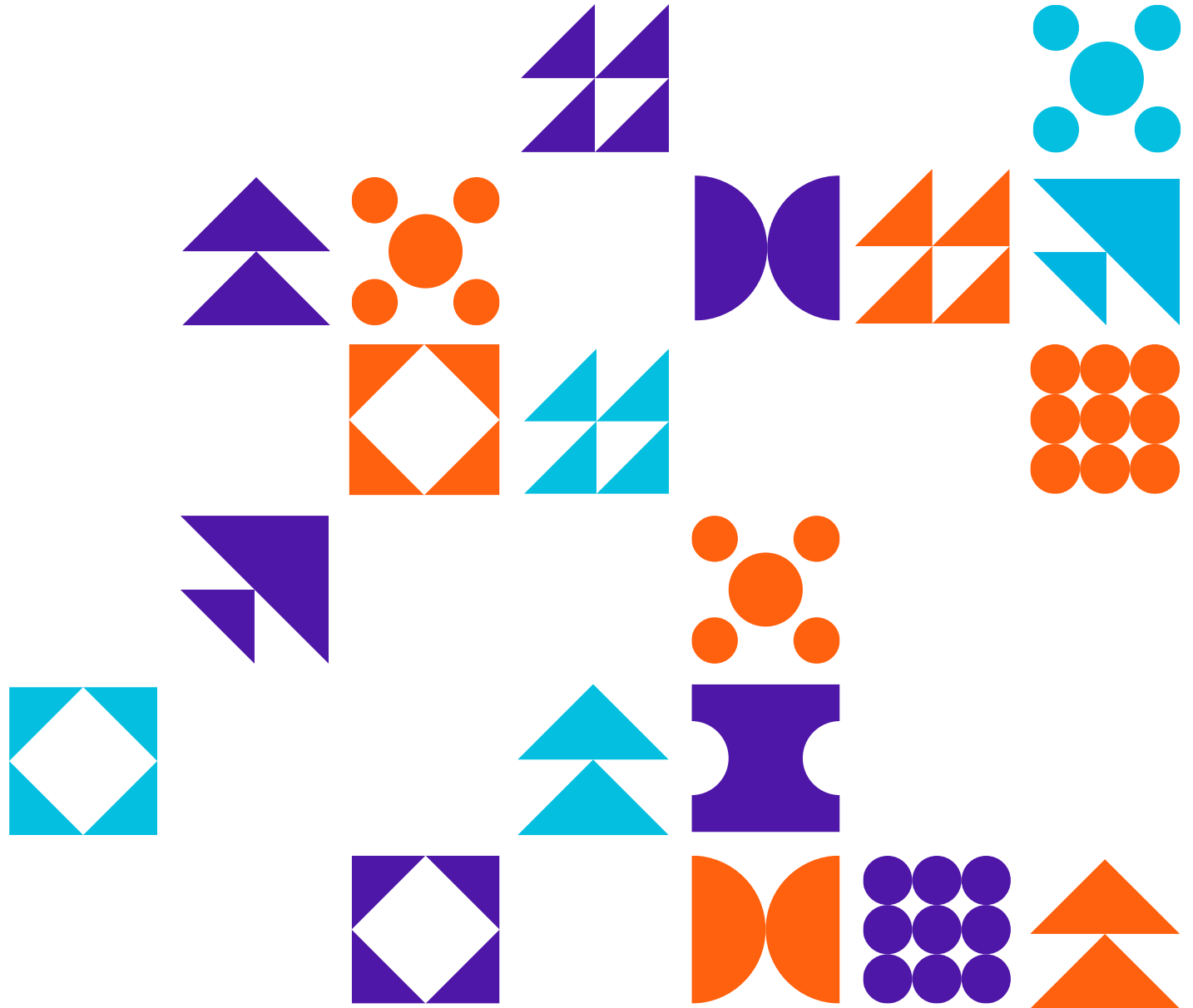


# CHAPTER BUDGET PRIORITIZATION



# What is a budget? And why do we prioritize it?

- An estimate of income and expenses
- Income –
  - Members
  - Events
  - Sponsors
  - Partner support
- Expenses
  - Events
  - Operations/Administration
  - Advertising/Marketing
  - Utilities
  - Travel
  - Staff
  - Depreciation

# Why do we prioritize it?

To Define the who, what, when, and why!

## **Learning Objectives:**

- Stakeholder Clarity: Define the "who" of budgeting
- Prioritization Strategies: Learn how to align your "what" – the key spending areas – with your chapter's core mission and purpose
- The Timing Factor: Master the "when" of budgeting, navigating deadlines and balancing short-term needs vs. long-term goals.
- Decisions: Explore the "why" and ensure your budget reflects your values
- The Participatory Advantage: Discover how participatory budgeting can revolutionize your process by giving your community a direct say

Who should be involved and when do you do it.

Who?

Stakeholders

When?

Annually and year round!

What are ways to engage stakeholders?

- Surveys on top priorities
- Open forums or board meetings
  
- What else?

