

***Special Interest Group  
(SIG)  
PROGRAM***

**10-24-2008**

**A. SIG DEVELOPMENT PLAN**

- 1. NPMA SIG CHARTER**
- 2. SURVEY AND RESULTS**
- 3. RECOMMENDATIONS**
- 4. SIG IMPLEMENTATION**

**A. SIG OPERATION PLANS**

- 1. NPMA SIG GUIDELINE (Outline)**
- 2. SIG OPERATING PROCESS (Outline)**

# **Section 1**

## **SIG DEVELOPMENT PLAN**

# **1. Special Interest Group (SIG) Charter**

## **Mission:**

Continue to serve NPMA members by forming members' organized groups to support members' specific interests. Such groups will be called "Special Interest Groups (SIG)" and will be considered as subgroups of NPMA to assist members in enhancing their knowledge in the areas of their specific interests. SIG will be national level groups, and will cross over all three regions' membership.

## **Objective:**

NPMA membership supports all disciplines of property management. Though basic property management remains the common denominator, each discipline or property function (Federal, Inventory, State, Excess, Warehousing, University, Hospital, etc.) has their own specific regulations, requirements, and operating processes. NPMA provides education and professional training in the most of the areas; however, specific disciplines need additional training and networking in their own operations. The objective of the SIG program is to provide such service to disciplines by giving them an opportunity to establish the groups and enhance NPMA services.

## **Plans:**

To initiate the program, limited number of SIGs will be established in year 2009. These groups will be established based on the member's interests and groups with maximum interest will be formed first and additional groups will added as more members will be interested in forming their SIGs.

Few examples of such possible SIGs are:

1. Federal
2. States
3. Universities
4. Hospitals
5. Real Property
6. Property Disposition
7. Vehicles Management
8. Warehouses Management

### **Proposed Timeline:**

- Announce SIG development plans at NES 2008.
- Collect data from members for different SIG formation and the interested members' names.
- Announce SIG plans by e-mail to membership at-large and send survey to members to obtain a list SIG and interested members.
- Analyze SIG survey results to identify the SIG based on the members' interests.
- Develop SIG guide and operation process draft.
- Present survey results, SIG implementation plan for 2009, and SIG guide/operation process drafts to the Excessive Board in Oct. 2008 meeting.
- Announce plans about initiation of SIGs to the members that are based on the survey results and Board approval.
- Assign interim group leaders to coordinate the activities.
- Officially form SIGs, at the Regional or Major Chapter Seminars.
- Assist established SIGs in their operation.
- Assign special time-slot of couple hours in NES 2009 for established SIG meetings and for the additional SIGs based members' interests.

### **Administration of SIG:**

The SIG groups should be managed under their own operating procedure based on the charter and guidelines provided by NPMA. Overall SIG National Director under the National Executive Vice President will control administration of the SIG.

## 2. Survey and Results

In September 2008, a survey with a letter from NPMA President was sent to all members requesting their interest in the specific SIG. Input was requested by October 5, 2008. To obtain maximum inputs, the survey identified several potential SIGs for members to choose from. The list included both functional and organizational SIGs. In addition there were three more blank spaces were kept in the survey where members can add their own personal interest that may not be included in the SIGs list that identified in the survey. This approach gave members an opportunity to express their interest and a chance for NPMA to identify additional possible SIGs.

The response to the surveys was good. Total 235 members responded to the survey by identifying their top five SIGs interests. The analysis of the survey identified following SIGs with the highest interest from the members (see attachment for details):

<u>SIG</u>	<u>Category</u>	<u>Interest</u>
1. Inventory Management	Functional	150
2. Defense Department	Operational	136
3. Excess Management	Functional	107
4. Warehouse Management	Functional	96
5. State or Local Government	Operation	51
6. Real Property Management	Functional	44
7. Department of Energy	Operational	42
8. University or College	Operational	37
9. Transportation & Vehicle Mgmt	Functional	31

In addition to the above nine SIGs, members have identified few other interests by “write-in” votes. Except for NASA and Hospital, other inputs are all over the board with only 3-5 people showing their interest.

### 3. Recommendations

Based on the survey results, we can take following two approaches:

#### **Plan A –**

Initiate top four (with votes around 100 or more) SIGs first, i.e. prior to 2009 NES.

<u>SIG</u>	<u>Category</u>	<u>Interest</u>
1. Inventory Management	Functional	150
2. Defense Department	Operational	136
3. Excess Management	Functional	107
4. Warehouse Management	Functional	96

After starting these four groups, we can initiate next five SIGs at the 2009 NES.

Also, at the NES we can find out interest in other SIGs from the members and may have general meetings with the interested members to discuss and identify how to start their own operational or functional SIG.

#### Advantages-

- a. These groups have lots of interest from members
- b. It will be more manageable to initiate four SIGs
- c. It will give opportunity to resolve starting glitches.

