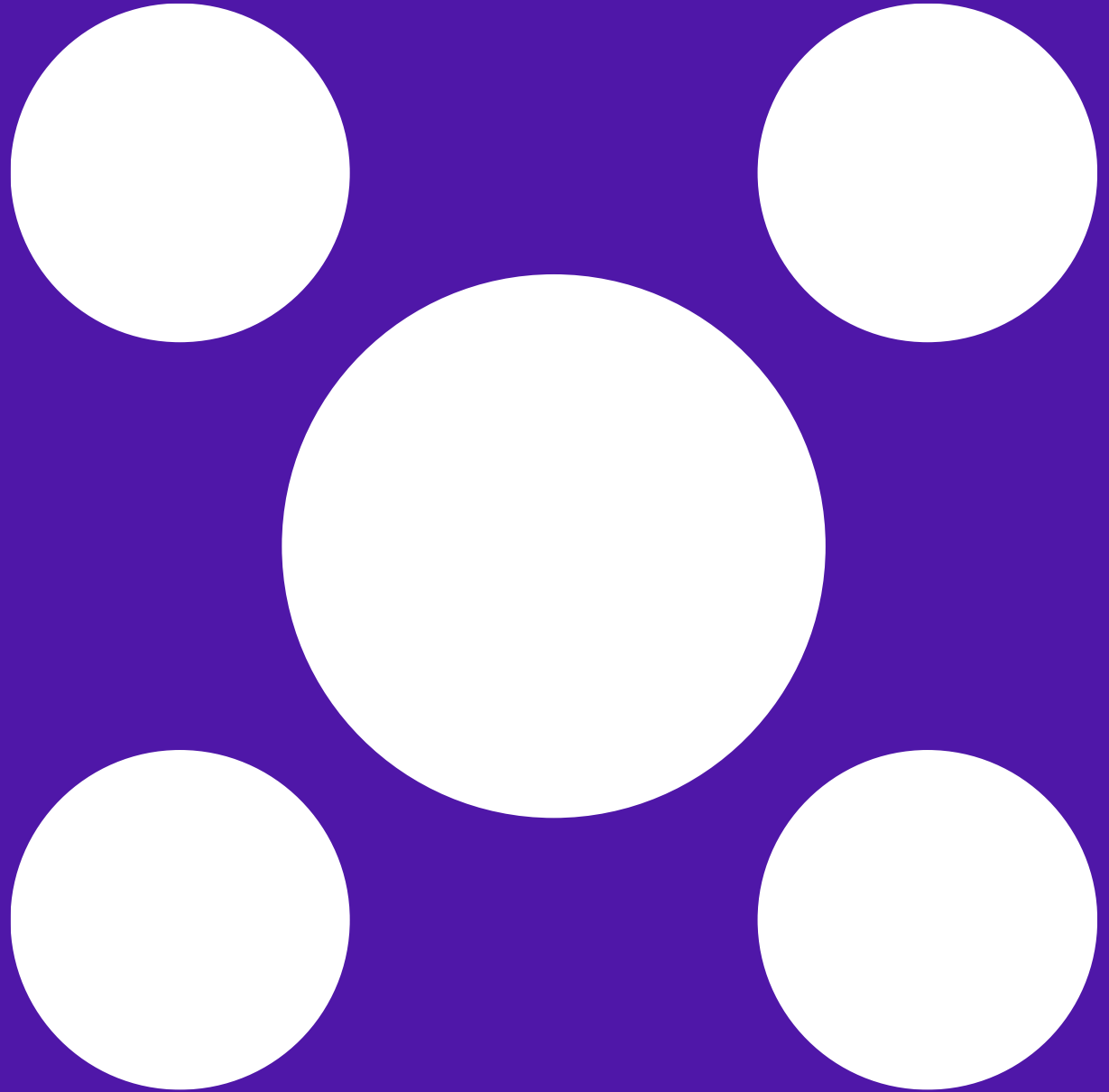
Launch

Plan

Reference: Broadhurst, A. K. (2020). The ERG handbook: Everything you wanted to know about employee resource groups, but didn't know who to ask. Page Beyond Press.

DEI Committee | Launch

What activities should be considered in the Launch phase?

Launch

- DEI Charter and proposal and approval process

- DEI leadership model

- Creating a DEI Committee Launch Plan

- Onboarding DEI Committee Executive Sponsors

- Setting up for success

Charter Process

A Charter is often required before establishing a new DEI Committee

A DEI Committee Charter typically includes the following sections:

- **Preamble**
- **Article I: Name**
- **Article II: Mission**
- **Article III: Membership**
  - Eligibility
- **Article IV: Structure and Operations**
  - Leadership, Roles, & Responsibilities
  - Terms of Office
  - Additional Officers
  - Nomination and Election of the Employee Leader
  - Election Meeting
- **Article V: Membership Meetings**

PREAMBLE

Consistent with <Company Name> Diversity and Inclusion's vision to be the <insert company's vision statement>, <Company Name>'s mission and goals will involve creating a culture which values <Insert info for your Company>.

<Company Name>'s diversity and inclusion goals include: _____(ERG name) and provide _____ with access to ser assist in outreach to diverse organizations; (3) provide ar development of _____ leaders; (4) utilize ___ as advisors hiring, retaining and promoting a diverse workforce; (5) s programs/D&I programs that are sponsored by _____.

