

## Best Practices in Project Management

*January 16<sup>th</sup> Professional Development Meeting*

*Joint Meeting with ASQ Manasota Section*

**Guest Speaker: Hidayet Kutat**

There is no right way or wrong way to manage a project. Desirable results may be obtained through various ways of implementing a project depending on the type, size, complexity, need and timing. Mr. Kutat, Principal of Management Consulting Services, with extensive project experience with Dupont and other world-class organizations, will provide an overview on accepted Best Practices in Project Management.

Projects that are planned following Best Project Management Practices are likely to be more successful, meeting their stated objectives, than those projects that are not planned and executed using best practices. In his presentation, Mr. Kutat provides in-depth overview of the project process - project planning, project authorization, project execution, construction, commissioning, start up and project closing phases following the Best Practices in Project Management. He also reviews the critical success factors with emphasis on "No Change Philosophy", and summarizes the skill sets required for managing a project effectively, which include Integration Management, Scope Management, Time Management, Procurement Management & Contract Administration, Human Resources Management, Communications Management, Quality Management, Cost Control Management, and Risk Management. He will complete his presentation by highlighting the benefits of using project management tools, such as MS Project, and talks about Project Management Methodology.

Hidayet L. Kutat, Principal of Management Consulting Services is a senior executive with 25 years experience in operations management positions focused on Manufacturing, R&D, Engineering and Project Management. He spent over twenty years in progressively greater levels of authority and responsibility at Dupont, a market leader in innovation, safety, and quality prior to expanding his horizon into operations consulting six years ago.

He has a demonstrated track record in forming cohesive teams and building line organization competence, integrating business processes to achieve breakthrough improvements working with customers, management and shop floor teams through sound engineering and basic management principles.

Mr. Kutat has BS & MS in Chemical Engineering from Va. Tech and an MBA degree. More information regarding Hidayet and Management Consulting Services can be found at [www.mfgconsult.net](http://www.mfgconsult.net).

### INSIDE THIS ISSUE

- 2 Contacts
- 2 President's Corner
- 3 Scholarship Competition
- 3 Programs Update
- 3 Calendar of Events
- 4 Job Opening
- 4 CPIM Courses
- 5 Membership Application
- 6 Suncoast Workforce 2020 Business Rountables
- 7 New Members
- 7 Company Coordinators
- 8 Directions to PDM

**Registration** starts at 5:30pm at Rosedale Golf & Country Club in Bradenton. Dinner will be served at 6:00pm, and the presentation will begin at 6:30pm. Fill out a survey at the end of the presentation to be eligible for a door prize - your choice of an APICS baseball cap or a soft-sided APICS cooler.

**Reservations** must be made by Tuesday, January 14 before 12 noon. Cost is \$15 for members, \$25 for non-members and \$10 for students. To reserve your spot, contact Dan Johnson at [reservations@apicsgulf.org](mailto:reservations@apicsgulf.org) or (941) 751-6131 x231. Cancellations must be received by 12 noon on Wednesday, January 15. Please note that no shows will be billed.

**Directions** to Rosedale can be found on Page 8.

## Contacts

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THE NAVIGATOR is published monthly by the Florida Gulf Coast Chapter of APICS -- The Educational Society for Resource Management. THE NAVIGATOR is sent each month to members of the APICS Florida Gulf Coast Chapter. Annual subscription is included in the APICS membership dues.

All material submitted for the February issue of THE NAVIGATOR is due by Wednesday, January 29. Please address all correspondence to:

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## President's Corner

*Happy New Year!*

Tina Jensen, CPIM  
PGT Industries

I hope you all enjoyed your holidays and are looking forward to a happy new year! We took a break from our monthly meeting and newsletter in December since this is such a busy time of the year for everyone. Now that the festivities are behind us, we are focusing on getting back to business and providing you with quality educational classes and new, interesting speakers and topics at our professional development meetings.

We already have Fundamentals classes starting in January at MCC in both Bradenton and Venice so be sure to register as soon as possible if you are interested in these classes. The CPIM review classes will continue through the year to prepare you for all five of the certification exams. We have some terrific speakers, covering a variety of topics, lined up for our monthly PDMS, and we are pleased to offer a half day seminar on Lean Manufacturing in February. Make sure to mark your calendars for these events and visit our website often for new updates.

