Volunteer Orientation Guide

Orientation for Volunteers

Project Management Institute® Germany

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- [Chapter Governance](#)

- [Volunteering Benefits](#)

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May 2025

Volunteer Orientation Guide

Orientation for Volunteers

Project Management Institute Germany

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Volunteering - our Asset

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Volunteering – unser Asset

○ Your commitment and willingness to volunteer are crucial to the success of our chapter. As part of our dynamic and dedicated volunteer team, you can make our community even better. Our chapter thrives on the passion and commitment of our volunteers. After all, volunteers like are those, who make it possible for us to achieve great things together.

○ Our volunteer program offers a variety of opportunities to get involved and actively participate in shaping the future of our community. Whether you're interested in event organization, marketing, member relations or other areas, you'll find the right opportunity to contribute your skills and develop yourself.
In general, you will find an overview of open opportunities here: https://pmi-gc.de/mitmachen/finden-sie-volunteer-opportunities, so that you can also find here what you are looking for – for your further development.

○ On the following pages, we try to give you everything you need to know about this important topic for our community in a quick and compact way. If you have any further questions, please contact volunteering@pmi-gc.de.

#Volunteering Why?

- Develop in your profession
- Try out and get to know new things
- Strengthen your self-confidence
- Advance the best and coolest way of working to shape our future
- Do something meaningful
- Build your global network with like-minded professionals.
- Expand your leadership experience and skills.
- Earn PDU's credit towards your PMI re-certification.
- Be able to document your involvement in PMI's Volunteer History.
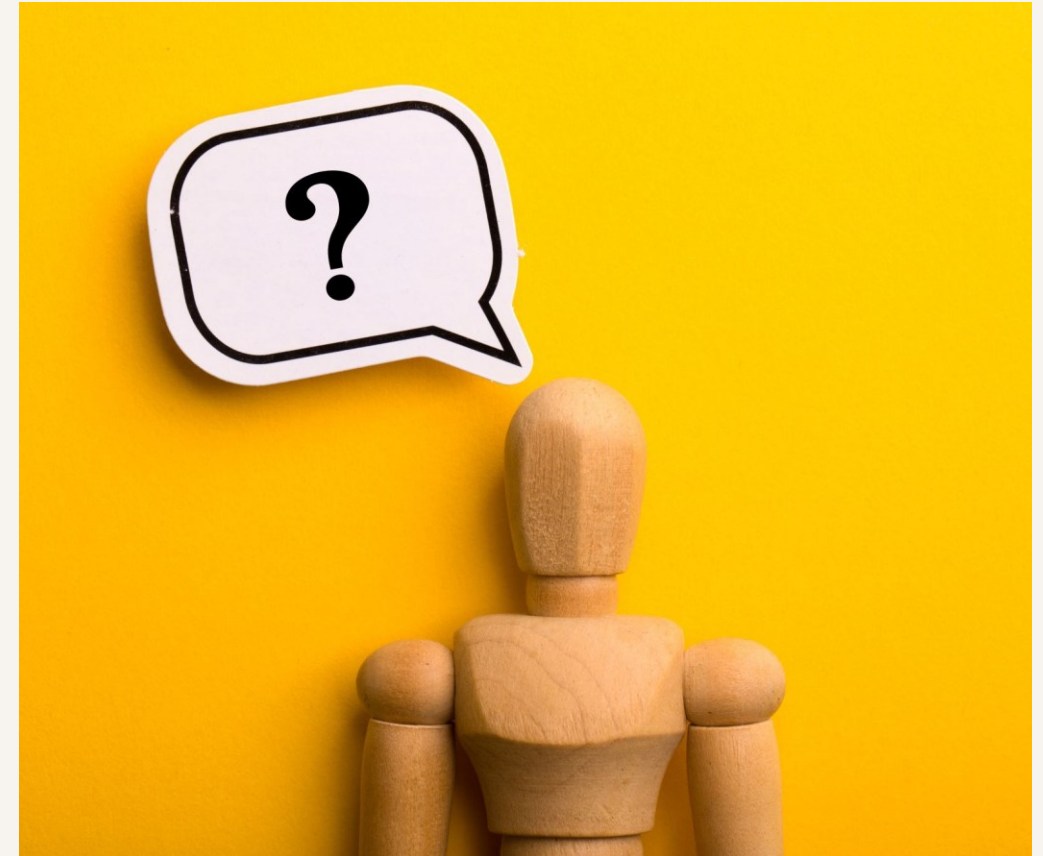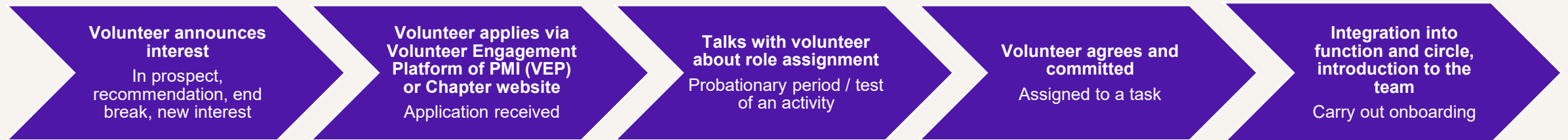
Access: the Volunteer Questionnaire

o   Link to our >>> Volunteer Questionnaire (Forms Survey)

o   Since it is volunteering, we do not have a service contract, but only the completed Volunteer Questionnaire, with which you commit yourself to compliance with the GDPR, to the use of your e-mail address and a few other personal data as well as your results worked out in volunteering for the chapter by the chapter. Otherwise, we don't know any obligations in volunteering, except for the ones you take on of your own.

Quick access: Volunteering Trial

o Quick access through volunteering trial:

- Fill out questionnaire, DSGVO declaration / NDA and consent form, and you are ready to move ahead!

- No chapter membership necessary, just interest and motivation, desire and mood.

- But: No office account of the chapter and also only limited team access (guest access).