ARTICLE I: NAME
1.1 NAME
This organization shall be known as the (INSERT NAME O

ARTICLE II: MISSION
2.1 MISSION
The Mission of the (ERG name) is to be a strategic partne culture of diversity and inclusion through continual learn employees' understanding and inclusion with a common goals. The vision, mission, goals, policies, and activities o those of <company name>'s mission, goals, and policies.

The (ERG Name) will be a valuable mechanism to (1) buil offer employees access to leadership opportunities; (3) e

ARTICLE III: MEMBERSHIP
3.1 ELIGIBILITY
Membership in the (ERG Name) is available to all <Company name> employees. The ERG shall record names and locations of all members. All members are eligible to chair committees, become candidates for elected office, and vote in (ERG Name) elections.

ARTICLE IV: STRUCTURE AND OPERATIONS
4.1: LEADERSHIP, ROLES & RESPONSIBILITIES
The group shall have an Employee Leader. This individual shall:
1. Schedule and organize meetings.
2. Work closely with the ERG Champion.
3. Officially represent the ERG within <company/D&I/Inclusion Council, etc.>.

4.2: Terms of Office
There are <no, or one 2- year term or no more than two 2-year terms, etc.> limitations on the number of terms of office an individual may hold.

4. 3: Additional Officers
The employee leader may appoint additional officers as necessary. Suggested additional leaders for leadership team:
1. Co-leader
2. Business Support
3. Social Chair
4.

5.1 MEMBERSHIP MEETINGS
There shall be regular meetings of the (ERG Name) on a date and place designated by the Employer Leader or ERG Leadership team. This meeting shall be held at a specified location and announced to the (ERG Name) members. The (ERG Name) shall send a notice of each regular meeting to each member.

Proposal and Approval Process

Preparing for the DEI Committee proposal and approval process

- To start a DEI Committee, some PMI Chapters may require a proposal process.

- The process includes completing a simple proposal form then attaching your charter and your business case.

- The proposal usually includes information that you have already gathered for your business case such as:
  - Name of the DEI Committee
  - Name of the Board leaders, volunteers, and/or chapter members organizing the DEI Committee
  - DEI Committee's purpose
  - DEI Committee's mission statement. This should be the same as in your Charter.
  - Provide three examples of how the DEI Committee's mission and purpose will support the chapter's/organization's mission, values, and culture
  - Attach your Charter. Please describe your leadership structure and how leaders are elected, terms, and communication to the membership
  - Provide signatures of at least X Board leaders who indicate they will join your DEI Committee

- Some PMI Chapters may require a more stringent proposal and approval process

DEI Committee Leadership Model

DEI Committee Capabilities

DEI Committee leadership roles are opportunities for professional development and growth

- Create a simple DEI Committee Leadership Model
- Review existing Chapter's policies and procedures before starting this exercise
- Create a working team with representatives from Board leaders

Leadership Model Characteristics for being a DEI Committee Leader (suggested; in alphabetical order; focus on 6-8):

Accountability	**Resilience**
Decisiveness	**Flexibility**
Influencing / Negotiating	**Problem Solving**
Conflict Management	**Partnering**
Creativity / Innovation	**Vision**
Integrity / Honesty	**Strategic Thinking**
Interpersonal Skills	

Creating a DEI Committee Launch Plan

A planned team effort to launch your new DEI Committee

- How do you launch your DEI Committee to ensure you get the most bang for your buck?

- Soft launch vs. hard launch
  - Core group of leaders and members: Focus to equip them to become DEI Committee ambassadors
  - Next step could be a launch event open to everyone

- Be creative and use the collective brain power of your core group

- DEI Committee Launch Plan

	Task	Owner	Completion Date
1	Task 1	First Last	MM/DD/YY
2	Task 2	First Last	MM/DD/YY
3	Task 3	First Last	MM/DD/YY
4	Task 4	First Last	MM/DD/YY
5	Task 5	First Last	MM/DD/YY

DEI Committee | Launch Plan (1 of 4)

Launching a DEI Committee within a nonprofit organization requires careful planning and a well-thought-out approach. Here are the steps to consider when establishing a DEI Committee:

1. **Assessment and Commitment**:
   - Assess the current state of diversity, equity, and inclusion within your organization.
   - Gain commitment and support from the organization's leadership, board, and key stakeholders.

2. **Define the Purpose and Objectives**:
   - Clearly define the purpose and objectives of the DEI Committee.
   - Determine what specific issues or areas the committee will focus on (e.g., recruitment, policies, training, culture).

3. **Select Committee Members**:
   - Recruit individuals who are passionate about DEI and represent diverse backgrounds and perspectives.
   - Ensure a mix of staff, volunteers, and potentially external stakeholders.

4. **Establish a Charter or Guidelines**:
   - Create a formal charter or guidelines that outline the committee's mission, responsibilities, and operating procedures.
   - Define roles and responsibilities for committee members.

5. **Training and Education**:
   - Provide training and education on diversity, equity, and inclusion topics for committee members to ensure a shared understanding of DEI principles.

6. **Set a Meeting Schedule**:
   - Determine the frequency of committee meetings and establish a regular schedule.
   - Ensure meetings are inclusive and accessible to all members.

7. **Develop a Workplan**:
   - Create a workplan that outlines the committee's goals, priorities, and timelines.
   - Identify specific actions and initiatives to address DEI within the organization.