We will also start recruiting new board members for our spring elections for the 2003-2004 year effective in June. WE WANT YOU! We are always looking for new blood to bring new life and ingenuity to the chapter. Our goal is to have as many companies represented on our board of directors as possible so we better understand the educational and professional needs of our members. This is your chance to help run a business and build close business and personal friendships with others in your field. It can be fun and rewarding to be part of a successful team! It only takes a few hours a month, and you will be given any support needed in your new roles. Please let me know if you are interested in joining the team.

Since we all could use more fun in our lives, we have decided to make our June meeting a social event. After a long year of classes and meetings we want to give you an opportunity to celebrate your successes and get to know each other on a more personal level. We're planning a cruise on Sarasota Bay where you can enjoy some food, drinks, music, and good conversation with your fellow members and invited guests. I hope you all will join us in this final event before our summer break.

I'm looking forward to seeing you at our joint meeting with ASQ on January 16<sup>th</sup>! ✨

# Scholarship Available

## *Undergraduate Paper Competition*

Our chapter will award a \$500 scholarship to the winner of the new APICS Florida Gulf Coast Scholar Competition. This competition will be held annually, and the first award will be granted in June.

Students must submit a paper relevant to any resource management discipline. The competition is open to all full- and part-time undergraduate students who live in or attend college in Charlotte, Collier, Lee, Sarasota or Manatee counties. Submissions for the 2003 competition must be received by May 15, 2003.

More information about the scholarship and the competition requirements can be obtained by visiting our website [www.apicsgulf.org](http://www.apicsgulf.org) or by contacting the scholarship committee at [scholarships@apicsgulf.org](mailto:scholarships@apicsgulf.org).

Spread the word on this great opportunity for local students! \*

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## Programs Report

*Join Us at Rosedale in January!*

Dan Johnson  
Ameritex Technologies

Hello everyone! Welcome to 2003! I hope everyone is rested up and anticipating a prosperous new year. As business professionals, we anxiously look forward to becoming more skilled at the jobs we do and learning how we can contribute to our company's success. One way to do this is by getting involved with your local APICS chapter. The educational programs offered through your chapter can help you accomplish your goals.

The monthly professional development meetings (PDM's) are one way to broaden your horizons. Timely business topics are discussed in a social atmosphere that allows for questions and answers, as well as an exchange of new ideas. Our joint meeting with ISM in November was a great example of how two groups with different areas of responsibilities can gain much from the information presented. Our meeting was held in North Port at Bobcat Trail. William Frank Quiett gave a presentation on Supply Chain Management that dealt not only with our external suppliers, but internally within our own organizations. If companies adopt the methodologies and philosophies that were discussed that night, success would be assured. It was an outstanding presentation that was well received.

On January 16 we will be meeting at Rosedale Country Club and have another fine presentation being given by Hidayet Kutat on project management. Again, this is a topic that everyone can relate to in some way. Tell your co-workers, friends and upper management. We look forward to seeing you there! \*

## CALENDAR OF EVENTS

### FUNDAMENTALS OF MANUFACTURING CONTROL

DATE JAN. 15 - MAR. 26  
PLACE MCC, PGT INDUSTRIES, NOKOMIS  
TIME 4:30PM TO 7:30PM  
COST \$295  
CONTACT JILL LEAH, (941) 408-1413

### FUNDAMENTALS OF INVENTORY CONTROL

DATE JAN. 16 - MAR. 27  
PLACE MCC, BRADENTON CAMPUS  
TIME 6PM TO 9PM  
COST \$295  
CONTACT JILL LEAH, (941) 408-1413

### JANUARY PDM / JOINT WITH ASQ

DATE THURSDAY, JANUARY 16  
TOPIC BEST PRACTICES IN PROJECT MANAGEMENT  
SPEAKER HIDAYET L. KUTAT  
PLACE ROSEDALE GOLF & COUNTRY CLUB, BRADENTON  
TIME 5:30PM REGISTRATION  
6PM DINNER  
6:30PM PRESENTATION  
COST \$15 MEMBERS / \$25 NON-MEMBERS  
\$10 STUDENTS  
CONTACT DAN JOHNSON, (941) 751-6131 x231  
OR EMAIL [RESERVATIONS@APICSGULF.ORG](mailto:RESERVATIONS@APICSGULF.ORG)

