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CHAPTER

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APMP Pacific Northwest Chapter News

March 2020

Mission Statement

Provide our chapter members opportunities for professional development, networking, and intellectual growth to enhance their skill sets and provide a foundation for professional success in their careers.



Portland Face to Face Event Postponed

In consideration of the ever-evolving situation and health concerns regarding COVID-19, the APMP PNW Board has decided to postpone our Portland Face to Face Event until further notice. We will keep you updated about its reschedule. Stay safe!



Hot Tip of the Month

Calendar Tips That Help Balance Your Projects

Successful proposal management relies heavily on project plans that often times include complicated timelines and don't always take in all of the conflicting priorities. Since proposal project plans rarely take into consideration all of the conflicting priorities, time management is critical to keep project participants engaged and on track. So, try some of these calendaring tips:

- Schedule “no meeting” time—Instead of multitasking, set aside time without interruptions to improve your efficiency and focus.
- Build in buffer time—Schedule an extra 10-15 minutes before/after meetings to address action items or prepare and set up for the next meeting.
- Schedule meetings to begin at the 15 minute mark—Many times back to back meetings prevent attendees from tending to email, messages, restroom breaks, or grabbing lunch. Schedule meetings to accommodate the human needs of the attendees.
- Set task reminders—At the beginning of a project, schedule task reminders for key project participants so as deadlines approach you avoid unnecessary stress.
- Set out-of-office time—Identify unavailable and travel time so meetings don't intrude on your down time.

Upcoming Events

Lunch & Learn Webinars

- May 12, 2020
- July 14, 2020

Coffee Talks

- April 14, 2020
- June 9, 2020



Mentorship, APMP Body of Knowledge, and

APMP Certification; Your Keys to Success

by Shirlyn Betts, CP APMP



As many in the proposal industry will say, Proposal Management was not a career path that I had intended to pursue. In 2015, I applied for an administrative position to support the Senior Manager of the Proposal Development Center. During my interview, the Senior Manager quickly recognized my passion and drive and that I was over qualified for the position that I applied for. Instead, seeing my potential, he developed a new position for the team based on my skills and hired me as a Proposal Coordinator. In accepting the position, I was welcomed into the proposal industry and had much to learn.

I worked as a Proposal Coordinator for two years developing my proposal. I looked to the APMP Body of Knowledge (BOK) to learn industry standards and apply them to my daily work. I reached out to the Lead Proposal Managers on my team for mentorship and guidance to learn as much as I could about the proposal industry. This team mentorship led to my promotion as Proposal Manager. My mentors encouraged me to attend the APMP 2018 Bid and Proposal Con and to register for the APMP Foundation Certification Course. I studied the APMP BOK and with the encouragement of my team set off to San Diego to take my APMP Foundation Certification. The day-long training session prepared me for the final exam and at the end of the day I received notification that I had passed my APMP Foundation Certification. Returning home, I was energized and ready to take the additional knowledge I learned back to my team.

Moving forward, in 2019 I set my sights on my next level certification, Practitioner. After hearing the Practitioner Certification was changing to the Objective Testing Examination (OTE) format, I set a goal to complete the Practitioner Proposal Assessment Questionnaire (PPAQ) before the transition. My first reaction with opening up the PPAQ was “wow this is a lot of information, how will I get through it all”, and I was a bit discouraged. While at the APMP 2019 Bid and Proposal Con, I met with a few of our APMP PNW Chapter Members and was informed there is mentorship through APMP for certification. When I returned home, I reached out to our APMP PNW Board of Directors (BoD) and asked if they had contacts on the mentorship program. One of our BoD responded he was a Mentor and was there to help me through my PPAQ. Other BoDs were willing to support by reviewing my PPAQ and helping provide examples to some of the questions. In 2019, with the support and mentorship of the BoD, I submitted my PPAQ and received my Practitioner Certification.