Volunteering: Overview of Steps towards Volunteer On-boarding

Volunteer announces interest

In prospect, recommendation, end break, new interest

Volunteer applies via Volunteer Engagement Platform of PMI (VEP) or Chapter website

Application received

Talks with volunteer about role assignment

Probationary period / test of an activity

Volunteer agrees and committed

Assigned to a task

Integration into function and circle, introduction to the team

Carry out onboarding

Volunteering: Further Information in Detail

- [Volunteering #Why?](#)

- [Volunteering concept](#)

- [Volunteering process: Volunteer on-/offboarding](#)

- [Quick Reference Guides](#)

- [Volunteer Management Reference Guide](#)

We promote professional project management in Germany through networking, qualification & social engagement

PMI Germany Chapter - the forum for project managers in Germany

Strategy

Pillars

Purpose

The reason and sense why we do what we do

We offer a / are the network for all people who want to develop with project management, change something and be successful.

Vision

What the future world will look like if we are successful

The community implements change professionally and successfully through the exchange, transfer of knowledge and methodological development of project management.

Role

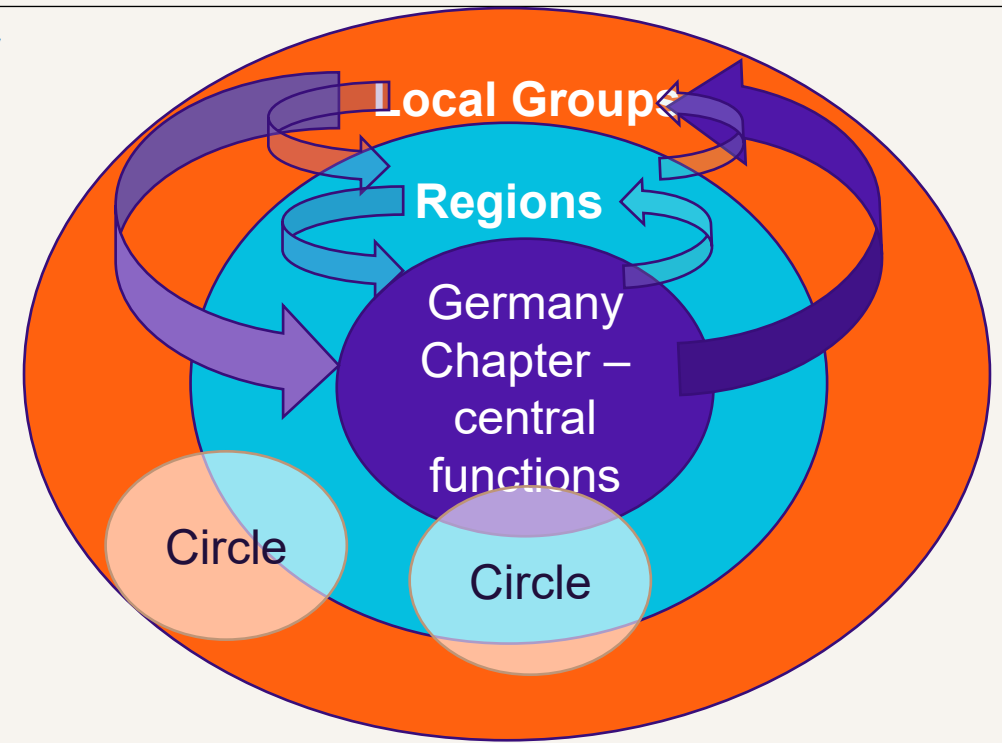### How we behave and how we want to be in order to realize this vision

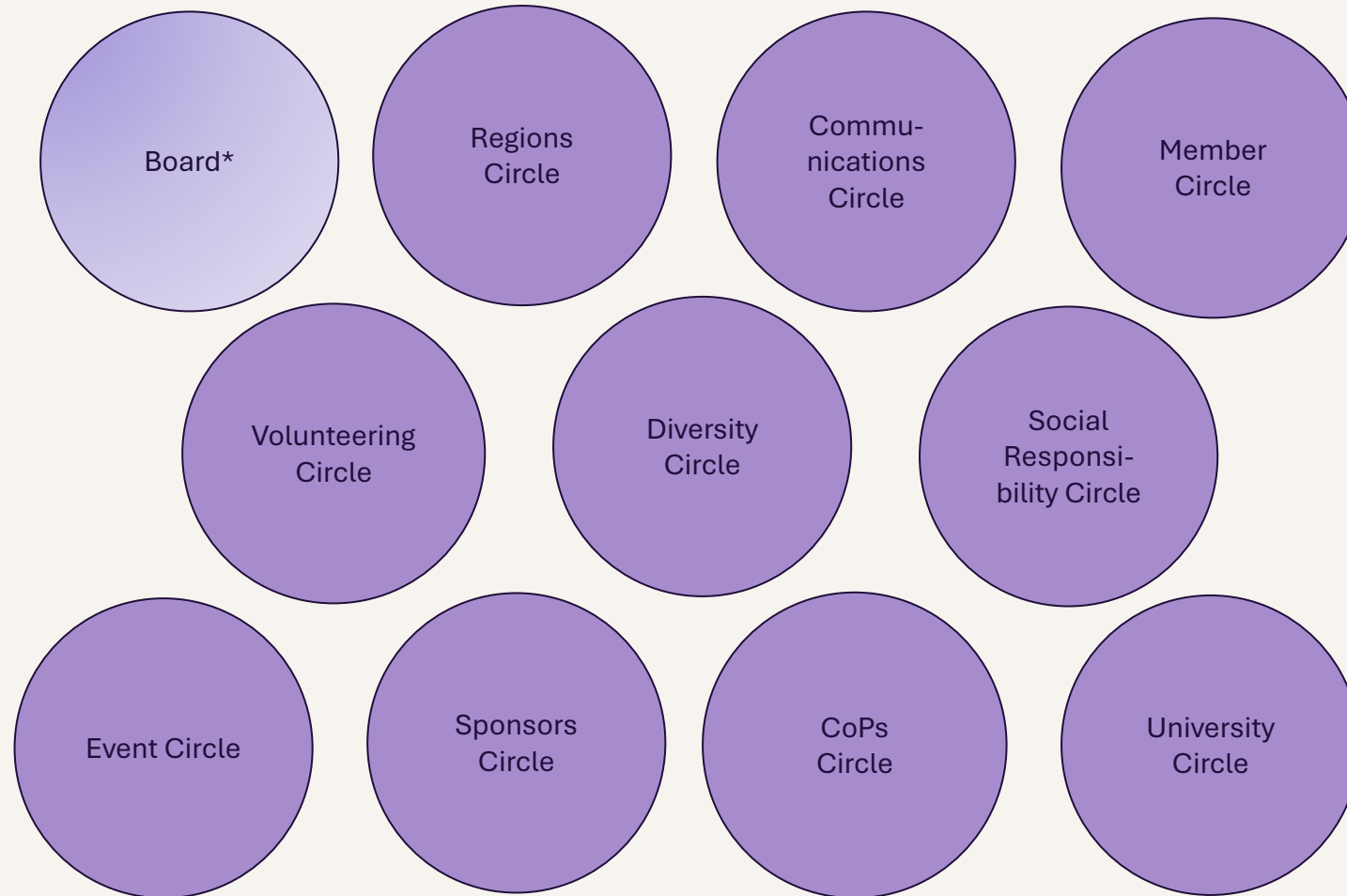We openly and competently connect people, knowledge, trends and methods in project management.