### FEBRUARY PDM / 4 HOUR - MINI-SEMINAR

DATE THURSDAY, FEBRUARY 20  
TOPIC LEAN MANUFACTURING PRINCIPLES & TECHNIQUES  
SPEAKER JOHN MARTIN, CFPIIM  
PLACE PGT INDUSTRIES, NOKOMIS  
TIME 1PM-5PM  
COST \$100  
CONTACT DAN JOHNSON, (941) 751-6131 x231  
OR EMAIL [RESERVATIONS@APICSGULF.ORG](mailto:RESERVATIONS@APICSGULF.ORG)

### EXECUTION & CONTROL OF OPERATIONS CPIM

REVIEW COURSE  
DATE FEB. 24, MAR. 3 & 10  
PLACE PGT INDUSTRIES, NOKOMIS  
TIME 8AM TO 5PM  
COST \$495 INCLUDING PARTICIPANT GUIDE  
CONTACT JERRY KILTY, CPIM, CIRM (727) 725-7674

### MARCH PDM

DATE THURSDAY, MARCH 20  
TOPIC OPTIMUM BUSINESS FORECASTING: HOW TO DEVELOP AND MAINTAIN A ZERO LAYOFF POLICY  
SPEAKER MICHAEL FORD, CPIM  
PLACE ROSEDALE GOLF & COUNTRY CLUB, BRADENTON  
TIME 5:30PM REGISTRATION  
COST \$15 MEMBERS / \$25 NON-MEMBERS  
\$10 STUDENTS  
CONTACT DAN JOHNSON, (941) 751-6131 x231  
OR EMAIL [RESERVATIONS@APICSGULF.ORG](mailto:RESERVATIONS@APICSGULF.ORG)

# Job Opportunity

## Production Scheduler/ Planner

### RESPONSIBILITIES

Plan and organize stages of production control for producing company products to meet and exceed customer requirements, including raw materials, purchased and manufactured parts and components, building of sub-assemblies and complete units to meet specified shipping dates.

Maintain check on production, stock rooms, receiving and shipping to keep informed. Report to plant supervision on equipment, manpower and workload.

Prepare periodic status reports to keep supervision informed and take part in weekly meetings to discuss control programs.

Maintain Bill of Materials and lead times to ensure proper material sequencing and flows to production lines.

Work with Engineering and Manufacturing to plan and schedule custom requirements in order to minimize impact of custom changes on material flow.

### QUALIFICATIONS

3-5 years previous experience as a scheduler/planner in a fast paced manufacturing environment. Knowledge of MAPICS and MRP in an AS400 environment required. Well disciplined and organized individual. AA degree required. APICS involvement preferred.

Taylor Made Systems has been a symbol of first-line quality and customer satisfaction since 1908. Our rapid growth came from a commitment to innovation in new products and applications. As one of the boating industry's largest and most diversified manufactureres/suppliers, Taylor is the leading provider of tempered glass windshields, air conditioning, refrigeration systems, fenders and aftermarket products. Resumes may be sent to [TMSjobs@taylormarine.com](mailto:TMSjobs@taylormarine.com).

**Visit [www.apicsgulf.org](http://www.apicsgulf.org)  
For More Job Opportunities**

# CPIM Review Courses

*FLCG or In-House - Take Your Pick*

Jim Brooksher, CPIM  
Tropicana

The chapter has just completed the last APICS CPIM instructional course for 2002, Detailed Scheduling and Planning. The attendees were glad to have taken the course but are now ready to enjoy the holiday break. This latest course, DSP, takes the chapter through the halfway point for educational offerings for the year. Only two more CPIM classes remain, ECO (Execution and Control of Operations) and SMR (Strategic Management of Resources).

It is not too late for you or your employees to benefit from the classes. While the classes may leverage concepts from one class to another, each class can be taken as a stand alone educational offering. Keep in mind that the entire suite (5) of classes will be offered again beginning in the fall.

Members, keep in mind that if you would like a more company focused CPIM or CIRM offering, QMS and the Florida Gulf Coast chapter sponsor in-house APICS courses. You can tailor the content and timing of the courses to align more specifically with your individual needs and time constraints. One of our FLGC members is currently conducting an in-house program. They have completed two of the CPIM modules to date. They are scheduled for the final three modules in 2003. The company expects several members to achieve CPIM certification by the end of the year.

The flexibility of the in-house program allows the member organization and the content (educational) provider to structure courses that minimize business impacts and maximize learning potential. If you would like to learn more about in-house CPIM or CIRM classes, please contact the local chapter or QMS. \*

# Individual Membership Application

Priority Code: 00APP

Please complete all sections. Please print or type.