# What should be considered in your budgeting?

Goals and Objectives!

Catalog of Core Services

<b>P CHAPTER EVENTS</b>		<b>Non-PDU events or events providing up to 2-PDUs</b>	
<i>Sub-Services that support the achievement of the Core Services</i>		<i>Desired state</i>	<i>Description &amp;/or examples</i>
<b>P</b>	<b>Chapter Meetings (face-to-face or virtual - including webinars, live streaming etc.)</b>	<b>Required</b>	<i>Weekly, Bi-Weekly, Monthly or Quarterly meetings; Evening or Dinner Meetings; Breakfast Meetings; Lunch Sessions etc. either in person, or via digital means to host meetings with members</i>
<b>P</b>	<b>Networking events (could be included as part of Chapter Meetings)</b>	<b>Recommended</b>	<i>Social events; non-project management sessions; no-PDU sessions; pre or post monthly meeting; get together sessions; coffee breakouts; meet ups etc.</i>
	<b>Chapter Meeting Roundtable Events</b>	<b>Optional</b>	<i>Type of meeting based on themed table topics, for example Risk, Quality, Schedule etc</i>
	<b>Host more than one event monthly (webinars, breakfast, lunch or dinner meetings in the same month)</b>	<b>Optional</b>	<i>Breaking away from the restriction of one monthly event, allows for multiple options for members</i>
	<b>Joint, collaborative meetings with other PMI chapters</b>	<b>Optional</b>	<i>If applicable, provide collaborative events between local chapters for face-to-face, or worldwide for virtual events.</i>
	<b>Work with other chapters to address regional initiatives</b>	<b>Optional</b>	<i>As necessary, deal with regional members issues across multiple chapters within the region</i>
			<i>Additional Comments</i>

# What does PMI ask you to consider in your budgeting?

## EVENTS

- Meetings (\*)
- Networking Events (+)
- Chapter Meeting Roundtables
- More than one event/month
- Joint meetings with other chapters
- Regional Initiatives

## CAREER DEVELOPMENT

- Career Development Events (\*)
- PMI Exam prep (+)
- Project Management educational sessions

# What does PMI ask you to consider in your budgeting?

## MEMBER COMMUNICATION

- Communications (\*)
- Member Recognition (\*)
- Website (\*)
- Targeted Marketing (+)
- Social Media (+)
- Focus groups
- Enhanced and Multilanguage website

## MEMBER BENEFIT

- Member Intro package (\*)
- Volunteer opportunities (\*)
- Mentoring (+)
- Networking (+)
- Learning/Sharing opportunities (+)
- Resume/Employment posting (+)
- Knowledge Delivery (+)
- Ask The Expert
- Partnerships, AND A LOT MORE!

# What does PMI ask you to consider in your budgeting?

## Events - Career Development - Member Communication - Member Benefits

### Required

- Meetings (\*)
- Career Development Events (\*)
- Communications (\*)
- Member Recognition (\*)
- Website (\*)
- Member Intro package (\*)
- Volunteer opportunities (\*)

### Recommended

- Networking Events (+)
- PMI Exam prep (+)
- Targeted Marketing (+)
- Social Media (+)
- Mentoring (+)
- Networking (+)
- Learning/Sharing opportunities (+)
- Resume/Employment posting (+)
- Knowledge Delivery (+)



# Why does your chapter exist?

## **Open dialogue conversation in groups**

Take 5 minutes to get 3 main bullet points about why your chapter exists

Report out after

# How do we align our budget with our mission and goals

Look at objectives and estimates. Which objectives align to which goals. – Use your Annual Plan - Tracking in Core Services Worksheet

Annual Planning Detail and Tracker:			PMI Tucson				Updated:		March 3, 2024	
Chapter name										
No	Actions/Steps supporting the Key Objective	Action Description	Catalog of Core Service (as applicable)	Target/Measure	Owner	Timeframe	Budget	Resources	Assumptions/Constraints	Actual Progress of dd/mm
<i>Detail Project Plans and Trackable Details for each of the Key Objectives and any other initiatives under consideration</i>										
<b>Objective 1:</b>		<b>Maintain retention above 80%</b>								
1	Host Chapter Events	Host Chapter Events	Chapter Events	26	VP Programs	Annual	10,500	Volunteers	Cost of events are high	
2	Host Networking Events	Host Networking Events	Networking Events	22	VP Programs	Annual	NA	Volunteers		
3	Newsletter and acknowledgments	Newsletter and acknowledgments	Communications	11	VP Communications	Annual	NA	Volunteer		
<b>Objective 2:</b>		<b>Expand the support from our community</b>								
1	Develop 6 Partnerships	Work with membership employers and other community partners	Partnerships	6	VP Community Outreach	Annual	500		Not been done yet	
2	Expand volunteer roles to minimum of 8	Expand volunteer roles to minimum of 8	Volunteer Opportunities	8	Board	Annual	495	Director of Volunteers	Need volunteer director	
3										
<b>Objective 3:</b>		<b>Increase membership to 600</b>								
1	Recruitment	Attend Membership Recruitment fairs	Recruitment	8	VP Membership	Annual	1000	Volunteers		
2	Chapter Events	Host Chapter Events	Chapter Events	26	VP Programs	Annual	10,500	Volunteers	Cost of events are high	
3	Networking Events	Host Networking Events	Networking Events	22	VP Programs	Annual	NA	Volunteers		
4	Communications	Newsletter and acknowledgments	Communications	11	VP Communications	Annual	NA	Volunteer		