s. https://pmi-gc.de/en/the-chapter/mission-eng

Governance

o The Board of the PMI Germany Chapter consists of the following eleven (11) positions (see >>> https://pmi-gc.de/en/the-chapter/board):

- President
- Vice President Finance
- Vice President Operations
- Vice President Memberships
- Vice President Communication
- Vice President Relations
- Vice President Region North
- Vice President Region East
- Vice President Region South
- Vice President Region West
- Vice President Region Central

o Description of Regional Governance

o Statutes of the Association, Association Rules

Organization of the Chapter

❖ Responsibility for tasks of the Chapter for strategy implementation and achievement of its goals is broken down to the resorts described in the Association Rules.

❖ To support this, there are Teams, Circles, Local Groups and Projects. Circles, Local Groups and Projects are the organizational elements of the Chapter to implement its strategy and tasks.

✓ **Board** Meeting of the board of directors to plan and control the tasks of the chapter necessary to fulfill the purpose of the association.

✓ **Board Resorts** are responsible for tasks in the chapter and serve to achieve the strategic goals of the chapter.

✓ **Teams** support the department in certain tasks and consist of members of a resort.

✓ **Circles** can be located within a resort or operate across several functions; responsibility for a Circle is assigned to one resort in each case.

✓ **Local Groups** provide chapter services at the local level and are each assigned to a regional resort.

✓ **Circles and Local Groups** are generally designed to be permanent. The closure of a Circle results from changes in strategy and tasks of the chapter.

✓ **Projects** also serve the chapter's task fulfillment and strategy implementation. They are temporary in nature.

As volunteer, which are the different Circles where you could be part of and contribute?

Board*

Regions Circle

Communications Circle

Member Circle

Volunteering Circle

Diversity Circle

Social Responsibility Circle

Event Circle

Sponsors Circle

CoPs Circle

University Circle

* after election for the board of directors

Chapter Governance
Principles

- Regional and Local Ownership: Chapter activities take place mainly in the local groups. Local volunteers initiate and implement events and all other activities
Teams in the region with the local groups are the foundation of the PMI Germany Chapter. We focus on contributing to the network instead of striving for a position in the hierarchy.
→ As much autonomy as possible, as few central functions, as necessary.
→ Regional service delivery is owned by the regions.

- The Region Circle initiates, picks up, drives and supports activities in the local groups.

- We communicate transparently, with all stakeholders.

- We believe in the idea of servant leadership. Servant leadership follows the idea to develop the target group in a positive way in order to enable them to make a positive contribution and to achieve the goals set.
(*Reference:* https://www.greenleaf.org/what-is-servant-leadership/)

- Our appreciation is dedicated to the time and energy that volunteers contribute to deliver value and to ensure the future of our chapter. We do not want to overburden the self-commitment of members, but rather recognize the contributions of volunteers for the benefit of the chapter and PMI, as well as the project management profession.

