

Summary of PMI Chapter Formation Interest Form

Note: This is not the actual form, but is intended as a summary to provide insight into the information that will be required for PMI to process a formation request. Please review this summary prior to undertaking completion of the actual form, as it will guide you in your preparation of the business case for creating a new chapter.

The interest form must be completed for all requests to form a new chapter. Submission of the form is required by PMI prior to undertaking the next steps in the formation process. Please note that PMI will evaluate all formation requests, and submission of the interest form does not guarantee the formation of the requested chapter. For more information about chapter formation, please send your inquiry to ChapterSupport@pmi.org.

Section 1: Contact Information

- Name of the inquirer
- Member ID number
 - Non members may submit but will not be prioritized for formation until/unless the inquirer joins PMI.
 - Please be certain the member ID is listed, instead of the credential number
- Mailing address
- Email address
- Primary and alternate phone numbers

Section 2: Employment Information

This information is requested in order to help PMI better understand the time that an inquirer may have available to lead the formation effort – this section may be skipped if an inquirer is not currently employed. This information will not be used for any reporting purposes or shared externally.

- Company or employer name
- Role, position, or title

Section 3: Volunteer Experience

Previous volunteer experience is preferred but not required in order to form a new chapter. Those without previous experience in volunteer roles must enter “not applicable” in order to submit the web application.

- Summary of previous volunteer experience
 - This may include non-PMI volunteer experience, as well as Institute-level roles held, or other PMI community roles held.

Section 4: Chapter Formation Proposal

This section outlines the business case for forming a new PMI chapter. Answers need not be detailed but should include enough information to help PMI understand the needs

in the area and demonstrate why a new chapter is the best solution for meeting these needs.

- Proposed chapter name
 - Follow “PMI XXX Chapter” naming convention.
 - Select a name representative of a recognizable geographic location.
 - Have you previously attempted to form a PMI community?
 - If the answer is “yes”, please name the community.
- Describe the area of operation
 - Use specific geographic terms: city, state, province, zip or postal codes, etc.
- List key stakeholders, including other PMI chapters, REPs, organizations, government agencies, and academic/educational institutions
- Describe the proposed chapter’s focus
 - Think of this as the chapter’s mission statement – what is the chapter’s main focus?
- Describe the value that the chapter will offer to the following stakeholder groups (in terms of the actual need that is being met – example:
“Members will receive support to earn and maintain PMI credentials”)
 - Members
 - Volunteers
 - Existing communities (PMI and non-PMI)
 - PMI
- Have you contacted volunteer leaders in your area to share your idea?
 - If the answer is “yes”, please list the chapters contacted and describe the outcome of the discussion.
- Describe the chapter’s objectives in terms of the programs, initiatives, and services that will deliver on the value descriptions listed above.
 - These should not be detailed operational plans, just simple statements to be further defined in later business planning.
- Describe the environment of project management in the area of the proposed chapter.
 - What is the level of project management maturity in the area?
 - What are the leading industries and employers in the area?
 - List any existing competitors for the chapter in the area.
 - List any potential organizations for collaboration.
- List any legal, ethical, or cultural considerations that may impact chapter formation or continuing operations that PMI should be aware of.
 - What are the requirements for incorporating a not-for-profit organization in your area?
 - (Internationally) Can you register as a chapter of a foreign entity?
 - Is volunteerism a cultural norm in your area?
 - What is the primary or official language spoken in your area?

- Provide a high-level overview for ensuring chapter growth and maturity over the next three years.
- Identify any risks that may impact the chapter during and after formation of the chapter.