

Critical Success Factors

Position	Name	Success Factor	Actual Jan	Actual Feb	Actual Mar	Actual Apr	Actual May	
Newsletter	Carol Tedder	Mail 10 days prior to PDM	100%	100%	100%	Day Prior		
Newsletter	Larry Whitman	E-mail blast sent 2 days prior to PDM						
Newsletter	Carol Tedder	Final Newsletter sent to Larry 10 days prior to PDM						
Nominations Committee	Ron Lunsford	Present slate of officers at April PDM	No VP Prog	No VP Prog	No VP Prog	100%		
President	Brian Ferris	Maintain positions on BOD at 100%	90%	90%	90%	90%	90%	
President	Brian Ferris	Presidents message provided 2 days prior to Newsletter deadline						
President	Brian Ferris	Ensure chapter is represented at region meetings						
President	Brian Ferris	Agenda distributed one week prior to meetings						
Secretary	Brian Hickman	Meeting minutes accuracy 100%	97%	100%	100%	100%		
Secretary	Brian Hickman	Distributed minutes within 3 business days from	yes	yes	yes	yes		
Student Coordinator	Zeeshan Shirazi	Student Chapter maintains Platinum chapter status			Review Passbook			
Student Coordinator	Zeeshan Shirazi	Provide schedule of events to parent chapter for WSU for Engr Open House projects and \$150 for awards banquet, Who wants to be a millionaire, Fogarty papers, Lego Mind storms. Provide to Parent chapter quarterly						
Student Coordinator	Zeeshan Shirazi	Help Parent chapter market activities by providing a student volunteer.						
Student Coordinator	Zeeshan Shirazi	Provide student to help chapter to help with PDM's and summarizing PDM surveys.						
Treasurer	Carol Tedder	Present budget to actual comparison monthly at BOD meeting						
VP-Company Coordinators	Elly Love	Monthly contact with coordinators	Yes	Yes	No	No	No	
VP-Company Coordinators	Elly Love	Identify and train coordinators for 15 companies						
VP-Education	Carla	Number of students attending review courses						
VP-Education	Carla	Number of class rotations started						
VP-Education	Carla	Number of members contacted 1 year prior to Certification expiring						
VP-Membership	Carla	Percent of responses within 3 days	ON GOING	ON GOING	ON GOING	ON GOING	ON GOING	
VP-Membership	Carla	Follow-up on the suspended members to determine what can be done to get them to renew membership. Convert 50% of suspends.	Provide %	DONE	DONE	DONE	DONE	
VP-Membership	Carla	Provide presentation about the benefits of APICS membership at 3 or more class rotations for Module one.	DONE	DONE	DONE	DONE	DONE	
VP-Membership	Carla	Present Benefits at 5 or more organizations per year.						
VP-Membership	Carla	Maintain 85% retention rate of membership.						
VP-Membership	Carla	100% follow up with visitors at PDM's						
VP-Membership	Carla	People contacted prior to membership expiring						
VP-Programs	Jerry Kukuruda	Annual schedule is published by Aug	July	Ontime	Ontime	On time	On time	
VP-Programs	Jerry Kukuruda	Minimum 20 at PDM	57	83	52	17	37	
VP-Programs	Jerry Kukuruda	Minimum Survey Score GE 3.5 Speaker	3.9	4.38	4.79	4.167	4.1	
VP-Programs	Jerry Kukuruda	Minimum Survey Score GE 3.5 Facility						
VP-Programs	Jerry Kukuruda	Actual vs. Budget	Beating	Beating	Beating	Beating	Beating	
VP-Programs	Jerry Kukuruda	Increase PDM attendance by 10% on average						
VP-Programs	Jerry Kukuruda	Provide Abstract and Bio for Newsletter 3 days prior to printing dead line						
President Elect	Jerry Kukuruda							
Past President	Ron Kammerer	Send missing passport items to owner of item required						
Past President	Ron Kammerer	Maintain Platinum chapter status						