If you are like me and have a focus for professional development, look to the resources available to you. Within your company, search for a mentor to help push and guide you. Use the BOK as a resource for industry standards and processes. Reach out to our BoD with questions you might have. Ask for a mentor as you work toward your APMP Certifications. Mentorship, APMP BOK, our BoD, and APMP Certifications can be the tools you need for success. Don't feel like you have to walk this path on your own, there is a whole proposal community here to help you succeed.



Networking and Learning

In an effort to provide our members with multiple opportunities to connect, network and learn from each other, we will continue to offer our bi-monthly **Lunch & Learn Webinars** alternating with a monthly **Coffee Talk**. While the Lunch & Learns will feature presentations by industry recognized experts, the Coffee Talks are meant to be more informal and provide an avenue for us to get to know each other better.

You don't want to miss out, so, mark the following dates on your calendar. We look forward to meeting with you soon!

As an added bonus, after each **Lunch & Learn**, we will be randomly selecting one attendee to receive a prize for their attendance. The prize next month is a



Starbucks gift card.

Lunch & Learn Webinars



May 12, 2020

Targeting in the Federal Government

APMP PNW Chapter is pleased to welcome Kevin Jans in May.

Kevin Jans is the President and Founder of Skyway Acquisition Solutions ("Skyway"). After 16 years as a Department of Defense contracting officer, he founded the company to help middle-market firms navigate the increasingly complex process of competing for Federal contracts. Kevin built his company on the premise that no one knows the Federal acquisition system better than those contracting officers and buyers who managed it from the inside. Following that business model, he built a team of experts with 'insider' experience who have served as contracting officers.

[Click here to Register Now!](#)



July 14, 2020

Topic TBA

APMP PNW Chapter is pleased to welcome back Bruce Farrell. Topic TBA.

Bruce Farrell is a proposal and presentation specialist at Plante Moran with a 25-year history in business communications and development. His specialty is helping professionals identify and organize key points to translate their "big ideas" into quality documents and presentations. He works with pursuit teams, presenters and keynote speakers to develop documents that make an impact. He is a board member for the Greater Midwest Chapter and presents at APMP International and chapter events.

[Click here to Register Now!](#)

Missed a Lunch & Learn? Go to APMP PNW's [website](#) to access the recording.

Interested in sharing your own expertise with the chapter? We would love to hear from you. [CONTACT US](#) today and let us know what is most important to you!



Coffee Talks

April 14, 2020

Tools of the Trade

As the worldwide authority for proposal professionals, APMP has provided a wealth of knowledge along with established best practices for us to follow. However, depending on your industry and even the specific type of work you do within the profession, your tools of the trade may vary very differently from your peers.

What are your tools of the trade? What works, what doesn't, and what do you wish you had? Join us and your peers in discussing this topic.

[Click here to Register Now!](#)

As always, these will be informal chat sessions and all participants are welcome!



June 9, 2020

Origin Stories

Most of us who are in the proposal profession didn't start out here. Many, in fact, have an interesting tale to tell on how they found their way into the industry. Join us and have some fun in finding out more about your fellow members and share you own story.

[Click here to Register Now!](#)

As always, these will be informal chat sessions and all participants are welcome!





Job Postings

Do you have a proposal or business development position to fill? Let our members know. Send an email with job information to communications@apmp-pacificnw.org, and we will post it to our [website](#).



Benefits of Membership



Certification Opportunities

APMP offers the world's first, best and only industry-recognized certification program for professionals working in a bid and proposal environment. APMP certification is the global standard for developing and demonstrating proposal management competency.

Achieving APMP Certification:

- Demonstrates a personal commitment to a career and profession.
- Improves business development capabilities.
- Creates a focus on best team practices.
- Gains the respect and credibility of peers, clients and organizational leaders.
- May result in additional compensation.
- Reinforces bid/proposal management as an important role within an organization and not as an ad hoc function that anyone can perform.

Visit the [APMP Website](#) to Learn More!



PNW Chapter - Join our mailing list today!

Just send us your email address by text message:

Text
JOINPNWAPMP
to **22828** to get started.



Message and data rates may apply.