- With mutual respect and observing ethical principles, we support applying the ethical principles according to the PMI Code of Ethics and being open to others (diversity).
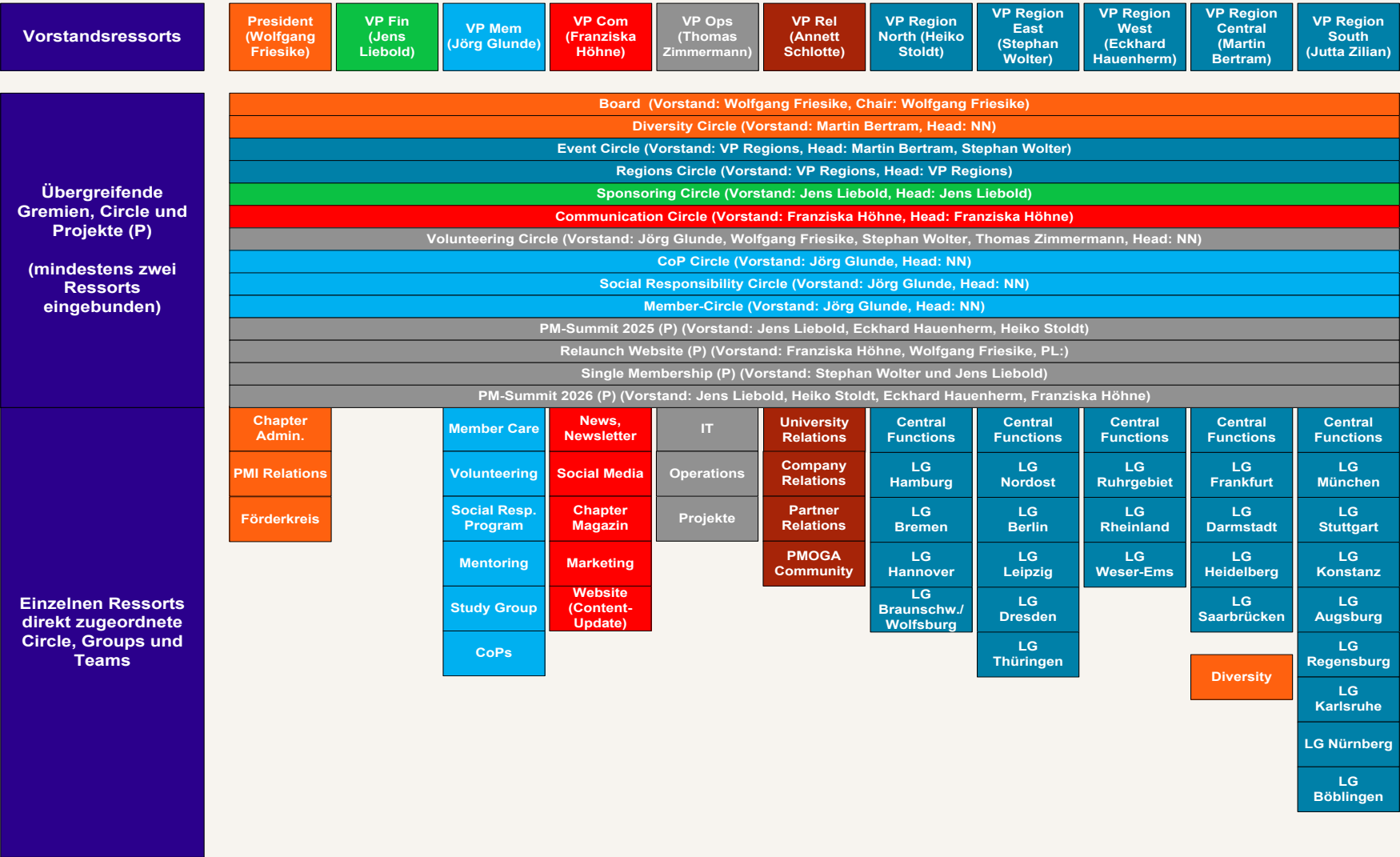
Chapter Governance
Organisation and Leadership

- The association is represented and managed by a board with 11 current members (between five and 15 are possible).

- The board is elected for a period of three years by the general meeting; re-election of members is possible.

- The board assigns volunteers to various roles as needed to accomplish tasks. Volunteers do not have a fixed term of office. However, "commitments" are expected to be met.

- The Board is supported by other volunteers and by Circles (working groups), which can be established permanently or temporarily.

- Each region has a Leadership Team that initiates and coordinates regional activities. The regional leadership team is headed by a board member responsible for the region. The leadership team is staffed according to regional requirement criteria and current activities.

- The Local Groups provide the "tangible environment" for members:
  "Where the rubber meets the road" → events, working groups, personal contacts.

- A Local Group is coordinated by a volunteer who is a member with the regional leadership team or works closely with it.

Governance
Organizational Structure of the Chapter in one Picture

Vorstandsressorts

| President (Wolfgang Friesike) | VP Fin (Jens Liebold) | VP Mem (Jörg Glunde) | VP Com (Franziska Höhne) | VP Ops (Thomas Zimmermann) | VP Rel (Annett Schlotte) | VP Region North (Heiko Stoldt) | VP Region East (Stephan Wolter) | VP Region West (Eckhard Hauenherm) | VP Region Central (Martin Bertram) | VP Region South (Jutta Zilian) |

Übergreifende Gremien, Circle und Projekte (P)

(mindestens zwei Ressorts eingebunden)

- Board (Vorstand: Wolfgang Friesike, Chair: Wolfgang Friesike)
- Diversity Circle (Vorstand: Martin Bertram, Head: NN)
- Event Circle (Vorstand: VP Regions, Head: Martin Bertram, Stephan Wolter)
- Regions Circle (Vorstand: VP Regions, Head: VP Regions)
- Sponsoring Circle (Vorstand: Jens Liebold, Head: Jens Liebold)
- Communication Circle (Vorstand: Franziska Höhne, Head: Franziska Höhne)
- Volunteering Circle (Vorstand: Jörg Glunde, Wolfgang Friesike, Stephan Wolter, Thomas Zimmermann, Head: NN)
- CoP Circle (Vorstand: Jörg Glunde, Head: NN)
- Social Responsibility Circle (Vorstand: Jörg Glunde, Head: NN)
- Member-Circle (Vorstand: Jörg Glunde, Head: NN)
- PM-Summit 2025 (P) (Vorstand: Jens Liebold, Eckhard Hauenherm, Heiko Stoldt)
- Relaunch Website (P) (Vorstand: Franziska Höhne, Wolfgang Friesike, PL:)
- Single Membership (P) (Vorstand: Stephan Wolter und Jens Liebold)
- PM-Summit 2026 (P) (Vorstand: Jens Liebold, Heiko Stoldt, Eckhard Hauenherm, Franziska Höhne)

Einzelnen Ressorts direkt zugeordnete Circle, Groups und Teams

President	VP Fin	VP Mem	VP Com	VP Ops	VP Rel	VP Region North	VP Region East	VP Region West	VP Region Central	VP Region South
Chapter Admin.		Member Care	News, Newsletter	IT	University Relations	Central Functions	Central Functions	Central Functions	Central Functions	Central Functions
PMI Relations		Volunteering	Social Media	Operations	Company Relations	LG Hamburg	LG Nordost	LG Ruhrgebiet	LG Frankfurt	LG München
Förderkreis		Social Resp. Program	Chapter Magazin	Projekte	Partner Relations	LG Bremen	LG Berlin	LG Rheinland	LG Darmstadt	LG Stuttgart
		Mentoring	Marketing		PMOGA Community	LG Hannover	LG Leipzig	LG Weser-Ems	LG Heidelberg	LG Konstanz
		Study Group	Website (Content-Update)			LG Braunschw./ Wolfsburg	LG Dresden		LG Saarbrücken	LG Augsburg
		CoPs					LG Thüringen		Diversity	LG Regensburg
										LG Karlsruhe
										LG Nürnberg
										LG Böblingen