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Questions? Call APICS Customer Service at (800) 44-APICS (2742) or (703) 354-8851.

## 3 WAYS TO APPLY FOR MEMBERSHIP

**FAX:** Send this form (front & back) to (703) 354-8556 with your credit card number.

**PHONE:** Call APICS Customer Service at (800) 444-APICS (2742) or (703) 354-8851, 8:30 a.m.—6:30 p.m., EST, Monday through Friday. Have your credit card ready.

**MAIL:** Return a completed application form by mail to:

APICS, Membership Dues  
P.O. Box 75381  
Baltimore, MD 21275

**APICS USE ONLY**  
**(DO NOT WRITE IN THIS SPACE)**

BATCH # \_\_\_\_\_

CHECK AMOUNT \$ \_\_\_\_\_

CHECK # \_\_\_\_\_

DUES AMOUNT \$ \_\_\_\_\_

## 1. Member Information

APICS member or customer ID number? \_\_\_\_\_  CIRM  CPIM  CFPIM

Please print your legal name and address as they should appear on mail.  Mr.  Mrs.  Ms.  Miss

LAST NAME FIRST NAME MIDDLE INITIAL

Please check your preferred mailing address.  Work  Home

JOB TITLE COMPANY NAME

BUSINESS ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

BUSINESS PHONE BUSINESS FAX

HOME ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

HOME PHONE

Check here to exclude your name from rented or traded mailing lists. Telemarketing use of APICS mail lists by sources other than APICS is strictly prohibited.

The following information is requested for identification purposes only. This information is optional and will not be provided to any outside sources.

Female  Male Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Please complete the demographics page (other side) and submit it with this application.

## 2. Society Dues (\$95.00 Plus Chapter Dues)

Society Dues\* \$95.00

Place me in the Florida Gulf Coast chapter.

Chapter Dues \$35.00

Annual dues must include both Society and chapter dues.

(a) Total Membership Dues \$130.00

\* A portion of your dues, a \$24 nondeductible value, supports your subscription to APICS – The Performance Advantage, and cannot be deducted from your dues amount.

### SIG Membership

Check all SIGs you wish to join (SIG names and dues are subject to change).

Complex Industries (CI)  Process Industries (PI)  Small Manufacturing (SM)  Constraints Management (CM)  
 Remanufacturing (REMAN)  Repetitive Manufacturing (RMG)  Textile and Apparel (TA)  Service (SVC)

(b) \$15 x \_\_\_\_\_ (no. of SIGs) = \$ \_\_\_\_\_

(c) I wish to join APICS for  1 year  2 years  3 years  4 years  5 years.

Total Dues (a + b) = \$ \_\_\_\_\_ x No. Years (c) = \_\_\_\_\_ = Total Amount \$ \_\_\_\_\_

## 3. Payment

Please submit payment in U.S. dollars only. Purchase orders are not accepted. APICS dues are not deductible as a charitable contribution for federal tax purposes, but may be deductible as a business expense. Please include member name and company name on check.

Check no. \_\_\_\_\_ is enclosed for \$ \_\_\_\_\_ (Checks must be made payable to APICS and drawn on a U.S. bank.)

Charge to:  MasterCard  VISA  American Express  Discover

ACCOUNT NO. \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

# Invest a Morning.

# Reap Rewards for Years.

"It's always nice to have experts available ... I was able to bring in other employees and let them hear as well."

Alex Moseley, Jimco Maintenance Company

Attend any one of the **Suncoast Workforce 2020 Business Roundtables** and learn best practices for recruiting, training and retaining your workforce – presented by local experts. All seminars are held Tuesdays from 7:45 to 10:00 a.m. There is **NO COST** to attend, but registration is required.

## What is it?

A series of **employer education seminars** designed to give you information to better manage issues that affect your business every day.

## Why should you attend?

You will learn how to:

- Motivate employees to increase productivity
- Leverage your team to improve company performance
- Coach, appraise and evaluate employees
- Develop win-win solutions to ease conflicts
- Embrace diversity
- Learn how business ethics affect profits.