#### Issues –

- a. Remaining five groups may feel left out as many members are interested starting these SIGs.
  - This can be address by announcing our intention to start remaining five SIGs at the 2009 NES, which will keep remaining groups kind of happy.
- b. It will require committed members to initiate the SIG.
  - Plan is to identify and form a team of 4-5 active and reliable members for each SIG as pre-planning and sponsoring team who will kind of assist and follow-up in forming and managing SIG at the beginning.

## **Plan B –**

Initiate all nine groups prior to 2009 NES since SIGs minimum 30 members have shown high interest in forming these groups.

<u>SIG</u>	<u>Category</u>	<u>Interest</u>
1. Inventory Management	Functional	150
2. Defense Department	Operational	136
3. Excess Management	Functional	107
4. Warehouse Management	Functional	96
5. State or Local Government	Operation	51
6. Real Property Management	Functional	44
7. Department of Energy	Operational	42
8. University or College	Operational	37
9. Transportation & Vehicle Mgmt	Functional	31

### Advantages –

- a. Members with high interest in forming SIGs will be satisfied.
- b. It will make a real positive impact on the membership

### Issues –

- a. It will be a major task to initiate and manage all nine SIGs at the same time.
  - This may be addressed if each Region assigns a Regional Director to assist National Director. Each Regional Director helps the National Director in forming and managing about three SIGs. This will create a lot of synergy.
- b. Will require solving lots of starting pains during initiating the groups.
  - To address this issue, we will need to write good and clear operating guide and procedure prior to initiating any SIG.
- c. It will require lots of committed members to initiate the SIG.
  - Plan is to identify and form a team of 4-5 active and reliable members for each SIG as pre-planning and sponsoring team who will kind of assist and follow-up in forming and managing SIG at the beginning.

## **4. SIG Implementation Plans**

Following implementation steps are planned:

1. Obtain approval from Executive Board for starting SIGs based on the recommendation above, i.e. Plan A, Plan B, or other.
  - Oct, 2008
2. Request Regional SIG Directors from each Region to assist the process.
  - Oct. 2008
3. Write a detail NPMA Guide for SIG program management.
  - Nov. 2008
4. Write a detail operating procedure for SIG.
  - Nov. 2008
5. Identify Pre-planning team of 4-5 active members to take a lead for each planned SIG.
  - Dec/ 2008
6. Contact members who had shown interest in a specific SIG and inform them about formation of the SIG.
  - Jan 2009
7. Initiate first group of SIGs in 1<sup>st</sup> Qtr of 2009.
  - March 2009
8. Initiate remaining planned SIGs in 2<sup>nd</sup> Qtr of 2009
  - June 2009
9. General meetings of SIGs at NES 2009
  - NES 2009
10. Initiate additional SIGs, as necessary at NES 2009
  - NES 2009

## **Section 2**

# **SIG OPERATION PLANS**

# **1. NPMA SIG GUIDELINE**

## **(Outline)**

**Note:** The NPMA SIG Guideline will be written by incorporating the outline identified here.

1. SIG will operate as sub-group under the NPMA charter.
2. Any member can submit desire to initiate a SIG and NPMA will investigate potential for starting a new SIG.
3. To initiate a SIG, minimum 25 members should be interested and willing to participate. NPMA Executive Board must approve formation of new SIG.
4. SIG are formed to assist NPMA members to enhance their knowledge in the specific sub-section of property management.
5. Only active members are permitted to join the SIG program.
6. Active members may join one or more SIGs based on their interest.
7. Some the cost to initiate the SIGs will be covered by the NPMA.
8. The SIG members should cover operating cost, if any, for the individual SIG activities. Since, SIGs are for the benefit of all the members, it is expected that the fees, if any charged for operation of SIG, should be reasonable. SIGs are expected to obtain concurrence from the NPMA Director for SIGs for planned fees.
9. Each SIG will select their SIG Chairperson, Vice-Chairperson, and Secretary for operation.
10. SIG will operate per the guideline, "NPMA SIG Operating Procedure", issued by NPMA Board. Any modification to this procedure will require approval from NPMA National Director for SIGs.
11. Executive Board has authority to dissolve or merge SIGs, when necessary

## **2. SIG OPERATING PROCESS**

### **(Outline)**

**Note:** The SIG Operating Procedure will be written by incorporating the outline identified here.

1. SIG group will be initiated per approval of NPMA Executive Board.
2. SIG should have minimum 20 active members to be a functional SIG.
3. SIG is open for the NPMA active members only.
4. SIG may conduct their operation by communication through telephone, e-mail, WEB, or meetings as appropriate.
5. For proper operation of SIG, SIG members will select officer for the term of two years. Officers should include – Chairperson, Vice-Chairperson, and Secretary. Additional officers or sub-committee chairpersons may be added as requires.
6. Each SIG will write their detail charter and working procedure for day-to-day operation and submit it to National Director for concurrence.
7. SIG should make every effort to develop additional training, networking and working relationships for members.
8. SIG chairperson must submit a yearly report to National Director. Additional reports may be required when requested by National Director.
9. SIG operation should not conflict with NPMA organization by-laws and operating procedures.