# What is participatory budgeting?

Participatory budgeting (PB) is a democratic process that allows community members to directly decide how to spend a portion of a public or organizational budget. It typically involves several stages, including idea generation, proposal development, and a public vote to determine which projects receive funding.

## Benefits

- Increased membership engagement
- Transparency and accountability
- Enhanced Social Cohesion
- Innovation and Creativity

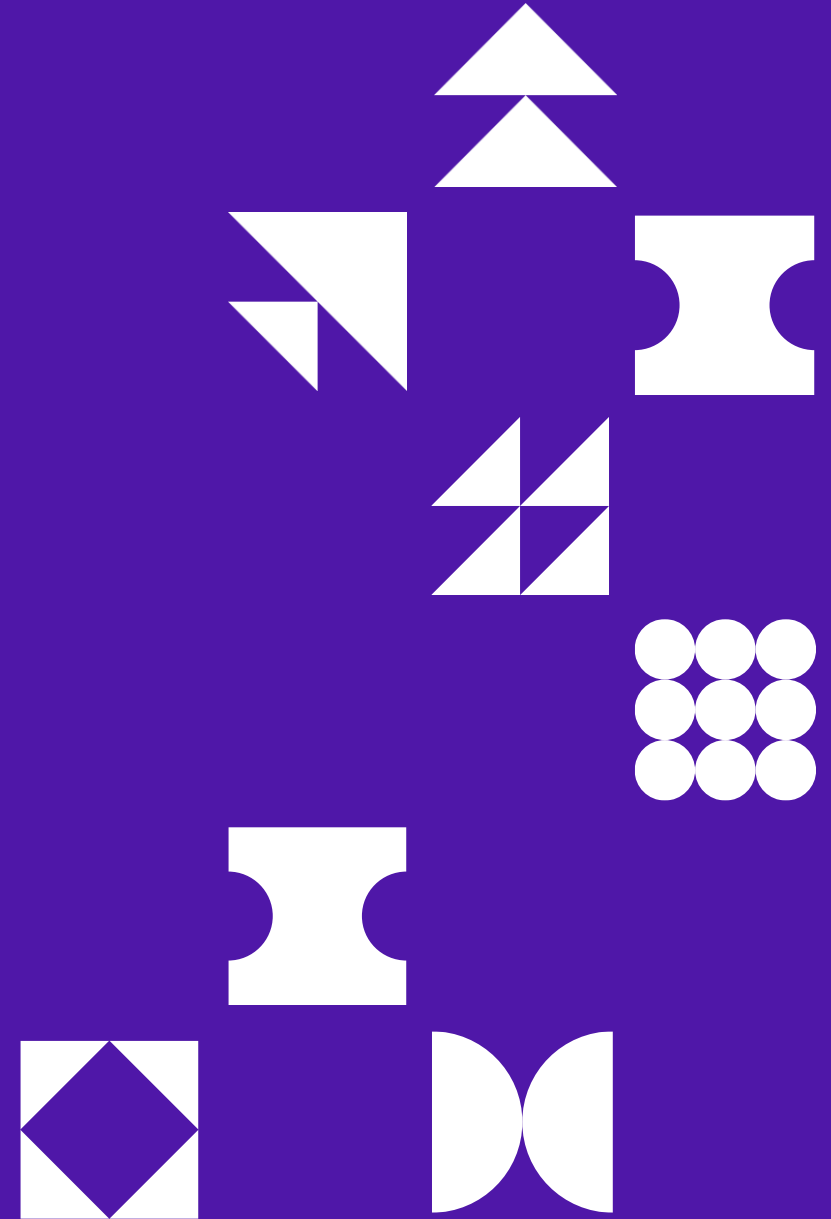
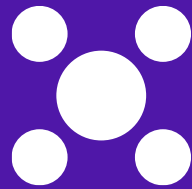
## Challenges

- Unequal participation
- Risk of Manipulation
- Challenges of Implementation
- Time and Resource Intense

# Conclusion

- Involve your stakeholders, somehow, someway
- When doing budgeting, look at your strategies and goals
- Budget early, and Budget often.
- Prioritize your budget on what's most important and always prioritize why you exist.
- Participatory budgeting has pros and cons, but in this ever engaging age, its worth considering

THANK YOU  
PAUL LOVELIS, PMP  
PRESIDENT, PMI TUCSON  
[PLOVELIS@GMAIL.COM](mailto:PLOVELIS@GMAIL.COM)  
520-909-4563



# 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/3QMdla6>

