

VOLUNTEERS ONBOARDING PACKAGE

Project Management Institute - Kingdom of Saudi Arabia (PMI-KSA) Chapter
Volunteers Engagement Department

WELCOME TO

PMI-KSA!

This comprehensive onboarding package will guide you through your journey as a new volunteer with our esteemed organization. As a valued member of our team, you will discover a wealth of opportunities for personal and professional growth, networking, and community impact

Within this onboarding package, you will be introduced to PMI-KSA's vision, mission, and organizational structure. More importantly, you will learn about the vital role that volunteers play in advancing project management excellence across the Kingdom

MESSAGES FROM

OUR LEADERSHIP



Eng. Badr Burshaid

President, PMI-KSA



Dear Valued Volunteers and Newcomers,

It is my great honor to welcome our new volunteers and express my deepest gratitude to all of you for your remarkable contributions. Volunteering at the Project Management Institute in the Kingdom of Saudi Arabia is not just about service—it is about making history. To our new volunteers, you are joining an exceptional group of men and women whose relentless efforts have led Saudi Arabia to become a world leader in project management certifications. Our slogan, “Together We Excel,” reflects the power of collaboration that has brought us this far and will guide us toward even greater achievements. Together, we are building a future of limitless potential. I am excited to see what we will achieve as we welcome new faces and continue this incredible journey. Thank you for your unwavering dedication and service.

Eng. Hajer El Aissi

SVP, Memberships & Volunteers



The PMI-KSA Chapter welcomes you!

I am delighted that you are considering becoming a member of our volunteer family. We all have unique contributions to make towards our purpose, and as the Senior Vice President of Volunteer Engagement, I firmly believe in this. Through your passion and dedication, we can witness genuine transformation in our community. We want you to have a positive and fulfilling experience, and we are here to support you in every step of the way. We appreciate your willingness to join us as volunteers, and we look forward to the incredible things we will achieve together!

ABOUT

PMI-KSA

- PMI-KSA is the local chapter of the global Project Management Institute in Saudi Arabia. We aim to advance the project management profession and foster professional growth.

- Our chapter serves as a platform for networking, knowledge sharing, and career development for project management professionals across the Kingdom.



VISION

To be the leading professional institution of project management advocacy in the Kingdom of Saudi Arabia.



MISSION

Contribute to developing the project management profession throughout the Kingdom of Saudi Arabia, spreading its culture, and promoting distinguished practices by empowering project management practitioners and providing them with the knowledge, resources and tools required to excel in the profession.



STRATEGIC OBJECTIVES

- Lead community development
- Increase community engagement
- Expand partnerships & sponsorships
- Create national impact
- Sustain chapter activities

CHAPTER ORGANIZATIONAL

STRUCTURE

PMI-KSA is supported by a collaborative network of departments each playing a vital role in achieving the chapter's mission and strategic objectives.



PRESIDENT
Badr Burshaid

COMMUNICATIONS
Majed Ghaith




Manages internal and external communications, social media, and ensures consistent chapter messaging and branding.

TRAINING & DEVELOPMENT
Mohammed Shalan



Provides workshops, seminars, and certification courses to enhance project management skills.

OPERATIONS
Emine Bujupai



organizes events, supports members, and collaborates with stakeholders to enhance initiatives and ensure efficient service delivery in the project management community.

MEMBERSHIPS & VOLUNTEERS
Hajer El Aissi



Membership Engagement: Engages with members, promotes active participation, and fosters a sense of community
Volunteer Engagement: Recruits and supports volunteers, provides growth opportunities, and ensures alignment with chapter initiatives.

ADMINISTRATION
Hanadi Alyami



Handles administrative tasks, manages meetings, and supports operational needs across departments.

LOCAL BUSINESS COMMUNITY
Dr. Ibtisam Alqahtani




Connects with local businesses, organizes industry-specific events, and facilitates networking.

FINANCE & TREASURE
Ahmed J. Saeedi




Manages financial resources, budgeting, and financial planning; handles transactions and ensures financial transparency and accountability.

MARKETING
Jamal Al-Saeed



Promotes chapter events and initiatives, develops outreach strategies, and attracts new members.

TECHNOLOGY & INNOVATION
Hana AlSaleh



Enhances chapter operations using technology; explores digital solutions and promotes continuous learning in tech advancements.

VOLUNTEERING AT

PMI-KSA

As a volunteer-driven organization, our volunteers are the backbone of PMI-KSA, supporting us in achieving our vision, mission, and strategic goals.