8. **Engage Leadership**:
   - Engage the organization's leadership in DEI efforts, ensuring their active support and involvement.
   - Encourage leaders to lead by example in promoting DEI.

9. **Data Collection and Analysis**:
   - Collect data on diversity and inclusion within the organization, including demographic information, employee/volunteer surveys, and feedback.
   - Analyze the data to identify areas that need improvement.

DEI Committee | Launch Plan (3 of 4)

10. **Policy Review**:
    - Review existing policies and procedures to identify any that may perpetuate inequities or need revision.
    - Develop new policies or update existing ones to align with DEI goals.

11. **Community Engagement**:
    - Seek input and feedback from the organization's community, members, and stakeholders regarding DEI.
    - Involve external experts or consultants if necessary.

12. **Communication and Transparency**:
    - Communicate the DEI Committee's goals, progress, and initiatives to the organization's members and stakeholders.
    - Be transparent about challenges and successes.

13. **Training and Awareness**:
    - Implement diversity and inclusion training programs for staff, volunteers, and leadership.
    - Raise awareness about DEI issues within the organization.

14. **Continuous Improvement**:
    - Regularly assess the committee's progress and adjust strategies and initiatives as needed.
    - Continuously measure the impact of DEI efforts on the organization.

DEI Committee | Launch Plan (4 of 4)

15. **Celebrate Achievements**:
    - Celebrate milestones and achievements related to diversity, equity, and inclusion.
    - Recognize and acknowledge the contributions of committee members and participants.

16. **Reporting and Accountability**:
    - Establish mechanisms for reporting on DEI progress to the board and key stakeholders.
    - Hold the organization accountable for meeting DEI goals.

17. **Evaluate and Evolve**:
    - Periodically evaluate the effectiveness of the DEI Committee and its initiatives.
    - Adapt and evolve the committee's approach as the organization grows and changes.

Launching a DEI Committee is an ongoing process that requires dedication, collaboration, and a commitment to creating a more inclusive and equitable organization. It's important to involve all stakeholders and continuously work toward positive change.

Onboarding DEI Committee Executive Sponsors

DEI Committee Executive Sponsor Roles

Engager	Advocate	Champion	Coach	Navigator
• Actively participate and engage with DEI Committee membership • Serve as a role model	• Represent the DEI Committee within their network • Assist with financial support	• Be vocal about their support of the DEI Committee • Ensure visibility for DEI Committee leaders	• Listen and provide thought partnership • Help set priorities	• Explain and advise how to work through internal politics • Identify and connect to resources

Onboarding DEI Committee Executive Sponsors

Things that Executive Sponsors should **NOT** do

👎 Run the DEI Committee
  - This is the role of the Leadership Team

👎 Regularly attend leadership team meetings
  - Many times, people will shut down in a meeting when an executive shows up
  - Can invite the Executive Sponsor to discuss a specific topic or for a specific purpose

👎 Engage members of their teams to lead the   DEI Committee
  - This is the role of the Leadership Team

👎 Engage members of their teams to "do the work"
  - This is the role of the Leadership Team

Onboarding DEI Committee Executive Sponsors

What do you need from your DEI Committee Executive Sponsors?

Engager
- Demonstrate active participation?
- Serve as a role model?

Advocate
- Amplify the DEI Committee?
- Help provide financial support?

Champion
- Champion to leadership and your management?
- Be vocal about their support of the DEI Committee?
- Ensure visibility for you as an DEI Committee leader?

Coach
- Coach and develop you as a leader?
- Listen and provide thought partnership?
- Help set priorities?

Navigator
- Best explain and advise on working through internal politics?
- Identify and connect with resources?
- Remove roadblocks?

What else do you need from your DEI Committee Executive Sponsor?

Onboarding DEI Committee Executive Sponsors

Engaging your DEI Committee Executive Sponsors

1. What does your DEI Committee Executive Sponsor need and want to know, and how can you serve it up efficiently and effectively?

2. What is your ask of them? (Make it meaningful and reasonable)

3. What does successful Executive Sponsor engagement look like for your DEI Committee?

4. Customize your onboarding. How do you tap into their allyship and their passion?

5. If your DEI Committee Executive Sponsor was "voluntold" rather than volunteered, consider ways to engage them in their new role successfully.

Leadership Team and Executive Sponsor Meeting Routines

Establish communication cadence with your Leadership Team and Executive Sponsor

- Meet with you Leadership Team at least every 2 weeks

- Meet with your Executive Sponsor at least every other month

Template: *ERG Leadership Meeting Agenda*

Date | time [Date | time] | *Location* [Location]

Type of meeting	[Type of meeting]	Attendees:
Facilitator	[Facilitator]	Please read:
Notetaker	[Note taker]	Please bring:

Agenda Items

Topic	Presenter	Time allotted
☐ [Topic]	[Presenter]	[Time]
☐ [Topic]	[Presenter]	[Time]
☐ [Topic]	[Presenter]	[Time]
☐ [Topic]	[Presenter]	[Time]
☐ [Topic]	[Presenter]	[Time]
☐ [Topic]	[Presenter]	[Time]
☐ [Topic]	[Presenter]	[Time]

Other Information
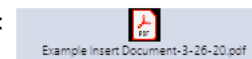
Files to review/Presentations for meeting [Resources]

Special notes [Special notes]

Template: *Exec. Sponsor Meeting Agenda* <Date>

Topic	Presenter	Time (ET)
Initiatives/Hot Items - require discussion or status updates		1: 00– 1:25
Quick Hits – FYI only		1:25: - 1:35
Open Discussion/Q&A		1: 35 – 1: 45

Meeting Materials: Example Insert Document-3-26-20.pdf

Setting Up for Success

Getting in the weeds

- Tools

- Templates and worksheets

- Data

- Reporting

- Leadership Team meeting minutes and agendas

- Executive Sponsor meeting minutes and agendas

- Budget and funding

- Membership

- Member engagement

- Events Communications

- Others?

