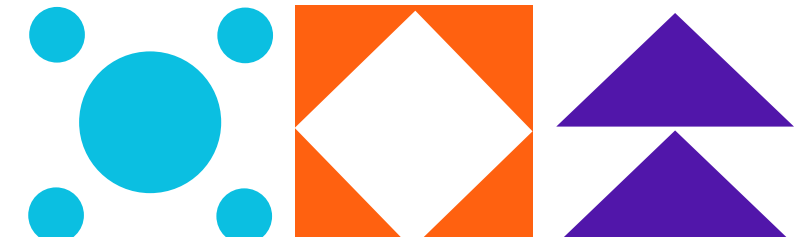
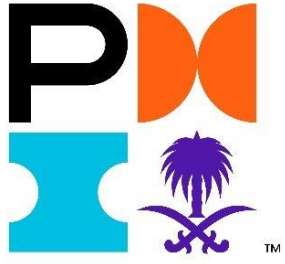


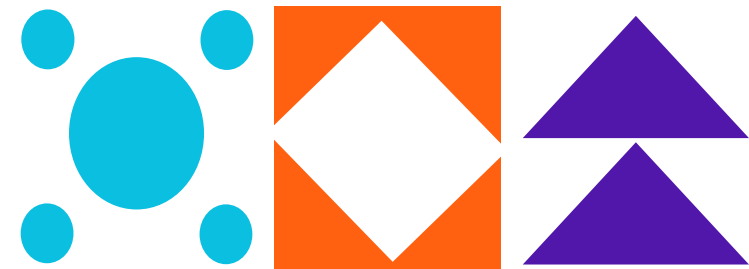
How To Become Volunteer In PMI KSA Chapter

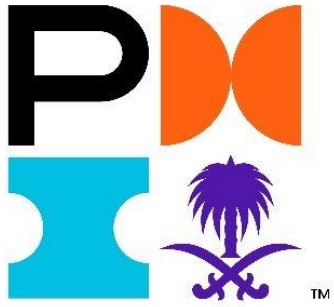




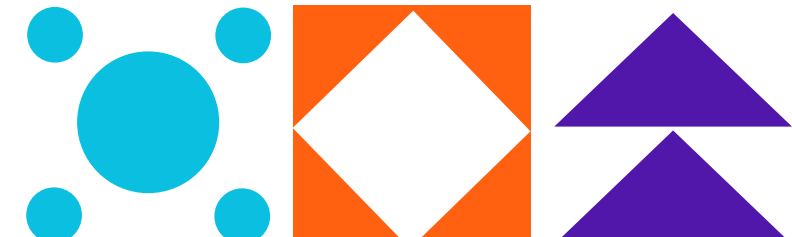
Content

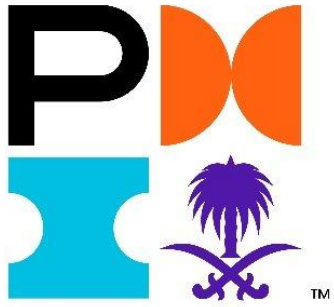
- PMI KSA Strategic Goals
- Volunteering Engagement Department Goals
- Volunteering Benefits
- Volunteers Engagement Process
- Volunteering Challenges





PMI KSA Chapter Strategic Goals

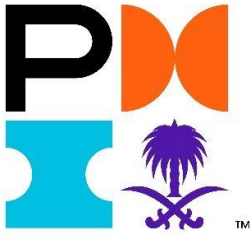




Volunteering Engagement Department Goals

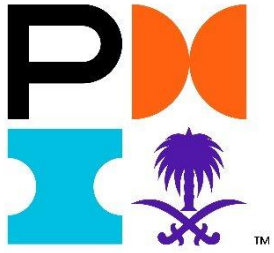
- Volunteering Community Development
- Increase Volunteering Engagement
- Volunteering Satisfaction
- Volunteering Diversity
- Sustain Chapter Activities



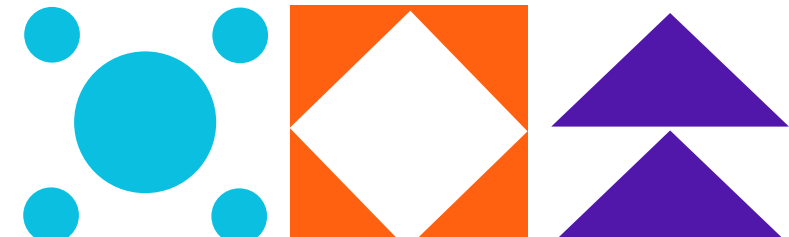


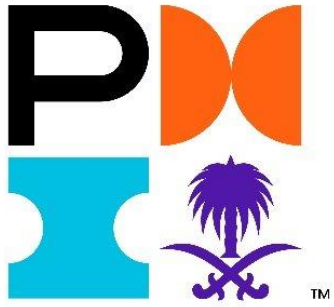
The Benefits of Volunteering

- **Professional Development:** Enhance project management skills and gain practical experience.
- **Networking Opportunities:** Connect with industry professionals and build a strong professional network.
- **Leadership Experience:** Develop leadership abilities by leading teams and managing projects.
- **Industry Recognition:** Align yourself with a reputable organization and enhance professional reputation.



