



STATUS REPORT

Submitted by:	Jeff Turner
Portfolio/Role:	VP Operations
Report Period:	November, 2006
Report date:	December 4, 2006

Volunteer	Description of effort such as events or meetings attended; tasks worked	Hours
Jeff Turner	Meetings and Prep Keller Vendor Relations Admin and email Web Content Dev, SPORG issue, Testing, etc.	8.25 .5 13 5
Todd Williams	PMI PDX Website Maintenance Guide Website Maintenance (Functional Groups) Roundtable meetings Job Posting System Board Meeting and Prep eMail address admin WebMail testing Spam processes Database org chart SPORG Opt-Out process Backup Article for newsletter WebCalendar users guide editing Operations meetings	25 6 0 5 4 15 10 18 4 3 3 2 2
Jimmy Godard	Equipment Research Operations meetings	12 2
Jani Hansen	Newsletter and Website	35.25
Portfolio TOTAL		173
Operations VP		
Planned Work Done	<ul style="list-style-type: none"> • Operations Page Content Development • Membership Database Testing • Current / Future Ops Needs Assessment 	
Planned Work Not Done	<ul style="list-style-type: none"> • Succession Planning 	
Unplanned Work Done	<ul style="list-style-type: none"> • Software purchase research • SPORG troubleshooting • Arranged tactical, strategic Mtg room reservation • Dinner speaker / trainer contact facilitation 	
Issues	Inbound phone communication project volunteer not available until January.	
Budget Items	None at this time	
Director of Technology		
Planned Work Done	<ul style="list-style-type: none"> • Website Maintenance Guide • eMail address admin • Training membership on database 	
Planned Work Not Done	<ul style="list-style-type: none"> • None 	
Unplanned Work Done	<ul style="list-style-type: none"> • Job Posting Admin • Spam filters 	

	<ul style="list-style-type: none"> • Web mail testing • Functional Group pages • Database org chart
Issues	Website Content Newsletter Content Issue resolution process
Budget Items	None at this time
Director of Equipment	
Planned Work Done	<ul style="list-style-type: none"> • Access and publisher pricing. • Dir. Of Equipment Job Description
Planned Work Not Done	<ul style="list-style-type: none"> • Projector Repairs
Unplanned Work Done	<ul style="list-style-type: none"> • None
Issues	2 projectors inoperable
Budget Items	Projector light bulbs around \$400 each
Webmaster	
Planned Work Done	<ul style="list-style-type: none"> • Normal Web updates completed as usual • Created new Board/Business Calendar and wrote draft of user's manual
Planned Work Not Done	<ul style="list-style-type: none"> • Revamping of Sponsor/Advertising pages; awaiting input.
Unplanned Work Done	<ul style="list-style-type: none"> • Workshop web and SPORG work • Turned on AMEX for registrations • Set up FTP site for Ops team • Internal Ops documentation updates
Issues	None at this time
Budget Items	None at this time
Newsletter Editor	
Planned Work Done	<ul style="list-style-type: none"> • Newsletter
Planned Work Not Done	<ul style="list-style-type: none"> • None
Unplanned Work Done	<ul style="list-style-type: none"> • Newsletter took quite a bit more time this month. See issues.
Issues	Receiving Newsletter content – timeliness, value of content Receiving edits to Newsletter prior to sending out
Budget Items	None at this time