> Keep organized from the beginning
> Use your chapter's/organization's tool for collaboration and communication, meetings, file, and app sharing.

DEI COMMITTEE | GROW AND THRIVE

Grow

Develop and Build

Reference: Broadhurst, A. K. (2020). The ERG handbook: Everything you wanted to know about employee resource groups, but didn't know who to ask. Page Beyond Press.

DEI Committee | Grow

What activities should be considered in the Launch phase?

Grow

- Recruiting your 20% of your Leadership Team

- Building your case for funding

- Communication plan, stakeholders, dashboard, and toolkit

- Programming internal and external events

- Measuring key accomplishments, areas of opportunity, and alignment with pillars/areas of focus with reports and dashboards

The Inclusive Space^(TM) (IS) DEI Progression Model

DEI Committee Pillars and Areas of Focus

The Inclusive Space^(TM) (IS) ERG Progression Model has 3 stages:

- **Launch**
- **Grow**
- **Thrive**

Culture	Community	Member Recruitment / Retention	Professional Development	Chapter/ Organization Strategy
• How does your DEI Committee make your chapter's/ organization's culture and professional environment the best place to be?	• What can the chapter members do within the communities you serve?	• How can the DEI Committee help with recruiting diverse chapter members, volunteers, Board leaders, sponsors, etc.?	• How can you work the Board leaders, volunteers, members, sponsors, community, and the DEI Committee to focus on chapter members' professional development and Board leadership and governance?	• How can your DEI Committee support your chapter/ organization and its mission and goals?

Pillars and DEI Progression Model Alignment

What are the activities for each Pillar in the Grow stage?

Pillars	What are you doing?	Examples of activities. DEABI Committee:
Chapter/Organization Culture	• • •	• Offers multiple channels for chapter members to share their thoughts and ideas in a supportive manner. • Offers one or more affinity groups (e.g., women in project management, BIPOC group, etc.). • Create and promote a culture of inclusivity by celebrating diversity within the chapter/organization.
Community	• •	• Chooses and supports one or more nonprofit organization that reflects the diverse representation of the community in support of Social Impact program.
Member Recruitment and Retention	•	• Uses data to identify opportunities to recruit and retain diverse chapter volunteers and members. • Launches targeted recruitment efforts.
Professional Development	• • •	• Develops and launches a Professional Development program for Board leaders, volunteers, and chapter members.
Chapter/Organization Strategy	• •	• Create and promote a culture of inclusivity by celebrating diversity within the chapter/organization. • Identifies leadership positions within the chapter/organization that lack diversity. • Collects data on diversity and inclusion within the chapter/organization, including demographic information, surveys, and feedback. • Establishes mechanisms for holding the organization accountable for meeting DEI goals.

Programming

Types of Programming

Internal	External
• DEI Committee Kickoff Meeting • New Member Orientation • Social Networking events • Special Events • Flagship Meetings • Virtual evening meetings • Coffee Chats • Joint DEI events with other PMI Chapters • Workshops on DEI topics • Celebrations of diversity days, weeks, or months • Courageous Conversations, Transparency Talks, or Fireside Chat • Listening Sessions	• Social Impact events • Partnership to raise awareness/money • Marching in a parade • Raise money through a 5K event • Working a booth at a festival • Women in Project Management partnering with Girl Scouts to create a project management or technology badge • Leadership Institute Meetings (LIMs) • Global Summit

Metrics and Outcomes

Culture	Community	External Recruiting / Retention	Professional Development	Chapter/ Organization Strategy
• Number of members attending the events/total membership • Increase in event participations year over year • Create a short survey for participants to complete: • Rate the effectiveness of the event • How likely are you to do something differently because of attending this event?	• Number of community events your DEI Committee participate in or sponsor • Number of participants over total membership • Visibility in the community • Number of interactions over the number of total participants = interaction percentage	• Number of members participating in recruiting events over total membership • Number of participants chapter members interacted with over the total number of participants • Number of recruits who accepted a job over total number recruited	• Number of professional development programs/events held • Members attending professional development events over total membership • Career Advancement: • DEI Committee should identify members who have advanced their careers due in part to their participation in DEI program initiative • Write up success stories	• If you do have goals aligned to the business, then determine what you measure using those goals as a starting point

Metrics and Outcomes

Additional Metrics to Consider

- **Member Engagement:** DEI Committee active chapter members over chapter total members x 100

- **Volunteer and Member Attrition Rate:** Use ThoughtSpot reporting to identify trends over months and years
  - May also consider conducting exit interviews for chapter volunteers

Member Satisfaction

- Many chapters conduct regular member satisfaction or engagement surveys.
  - Requesting to include question in the general membership survey to determine the chapter members' satisfaction around DEI initiatives would be a great place to start.
  - Having questions focusing on the impact the DEI Committee has on overall member engagement can help demonstrate the ROI for the chapter/organization.
  - Another option is to create a separate DEI survey to gauge your chapter members' level of satisfaction with the DEI initiatives to identify improvement opportunities

- Regardless of what you choose to measure, those measurements should be precise, meaningful, and aligned to the DEI Committee's mission and goals.