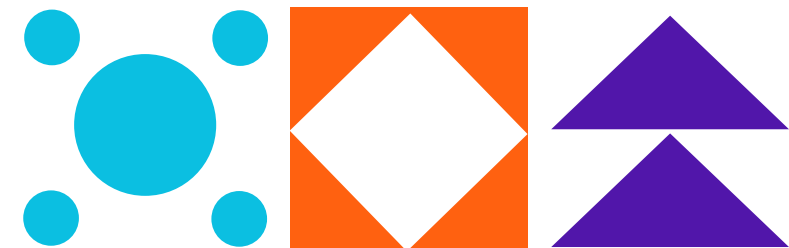
- **Skill Enhancement:** Refine and expand skills in event planning, marketing, communication, and teamwork.
- **Access to Resources:** Gain exclusive access to resources, educational materials, and learning opportunities.
- **Personal Fulfillment:** Experience the satisfaction and sense of accomplishment from giving back.

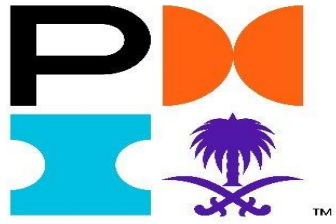




How to Become a Volunteer in PMI KSA Chapter

- Individual volunteer request (email, groups)
- Social media / Email volunteering opportunities announcement
- Chapter departments volunteers suggestion
- President volunteers recommendation
- Volunteering Engagement Platform (VEP) opportunities





Volunteers Engagement Process (by Chapter department)

Step 1: Preparation of Opportunities

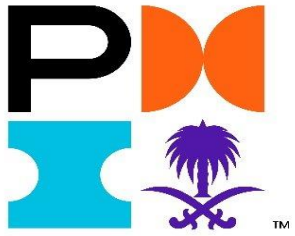
- Opportunities registration via Google form / Excel file / *VEP* (Volunteer Opportunity Form)

Step 2: Publication of Volunteering Opportunities

- Opportunities publication (with a Volunteer Registration Form and chapter Profile) via social media, website, and WhatsApp groups (for public) and via email (for members only).

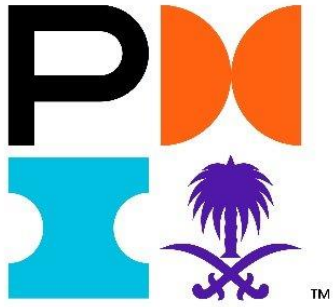
Step 3: Registration of Volunteers

- Volunteers registration via Google form (new and current volunteer) ([Volunteer Registration Form](#))



Step 4: On-Boarding Process (New Volunteers)

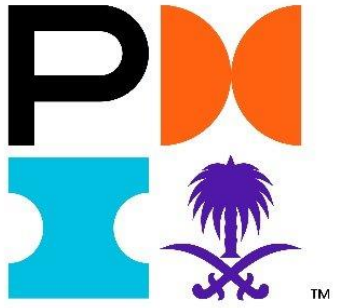
- Review volunteers registration file and opportunities files and match opportunity role and Volunteers air of interest / skills
- Contact and interview the suitable volunteers
- Update Volunteers status (accepted /denied) (after interview).
- Inform volunteering candidate about the interview result.
- Asking accepted volunteers to sign COI and CF forms and cc volunteering engagement department.



Step 5: Volunteering Engagement (Continual Activities)

- Assign tasks to volunteers.
- Give leadership to volunteers in important tasks.
- Engage volunteers in any chapter activities and initiatives and events.
- Recruit volunteers as needed (mirroring the team.)