Volunteering Benefits and Award Programm

Volunteer Orientation Guide

Volunteer Benefits

- Be a member of a strong community: the volunteer community of 150 volunteers in the PMI Germany chapter and 11,000 volunteers worldwide in the PMI!
- Attend volunteer events (two Germany-wide online events per year, and a face-to-face meeting at your place around the corner)
- Develop your career
- Try yourself out and get to know new things
- Boost your self-confidence
- Promote the best and coolest way of working to shape our future and do something meaningful in the process
- Build your global network with like-minded professionals
- Peer-Challenged: Leveraging the expertise of others in the community to re-evaluate professional challenges
- Develop your leadership experience and skills
- **New**: as Volunteer, you can tell us a story, which will be published ➔ Self-Marketing by Volunteering.

Collaboration

Volunteer Orientation Guide

Collaboration Structures (Teams)

For volunteer tasks in the Germany Chapter, we use various Microsoft products and for collaboration, we only use Microsoft Teams.

o [>>> Guide for Teams](#)

o Although there are several Teams on the platform of the Germany Chapter, we have one Teams for all volunteers

- Germany Chapter - for all volunteers

- LG XXX Local Group specific groups within teams

- Region XX (partially) region-specific groups within teams

- Relations (for Relation Circle)

- SRP (for the SRP Circle)

Navigation in Teams

Sign in to Teams using a web browser: https://teams.microsoft.com

Or log in via app

If you are invited to several teams with an email address: Switch to the respective team

As a rule, you are invited to several channels in ONE team. Then switch to the desired channel

Once you have selected a channel, you will first land on the post overview. If you want to edit a file, click on Files in the top right corner of the menu.
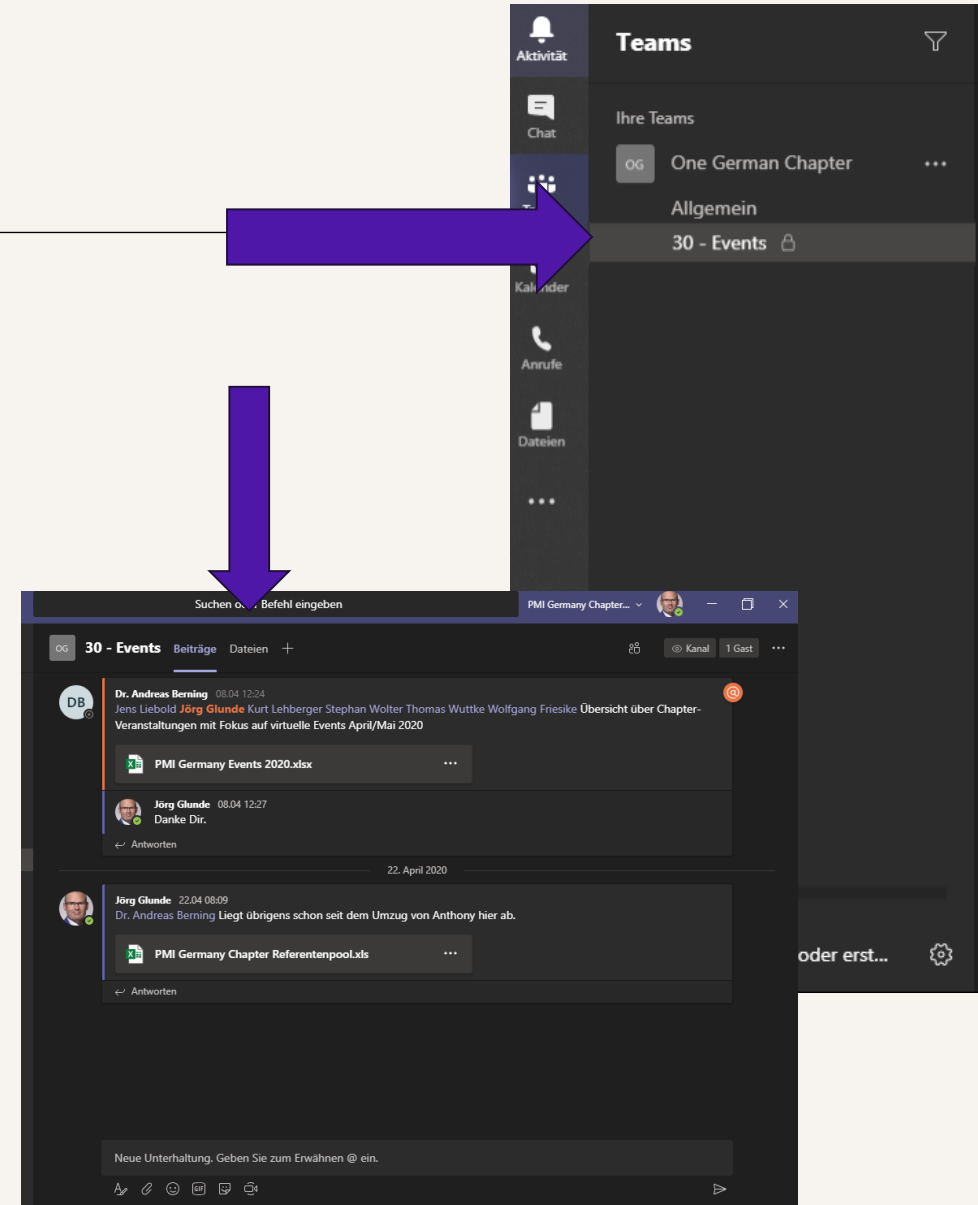
Collaboration with email
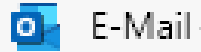
E-Mail

o **Basically**: As part of your volunteering, you will receive an e-mail address from the chapter.

o **Obligation to use:** This e-mail address **must** be used for internal and external communication.

o **When will I get it?** You will receive the e-mail address as soon as you start working as a volunteer and you need an e-mail address for your commitment as a volunteer.

o **Restrictions:**

- Unfortunately, it is no longer possible to connect this medium to the private Outlook. The web version (https://outlook.office.com/mail/) must be used – or the mobile app on your smartphone.