- Metrics are a great way for the DEI Committee to assess the overall impact DEI initiatives have on member engagement.

Metrics and Outcomes

To measure or not to measure

- The thought of creating metrics for DEI Committee can be daunting

- Start small, and then as your DEI Committee evolves, you can change what you measure

- If you don't measure, how do you know what's working and what's not?

- If you don't measure it, how do you show the value that the DEI Committee brings to its members, the company, and the community you serve

- What's measured gets attention and funding

- You don't have to measure everything but start by measuring something

Start with easy points to measure:

- How many members does your chapter have?
  - What is the geographic makeup of chapter membership? Break this down by location and further break it down by industry and other demographics.

- How has chapter membership increased over time?

- How many events did the DEI Committee produce this year?
  - How does that compare with past years?

- What was the attendance/participation in any DEI Committee-sponsored events?
  - How does that compare year over year?

Key Performance Indicators (KPIs) | Example from PMI-LA

PMI-LA is considering the following Key Performance Indicators (KPIs):

1.Diversity Metrics:

1. Percentage of events and programs featuring diverse topics, speakers, and perspectives.
2. Diversity of speakers, board members, and committee representation.
3. Demographic breakdown of members, volunteers, supporters, sponsors, and partners.
4. Gender and sexual identity diversity among members and leadership.

2.Equity Metrics:

1. Participation rates across different career levels and backgrounds in programs and events.
2. Accessibility of resources for project management skill development to all members.
3. Equitable distribution of opportunities for involvement in PMI Global and local chapter activities.

3.Inclusion Metrics:

1. Representation of different age groups, educational levels, industries, religions, and languages in events and programs.
2. Accommodation and accessibility for individuals with disabilities.
3. Inclusivity in event invitations, meetings, social activities, and volunteer opportunities.

4.Access Metrics:

1. Accommodation provided for economic barriers to participation.
2. Accessibility of events and meetings for both members and non-members.
3. Availability of discounted tickets for students and military personnel.
4. Access to mentorship opportunities and accommodations for transportation.

5.Belonging Metrics:

1. Member and non-member feedback on feeling welcomed and belonged at events and meetings.
2. Volunteer satisfaction and perception of inclusivity when interacting with board members.
3. Measurement of voice inclusivity and participation in discussions and decision-making processes.
4. Promotion of community-building, camaraderie, trust, empathy, and stress relief among participants.

These KPIs should be tracked over time to assess the effectiveness of the DEI Committee's initiatives and identify areas for improvement in promoting DEIAB within PMI-LA. Regular surveys, feedback mechanism, and data analysis can help in measuring progress and adjusting strategies accordingly.

Thrive

Succeed and Flourish

Reference: Broadhurst, A. K. (2020). The ERG handbook: Everything you wanted to know about employee resource groups, but didn't know who to ask. Page Beyond Press.

DEI Committee | Thrive

What activities should be considered in the Launch phase?

Thrive

- Pillars and progression model

- What should be measured and ramping up metrics by aligning to pillars/areas of focus

- Pulling it all together: Brainstorming, prioritizing, documenting, and aligning

- Talent planning

- The ABC of allies

- Expanding through inclusive leadership

- Leading and inspiring

The Inclusive Space^TM (IS) DEI Progression Model

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• How does your DEI Committee make your chapter's/ organization's culture and professional environment the best place to be?	• What can the chapter members do within the communities you serve?	• How can the DEI Committee help with recruiting diverse chapter members, volunteers, Board leaders, sponsors, etc.?	• How can you work the Board leaders, volunteers, members, sponsors, community, and the DEI Committee to focus on chapter members' professional development and Board leadership and governance?	• How can your DEI Committee support your chapter/ organization and its mission and goals?

Pillars and DEI Progression Model Alignment

What are the activities for each Pillar in the Thrive stage?

Pillars	What are you doing?	Examples of activities. DEI Committee:
Chapter/Organization Culture	 • • •	• Launches a week focused on education and allyship. • Promotes cultural competency among Board leaders, volunteers, and chapter members through training and awareness programs. • Recognizes and acknowledges the contributions of DEI Committee volunteers and members.
Community	 • •	• Engages with the chapter community to gather input and feedback on DEI efforts. • Establishes partnerships with local nonprofit organizations and communities to align with their needs and values.
Member Recruitment and Retention	•	• Evaluate progress and make necessary adjustments. • Develops volunteer recruitment strategies focused on underrepresented groups.
Professional Development	• • •	• Develops and launches a Professional Development program for Board leaders, volunteers, and chapter members.
Chapter/Organization Strategy	 • •	• Establish a system for monitoring and addressing instances of discrimination or bias. • Develops strategies to attract a more diverse pool of candidates for DEI Committee leadership roles. • Regularly assesses the impact of DEI efforts and adjust strategies as needed. • Engages in continuous improvement to ensure DEI goals are met and exceeded.