In the context of PMI-KSA, volunteering refers to offering your time, skills, and expertise to contribute to the Project Management profession and community in Saudi Arabia, and globally where applicable.

Your contributions as a volunteer can take many forms, from organizing events and workshops to contributing to research initiatives or mentoring fellow professionals. Every role, regardless of size, plays a crucial part in strengthening our professional community and advancing project management practices across the Kingdom.

PMI-KSA volunteers come from a range of sectors and experiences, however, all have two things in common – a passion for project management and a dedication to giving back to the project management community.

CHAPTER'S

EXPECTATIONS

At PMI-KSA Chapter, as with any volunteer organization, we prioritize both your personal life and career. Therefore, we expect our volunteers to:

- **Uphold the Highest Standards of Professionalism and Ethics:** This includes maintaining confidentiality, respecting diversity, and adhering to PMI's Code of Ethics and Professional Conduct
- **Embody Honesty, Responsibility, Respect, and Fairness:** These are the core values that drive ethical conduct within the project management profession
- **Align with Organizational Goals:** Support and uphold the PMI-KSA Chapter's aims and values
- **Deliver Professionally:** Complete assigned tasks promptly and with a high degree of professionalism.
- **Engage with Teams:** Actively participate and collaborate with your assigned groups
- **Communicate Effectively:** Acknowledge and respond to relevant communications in a timely manner
- **Collaborate on Projects:** Maintain regular contact with the project manager overseeing your tasks

VOLUNTEERING

BENIFITS

At PMI-KSA, we recognize the immense value our volunteers bring to the organization. In return, we offer a range of benefits designed to support your personal and professional growth:

Personal & Professional Development: Learn new skills, broaden your project management skills, and gain experience that is valuable that can, as an additional benefit, enrich your CV

Networking: Connect at the chapter's activities with professionals and experts from various industries

Recognition: Earn Professional Development Units (PDUs) for PMI credentials

Contributing to the Community: Play a vital role in advancing the project management profession locally and globally

VOLUNTEERS

RECOGNITION & AWARDS

Your dedication and hard work as a volunteer are greatly appreciated. PMI-KSA recognizes outstanding volunteers through various initiatives:

Volunteer of the Month

Monthly recognition for exceptional contributions, featured on our website and social media

Honor Your Impact: Certificates of Appreciation on World Volunteer Day

Certificates of appreciation will be presented by the PMI Institute on World Volunteer Day to honor outstanding volunteers

Professional Development Opportunities

Exclusive access to workshops, conferences, and networking events for active volunteers

VOLUNTEERING

OPPORTUNITIES

Project-Based: Roles with specific timelines and goals, focused on events and programs organized or sponsored by the chapter, such as the Global Project Management Forum and the PMO Summit

Long-Term: Departments' management may onboard a limited number of volunteers into department-specific roles for continuous support

JOURNEY

01

Application

Submit your volunteer application through the PMI-KSA website, highlighting your skills and interests

02

Interview

Take part in a quick interview with our Master Coach to discuss your capabilities and vision of volunteering, as well as to check your resume and match it with a suitable position.

03

Orientation

Attend a comprehensive orientation session to learn about PMI-KSA's structure, policies, and procedures

04

Role Assignment

Based on your skills and preferences, you'll be assigned to a specific volunteer role or project

05

Support

Volunteers have access to the Volunteers Engagement Team, which provides ongoing guidance throughout their journey

WE'RE EXCITED TO HAVE YOU ON BOARD!

To ensure a smooth onboarding process, please follow these steps to begin your journey:

- Thoroughly review this volunteer onboarding package to familiarize yourself with our chapter's structure, values, and expectations
- Visit the [PMI-KSA website](#) and complete the [Volunteering Form](#). This will help us understand your interests and skills better
- Once your form is submitted and reviewed, our team will reach out to schedule your orientation session. This is a great opportunity to learn more about our chapter and ask any questions you may have
- After your orientation, you'll receive a volunteer agreement forms [COI](#) and [CF](#) documents via DocuSign site. Please sign and return these documents to formalize your commitment to PMI-KSA

If you have any questions or need assistance at any point during this process, don't hesitate to reach out to our dedicated volunteers' support team at volunteers@pmiksa.sa. We're here to support you every step of the way and look forward to the valuable contributions you'll bring to our chapter!

THANK YOU!



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