- A permanent forwarding of chapter mails to your private e-mail address carries a risk for the association, is prevented for security reasons and leads to irritating error messages for your comrades-in-arms who want to send you e-mails to your chapter e-mail address. So, we may ask you NOT to set up a PERMANENT redirect.

Additional information on collaboration with e-mail

o   If you should get your own office account and your own mail address with the ending ...pmi-gc.de, >>> here is a template for **your signature / binder** for mails concerning our chapter.

o   Informative e-mails to a larger circle of recipients ("Infomail" or "Newsletter" character) are normally to be sent using the Chapter's standard solution for newsletters (currently AcyMailing). In justified exceptional cases, such a mailing may also be sent via the Chapter's standard e-mail solution (currently MS Outlook). In this case, however, **all recipient addresses must be placed in BCC**, neither in TO nor in CC. An unnecessary and therefore not data protection compliant disclosure of especially private email addresses can be effectively avoided this way.

o   When communicating electronically between Volunteers, **always make sure to use only required recipient addresses**, preferring to use chapter addresses rather than private or business addresses.

o   It is also advisable to check your mail address from time to time for misuse by means of a leak check. Addresses:

   -   https://leakchecker.uni-bonn.de/

   -   Hasso-Plattner-Institut (hpi.de)

Chapter Systems

Volunteer Orientation Guide

PMI Germany Chapter Systems for Volunteers: Website

>>> Website for Germany Chapters

o Information **about the chapter**

o **Downloads**: Chapter magazine, lecture notes, and so on

o Information and booking of **events**

o Administration of the **personal profile**

o Use by all registered users

PMI Germany Chapter Systems for Volunteers: Microsoft 365 & Teams

>>> Microsoft 365 & Teams *(Including Mobile Application for Teams)*

o Central collaboration platform of the Germany Chapter volunteers

  o Chats and posts

  o Calendar / meetings

  o Document editing

  o Links to relevant documents in our new Volunteer Intranet
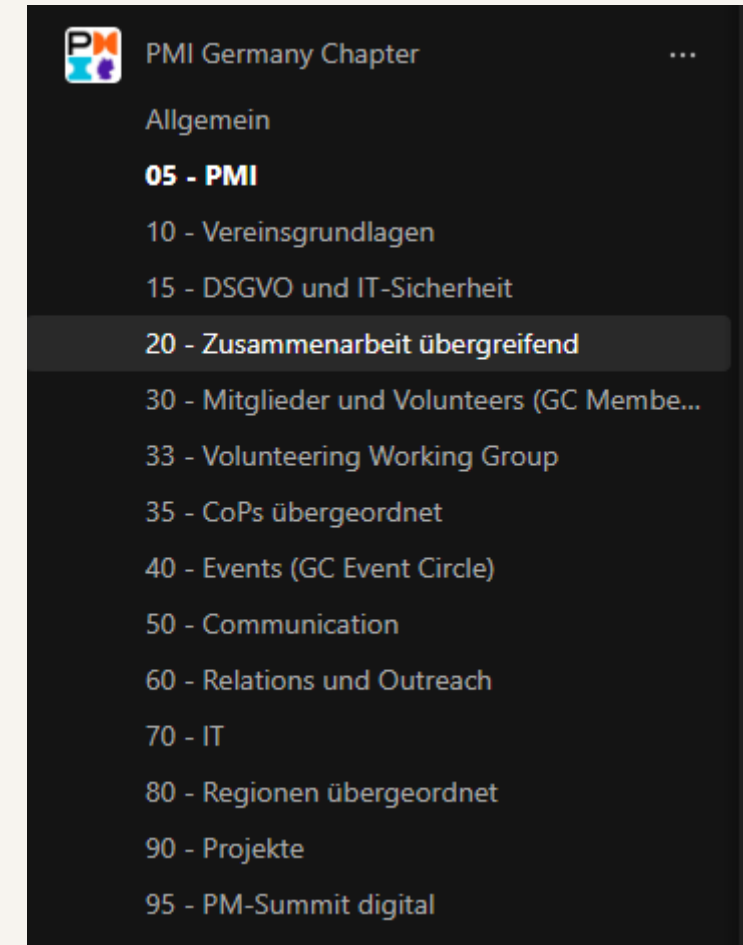
PMI Germany Chapter Systems for Volunteers: Volunteer Intranet

>>> [Volunteer Intranet on Sharepoint](#)