DEI Committee Multi-Year Plan Brainstorming

The output of the brainstorming exercise will need to be prioritized and then become input for creating your multi-year plan

Brainstorming Prep

1. If there were no barriers, what are the top 10 things you would want your DEI Committee to change or implement? Women in project management examples:
   a. Host a panel discussion
   b. Create a forum or community for women in project management
   c. Provide mentorship program tailored to women in project management
   d. Offer workshops relating to women in project management
   e. Produce events or have discussions for black women or API women in project management
   f. Host an event on the topic of gender and pay equity
   g. Collaborate with other nonprofit organizations to celebrate women in project management

2. Which of these will take considerable time and/or effort (big initiatives)?

3. Which of these things could be accomplished quickly and/or with minimal effort?

4. What from your list above would you consider to be cultural changes?

5. What barriers to implementation do you think exist? These could vary from initiative to initiative.

DEI Committee Multi-Year Plan Prioritization

The output of your brainstorming now needs to be prioritized.

1. What things do your DEI Committee leaders and member volunteers spend their DEI-focused time on currently?

2. What things are your DEI Committee volunteers spending DEI-focused time on that do not align with your prioritized initiatives?

3. What measurable and meaningful progress do you feel your DEI Committee is making on the prioritized initiatives?

4. Why are you/they spending time this way?

5. How can you work together to accomplish what you agree are the most impactful initiatives?

6. What does this mean for the other top big initiatives relating to your chapter's DEI goals?

7. If you solicit more assistance/resources, how would you align their time?

8. What are some barriers to aligning most of your resources to a limited number of the most impactful big initiatives?

9. What are some benefits to focusing on a more significant number of smaller/easier/quicker initiatives vs. fewer big initiatives?

10. How might you overcome objections to not focusing on what someone else wants?

11. What are some strategies for maintaining discipline around the multi-year plan?

12. How do you ensure that your successors will adopt or refine the DEI Committee multi-year plan and prioritization?
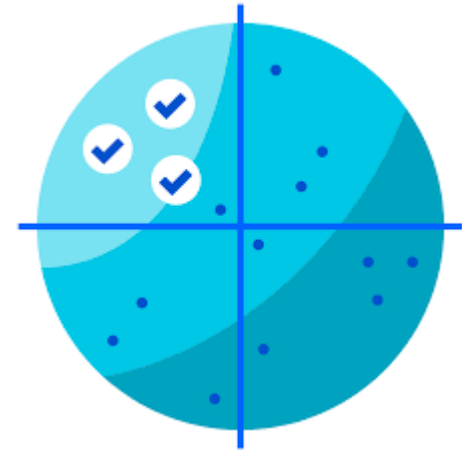
DEI Committee Four Quadrants

Prioritize your top 10 ideas/initiatives into the Quadrants I, II, III, IV

	Urgent	Not Urgent
Important	I	II
Not Important	III	IV

Four Quadrants

I. Important / Urgent

II. Important / Not Urgent

III. Not Important / Urgent

IV. Not Important / Not Urgent

Documenting Your DEI Committee Multi-Year Plan

To ensure member engagement and executive support, you need to have a well-defined multi-year plan

The template below focuses on *primary* initiatives that the DEI Committee owns and will control

Initiative	Scope	Year 1 Goals	Year 2 Goals	Year 3 Goals
Ally Program	• An educational and visibility program to help foster and create an inclusive culture with your chapter/organization	• Launch a campaign drive with goal to have 100 allies by end of year • Launch Ally Week	• Develop sustainment, engagement, and education strategy for current allies	• Determine needs and business case to develop an Ally Program Engagement Program

Documenting Your DEI Committee Multi-Year Plan

To ensure member engagement and executive support, you need to have a well-defined multi-year plan

The template below should be used to lay out the initiatives that will be a *secondary* focus of your DEI Committee

Secondary initiatives can still be a focus but will not require the time and resources of the primary ones

Initiative	Scope	Year 1 Goals	Year 2 Goals	Year 3 Goals
Professional Development	• Professional Development training for DEI Committee leaders delivered through quarterly webinars • Develop skills that transfer to day job	• Partner with other DEI leaders to collect the inventory of existing training • Launch first professional development series in Q3	• Continue professional development series launched last year • Scope an internal professional development Summit	• Bring in an outside speak • Expand quarterly professional development series to all Board members, volunteers, and chapter members

Aligning Your DEI Committee Multi-Year Plan to Pillars Across Teams

An overall strategy requires that you align your DEI work to the pillars you support

In addition, you should also align your DEI Committee work to other chapter teams (e.g., PMO, Operations, Membership, Programs, etc.) to ensure chapter's strategy and goals alignment.

Groups	Culture	Community	Professional Development	External Recruiting	Chapter Strategy
Allies **Areas of Focus:** Broad engagement for women in project management members and their allies	Women in Project Management and Ally Program	Women in Project Management Toolkit	Quarterly professional development webinars	Out for Undergrad	Women in Project Management Fact Sheet
	Support Self-ID	Local volunteer opportunities	PMI Women of Project Management (POPM)	PMI	Voice of members
	Voice of members	Voice of members	Voice of members	Voice of members	
DEI Committee **Areas of Focus:** Out Board leaders promoting visibility Leverage Board leaders to drive more challenging issues	Support Self-ID	Owns relationship with external organization	Integrate women in project management in DEI metrics		Women in project management lens to sponsors/vendors
DEI Committee **Areas of Focus:** Drive participation across the different areas	Know women in project management talent in the chapter	Promote DEI events	Support DEI goals with focus on women in project management	Participate in recruiting events	Foster vendor relationships
	Support the Ally Program				

Talent Planning Assessment

Do not underestimate the importance of having robust and active succession plans for your DEI Committee key roles/top talent

Succession and talent planning should be done simultaneously with multi-year planning and consistently revisited

1. What are your most critical DEI Committee roles? List them here. These may be top-level roles, initiative leader roles, chapter leader roles, heavy lifter roles, etc., and are likely a combination. Do not list all roles. Instead, make your list specific to where your DEI Committee is right now and where you want to be over the next 12 months.