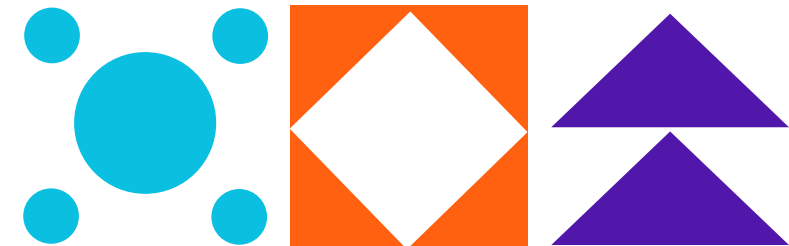


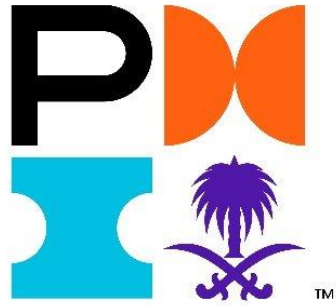
Step 6: Volunteering Reporting (continual activities)

- Department volunteers reports and statistics

Step 7: Volunteering recognition (continual activities)

- Recognize volunteers by the preferred way (certificate, gift, etc)





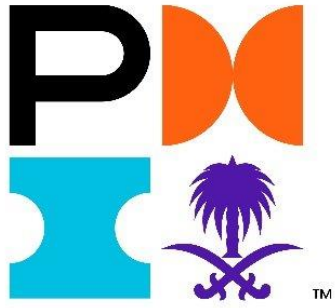
Volunteers Management Activities (Volunteering Engagement Department)

- Volunteering database management
- Sharing volunteering data base with all board SVPs/ VE leader.
- High-level volunteers follow-up (performance and commitment)
- Creation of Google forms (registration/ claim forms) and satisfaction surveys
- Creation of chapter volunteers WhatsApp group (Internal) for an effective and interactive communication with volunteers.



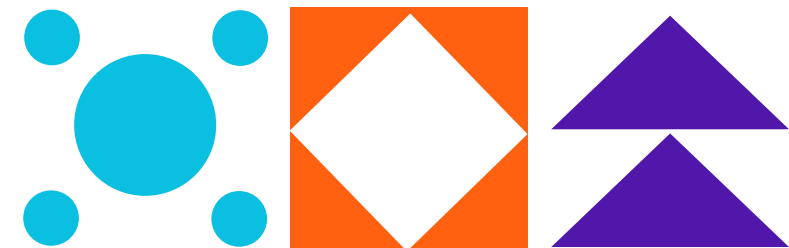


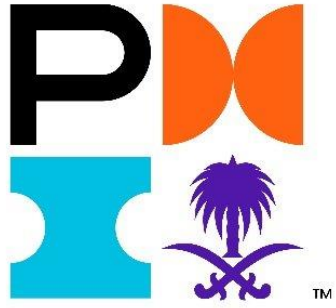
- Make global reports and statistics about all chapter volunteers.
- Collaborate with T&D to provide training for volunteers to improve their skills and knowledge.
- Collaborate with Marketing and Publication to unify the volunteering opportunities post and publication.
- Support chapter departments in VEP management in **Batch** mode and grant the access needed.
- Support volunteers to claim their PDUs during their volunteering journey.



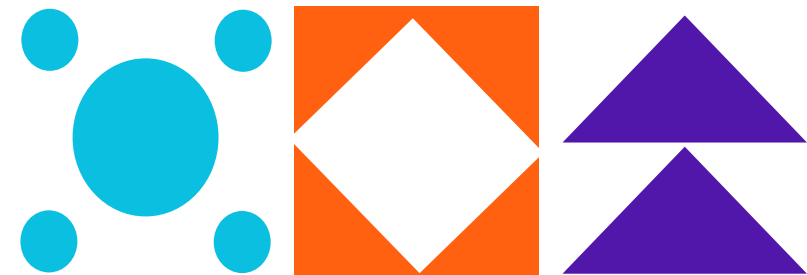
Volunteering Activities Challenges

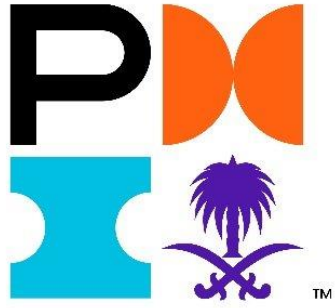
- Chapter volunteers commitment to sustain chapter activities.
- Chapter departments commitment to their roles in the volunteering process.
- Creating volunteer charter (expectations from each volunteer)
- Covering the gap between chapter's departments demand/ offer (volunteers availability) to avoid to have non-active volunteers.





- Develop a volunteering process that complies with PMI global process and to confirm all volunteers are registered in right way to secure their recognition and PDUs.
- Managing VEP access (grant/ revoke recruiter access for batch or interactive activities)





Thank you..

PMI KSA VE Department Team (12-09-2023)