o Intranet platform for the Germany Chapter volunteers

   o Links to relevant documents from our new Volunteer Intranet

   o Other Sharepoint functions
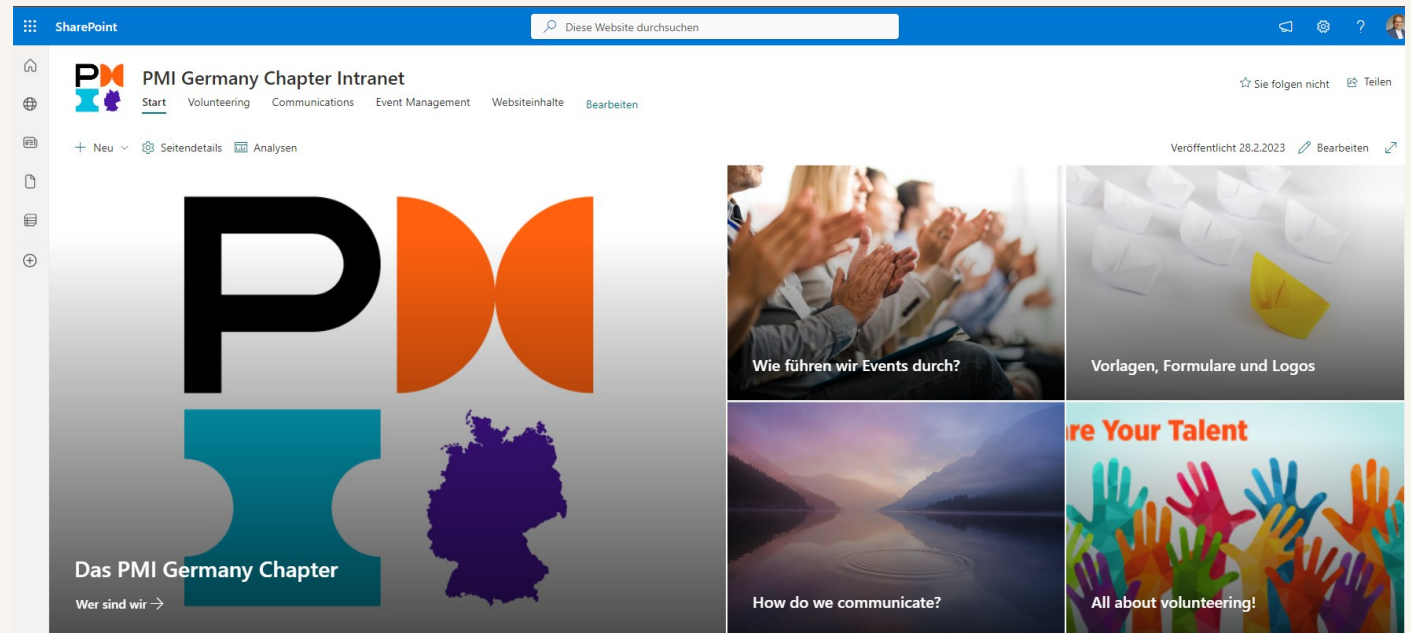
PMI Germany Chapter Systems for Volunteers: Additional Systems

For chapter operations, especially events and communities of practice, we use other systems with partly limited licenses:

o   Zammad (support system, Heads of Member Care and Volunteering work with it, for example - [User Guide for Zammad](#)).

o   Particify (license administration: Vice President Operations, mentimeterlizenzadmin@pmi-gc.de)

o   Miro (license administration: Vice President Operations, mirolizenzadmin@pmi-gc.de)

o   Teams Events Creation (license administration by the Germany Chapter, ask VP of your resort for further information)

Systeme des PMI im Volunteering: Chapter Volunteer Resource Hub

:

Everything you need, all in one place

- ESSENTIAL RESOURCES
- PROGRAMS & SERVICES
- MARKETING & COMMUNICATION RESOURCES
- GOVERNANCE & OPERATIONS
- LEARNING & DEVELOPMENT
- PMI PRODUCTS, CERTIFICATIONS, PUBLICATIONS & MORE
- ENGAGING YOUR VOLUNTEERS
- ATTENDING & PLANNING EVENTS
- SOCIAL IMPACT
- ABOUT PMI
- CULTURE & DEI AT PMI
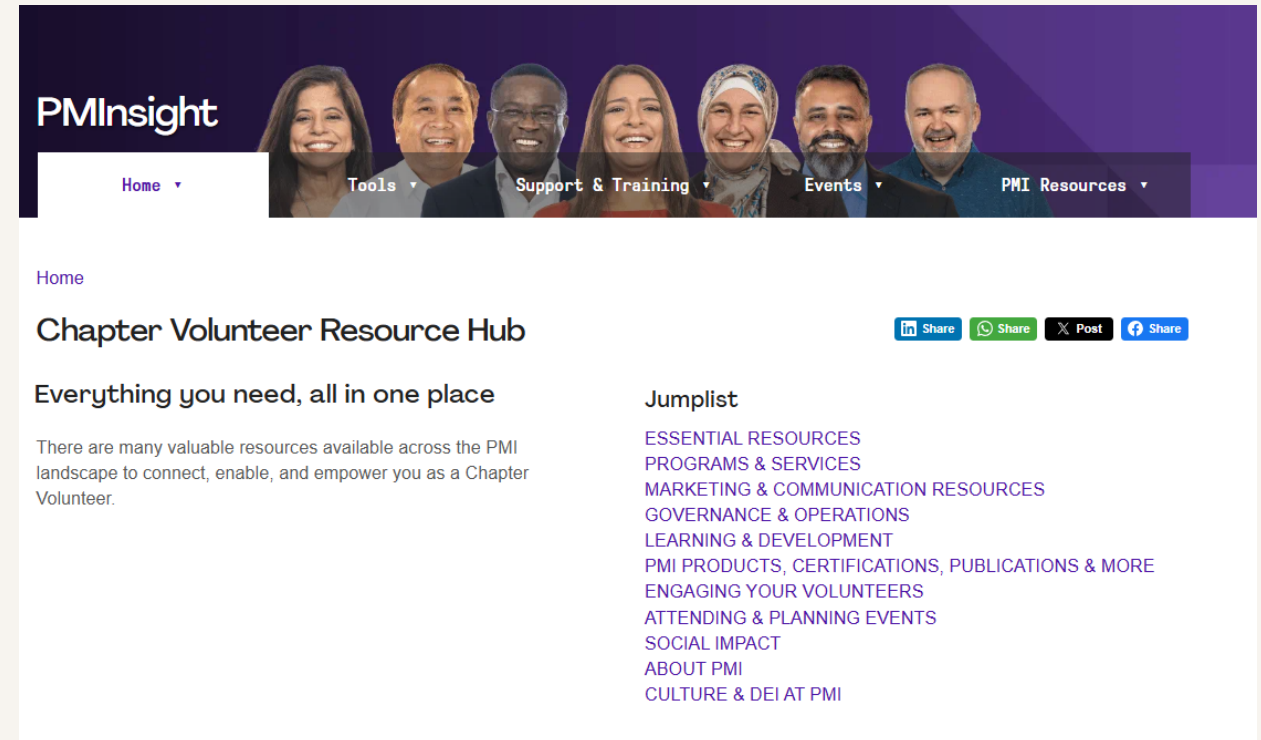
PMI Systems for Volunteers: VEP

>>> Volunteer Engagement Platform

o Announcement of positions (opportunities) for volunteers by the chapters worldwide.

o Search for a suitable opportunity for a volunteer with an application.

o If you wish to advertise an opportunity: Fill in the Volunteer Opportunity Briefing template (PMI GC Volunteer - Volunteering Opportunity Briefing Template 2.0.dotx) and send it to volunteering@pmi-gc.de or give it to the responsible Head of Volunteering.