2. For the roles you listed, what core competencies stand out? Can you group some of the roles by core competency? If yes, please do so.

3. What core competencies are lacking or weak with your current DEI Committee leadership team? For example, do you have a lot of heavy lifters who will get the work done but few strategy setters with big picture thinking? Strategic thinking, communication, collaboration, cheerleaders/inspire others, project management, etc.

4. Do you think you can upskill some of your current key talent to help fill the competency gaps you identified? If yes, how, and what resources might you tap to assist?

5. Who can help you identify and recruit additional talent with the core competencies you need (e.g., volunteers, Board leaders, Executive Sponsors, other PMI Chapter leaders)? Can you tie this to the chapter's performance or DEI goals to entice great leaders to volunteer?

6. Self-reflection: How actively and well do you serve your talent up to your Board and Executive Sponsors? Have you asked people in these roles to engage with your key talent? If not, why not? Can these people help upskill key talent?

Expanding Through Inclusive Leadership

## Tips on Creating Future DEI Leaders

- As the DEI Committee evolves and membership grows, the time will come when your leadership team will need to mature, scale, and create future DEI leaders

- Implement a DEI Committee structure that is sustainable and repeatable

- Whether your chapter is small or large, your DEI Committee can thrive

- Create a culture where your chapter members want to be an inclusive leader

- Take time to upskill, attend DEI workshops, and stay updated and relevant in the dynamic DEI field

- Recruit allies

- Successful chapters:
  - Have active local membership
  - Partner with local nonprofit organizations
  - Create and launch successful DEI events and programming
  - Have a real impact in the community and location they serve