## Business Roundtable Locations

**Job ETC–Bradenton**  
1112 Manatee Ave. E.  
Bradenton, FL 34208  
(941) 714-7449

**Jobs ETC–Venice**  
897 East Venice Ave.  
Venice, FL 34292  
(941) 486-2682

**Jobs ETC–Sarasota**  
3660 N. Washington Blvd.  
Sarasota, FL 34234  
(941) 358-4200

**Seating at each Business Roundtable is limited.**

## Schedule of Business Roundtables

**Held on Tuesdays  
7:45 to 10:00 a.m.**

<u>Date</u>	<u>Location and Topic</u>
Jan. 28	Jobs ETC - Sarasota <b>Motivate Employees to Peak Performance</b>
Feb. 25	Jobs ETC - Venice <b>Leverage HR for Top and Bottom Line Impact</b>
March 18	Jobs ETC - Bradenton <b>Coach, Appraise, and Evaluate Employees to Maximize Productivity</b>
April 22	Jobs ETC - Sarasota <b>Develop Win-Win Solutions for Common Workplace Conflicts</b>
May 20	Jobs ETC - Venice <b>Embrace Diversity to Reap Bottom Line Business Benefits</b>
June 17	Jobs ETC - Bradenton <b>Learn How and Why Good Business Ethics Doesn't Cost...It Pays</b>



**To Register: Call**

**361-6090  
x111**

[www.SuncoastWorkforce2020.org](http://www.SuncoastWorkforce2020.org)

# Top 10 Reasons Why You Should Join the Florida Gulf Coast Board of Directors

10. It's better than getting a root canal.
9. Travel to exotic destinations like Orlando!
8. It's not a job, it's an adventure!
7. Free dinner and drinks (well, once/year)
6. Choose PDM topics you like.
5. It looks good on your resume.
4. Earn certification maintenance points.
3. Learn first-hand how to run a non-profit business.
2. Be the first to hear about new local job openings.
1. Get to know your peers in other companies.

Contact any board members if you'd like more information on the duties of the different BOD positions. \*

*Please Join Us in Welcoming*

- Melissa Little  
Baker Electronics
- Norberto Perez  
Baker Electronics
- Kathy Phillips  
Baker Electronics
- Teri Romans  
Baker Electronics
- Rick Wilkins  
GA Foods Service
- Leslie Wollard  
Baker Electronics

*Our Newest Members of  
APICS Florida Gulf Coast!*

## Company Coordinators

- ASO CORPORATION  
Lee Stephens (941) 379-0300
- EATON AEROSPACE  
LAURA WOODSON (941) 751-7120
- FLORIDA GULF COAST UNIVERSITY  
ELIAS KIRCHE (941) 590-7325
- FOX ELECTRONICS  
Joe Denison (941) 693-0099
- PGT INDUSTRIES  
Jeff Cordes, CPIM  
(941) 486-0100
- TELEFLEX ELECTRONIC SYSTEMS  
Carol Mosley (941) 907-1000
- TROPICANA  
Gene Griffin, CPIM  
(941) 742-3250

Interested in learning more about APICS and what's happening in your local chapter? Contact your Company Coordinator! If your company isn't listed contact Gene Soltis, CPIM, VP Membership, to find out how you can help.

A Company Coordinator promotes APICS within their own company by:

- Defining the benefits of membership.
- Explaining the certification programs.
- Circulating the monthly meeting announcement and offering to make the necessary reservations.
- Posting schedules of seminars, certification review courses and fundamentals classes.
- Leading by example and attending as many Professional Development meetings as possible.

Benefits of being a Company Coordinator:

- Earn 2 points/year towards CPIM maintenance.
- Professional growth by learning about all the programs that APICS Florida Gulf Coast has to offer and participating in those programs.
- Personal growth in helping your colleagues develop their professional skills.
- Recognition by your superiors as being a team player who wants to help the company grow and doesn't just show up at the job.
- Recognition at the chapter's annual top management night.



Florida Gulf Coast Chapter  
4023 Landor Court  
Venice, FL 34293

## Best Practices in Project Management

LOCATION:	Rosedale Golf & Country Club, Bradenton	DATE:	January 16, 2002
SPEAKER:	Hidayet Kutat	TIME:	5:30pm Registration
COST:	\$15 members / \$25 non-members		6:00pm Dinner
	\$10 students		6:30pm Presentation

### Directions to the Meeting:

#### **From Bradenton:**

Take 301 Southeast. Turn left onto SR-70. Continue on SR-70 past I-75. Turn left onto 87<sup>th</sup> Street East (Rosedale development's entrance). Follow the signs to the country club.

#### **From Naples:**

Take I-75 North to Exit 217A (old 41A) SR-70. Turn right onto SR-70. Turn left onto 87<sup>th</sup> Street East (Rosedale development's entrance). Follow the signs to the country club.