PMI Systems for Volunteers: Marketing Portal

>>> Marketing Portal

- o Templates
- o Logos
- o Design Guides

Take care, login with my.PMI login and your PMI Credentials

Claim Volunteering PDUs

Volunteer Orientation Guide

Claim PDUs for Volunteering

○ Login to pmi.org / myPMI Dashboard, navigate to the PDU Reporting section

- Log in to www.pmi.org with your PMI account (user login and password)
- Go to myPMI Dashboard
- And call up the CCRS there (figure on the right).

○ Alternative: Registration with https://ccrs.pmi.org

- Alternatively, you can also log in to https://ccrs.pmi.org with your PMI credentials.

○ Select Volunteer.
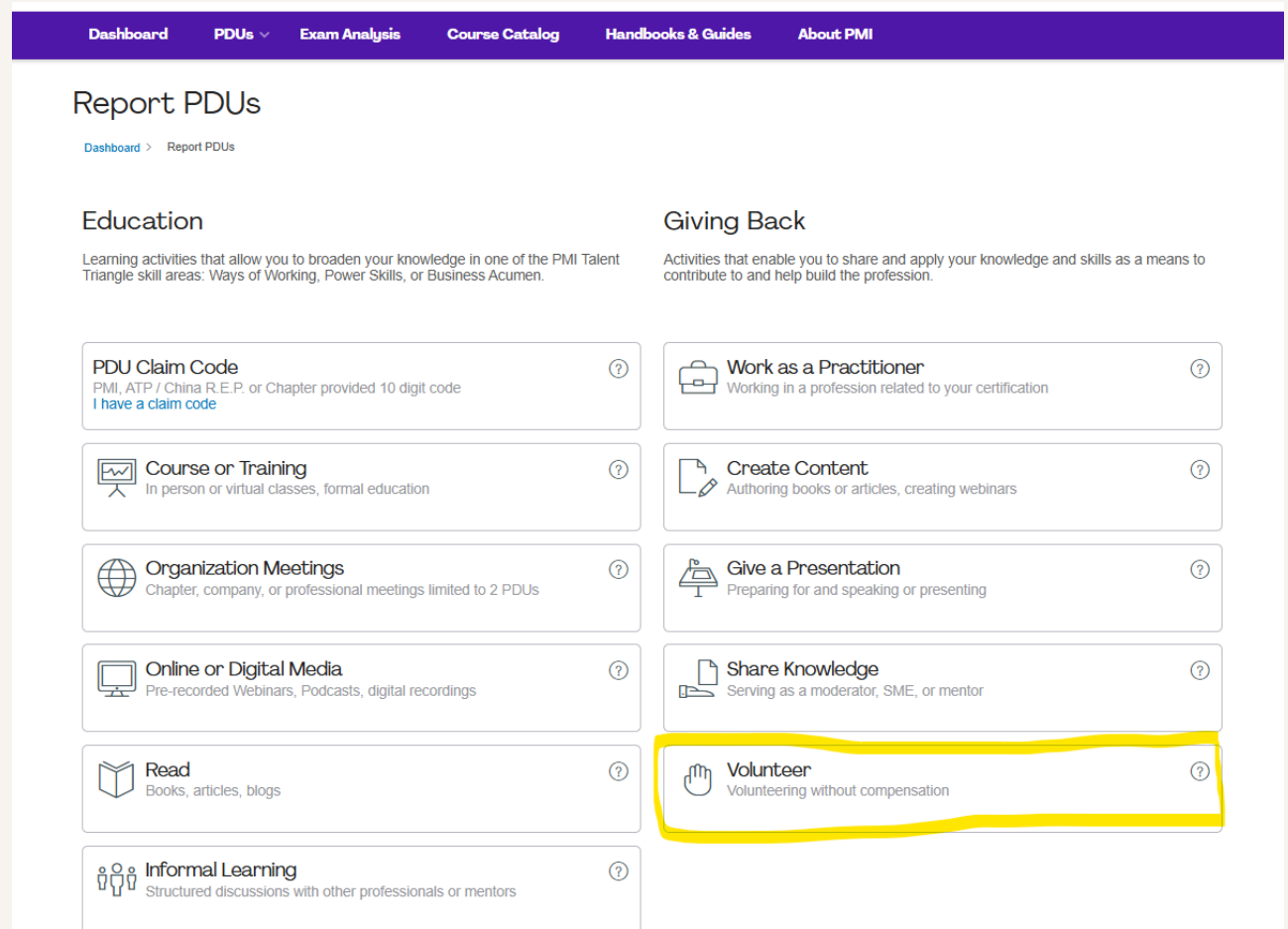
Claim PDUs for Volunteering

- On the following screen, enter our chapter in the Organization field: "PMI Germany Chapter".

- In addition, you must fill out the required Course field.

- There are no "courses" for volunteering as there are for events, for example.

- You can enter your role or opportunity in which you volunteer.

- Write down a short description of your activities and select the hours spent per certificate but note the maximum limits per certificate and cycle.

Contact and Support

Volunteer Orientation Guide

Process for support / contact for questions

○ Mail addresses for inquiries / problems

- General Info   ➔ info@pmi-gc.de
- Member Care   ➔ membercare@pmi-gc.de
- IT Support   ➔ support@pmi-gc.de
- Office 365 Support   ➔ office365@pmi-gc.de
- Registration: projektmagazin   ➔ PMAbo@pmi-gc.de
- Communities of Practice   ➔ cops@pmi-gc.de
- Volunteering   ➔ volunteering@pmi-gc.de
- Event Booking System   ➔ eventbooking@pmi-gc.de

○ What is important for Volunteer Trips / Accommodations?

○ How do I claim travel expenses?

○ Where to find templates for email signatures and other relevant templates?