Q&A
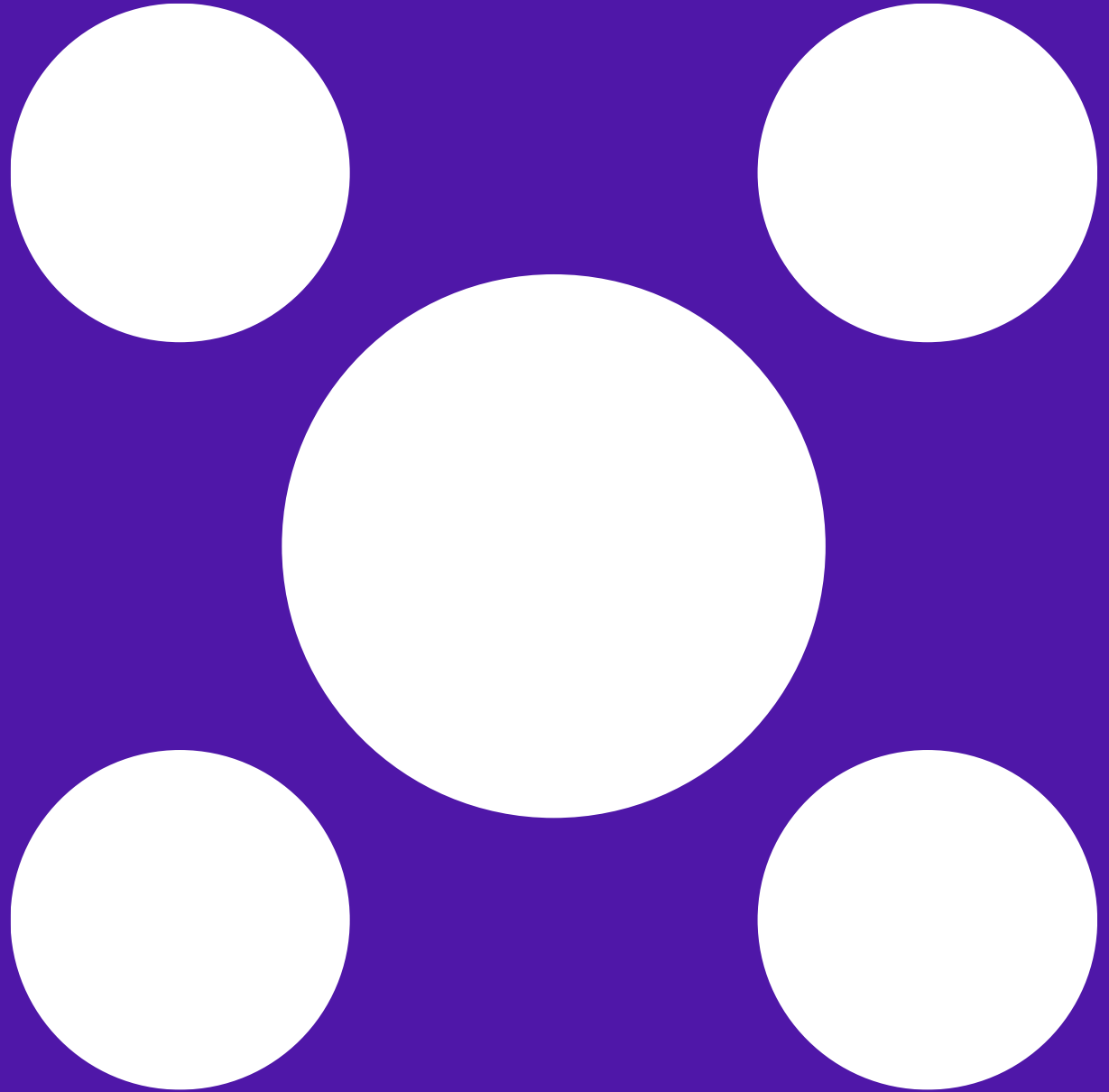
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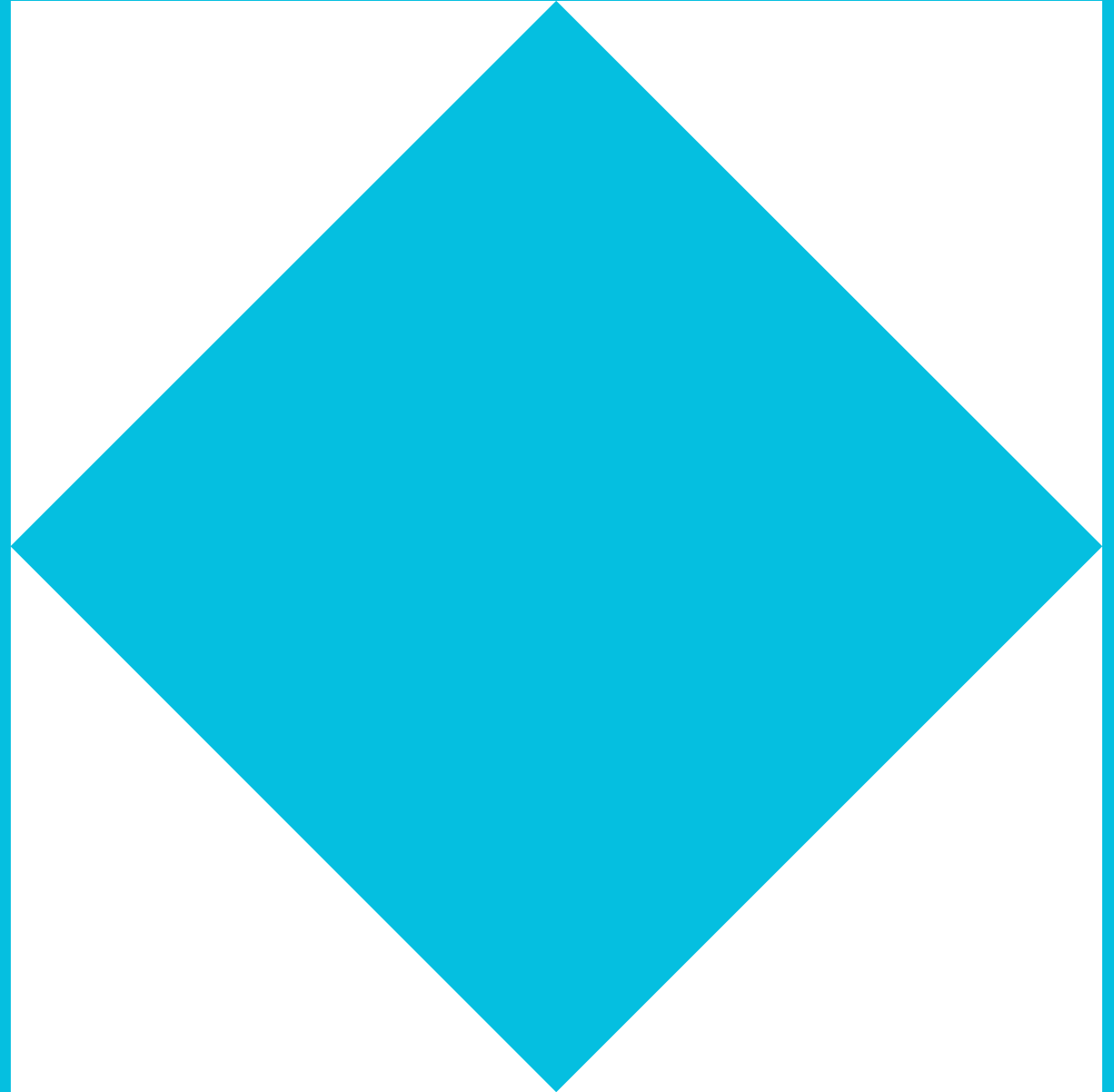
DEI Committee | Resources

- PMI DEI Collaborative

- DEI Member Survey

- DEI Committee Charter

- DEI Committee Workplan

- DEI Policy and Procedures

- DEI Playbook

- PMI Chapters Leaders (*including me!)*

How to obtain PDUs for this session:

1. Scan this QR code to the Mentimeter Survey

2. Enter Your Name

3. Complete the Presentation Evaluation

If you are having issues with scanning the QR code, then either use the URL listed below or see the session facilitator or registration desk for assistance.

URL: https://bit.ly/4bcdu43

Thank You

David C. Doan 👤
+1 (415) 603-9744 📱
vpops@pmi-la.org ✉
LinkedIn 🔗