



VRMS Volunteer User Guide

How to maintain your volunteer profile and service history, search for volunteer opportunities and apply.

PMI Technical Communication Team

IT.2011-026.9

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User Guide Topics

1. Volunteer terms
2. How will volunteers use VRMS?
3. Profile and service history
4. Opportunity search and application
5. Legal Agreements for PMI GOC-based opportunities
6. Tips and Frequently Asked Questions (FAQs)
7. Context-sensitive help and user guide
8. Support contacts

GOAL:

This user guide will help you navigate VRMS; maintain your volunteer profile; and, find and apply for a volunteer opportunity.

Volunteer Terms

Term	Description
Opportunity or Volunteer Role	The opportunity or volunteer role is the volunteer job for which an applicant applies.
Profile and Service History	A summary of a prospective volunteer's contact information, membership, credentials, volunteer service history, event attendance, awards and scholarships and resume.
Title	The specific position that a volunteer holds when participating in a role or volunteer opportunity. Examples include Treasurer, Chapter President, Board Member, etc.
Events, Awards, Scholarships	PMI Events which a member has attended, and PMI Awards and Scholarships received may be listed the volunteer profile.
Deliverables	Work products that result from volunteer opportunities.
Duties	The responsibilities of a volunteer when participating in a volunteer opportunity.
GOC	An abbreviation for PMI's Global Operation Center.

How will Volunteers use VRMS?

1. Review and maintain a profile and service history
2. Search for opportunities
3. Read opportunity descriptions
4. Open, edit, and submit an application
5. View application status
6. Receive application process communication

How to Access VRMS from myPMI

The screenshot displays the myPMI dashboard with a navigation bar at the top containing links for Certifications, Membership, Learning, Events, Business & Government, PMBOK® Guide & Standards, and Store. Below the navigation bar, there are sub-links for Dashboard, Profile, Communities, and Knowledge Resources. The main content area is titled 'Dashboard' and features a 'Volunteer Status' section with a button labeled 'Find an opportunity'. A yellow callout bubble points to this button with the text 'Search for an opportunity.' Below this, the user's profile information is shown, including the name 'Ms.', title 'Manager', and member ID. Another 'Volunteer Status' section shows 'Offer Accepted - Assigned', with a yellow callout bubble stating 'You are actively engaged in a volunteer opportunity.' To the right, the PMP certification status is displayed as 'In good standing', with details on earned and expiring dates, and a progress bar showing 0 PDU hours out of 60 required. A 'Renew your membership' button is located at the bottom of the profile section.

myPMI | Certifications | Membership | Learning | Events | Business & Government | PMBOK® Guide & Standards | Store

Dashboard | Profile | Communities | Knowledge Resources

Dashboard

Volunteer Status: [Find an opportunity](#)

Ms. [Name] | Title: Manager

Volunteer Status: [Offer Accepted - Assigned](#)

Member ID: [ID] | Member Since: 14 May

[Renew your membership](#)

PMP # [Number] | In good standing

Earned on: 05 Aug 20[Year] | Expires: 04 Aug 20[Year]

PDU: 0 / 60 REQUIRED

[View PDUs](#) | [Report PDUs](#) | [Earn PDUs](#)

[My certification info](#)

KNOWLEDGE RESOURCES

VRMS Welcome Page

The screenshot shows the VRMS Welcome Page with a blue header and a dark blue navigation bar. The header contains the PMI logo and the text 'Volunteer Relationship Management System'. The navigation bar has links for 'Home', 'Volunteer', and 'Profile'. The main content area is divided into three columns: 'Find an Opportunity', 'Update Your Volunteer Profile', and 'Your Applications in Progress'. Each column has a title, a paragraph of text, and a callout box. The callout boxes are yellow and contain the following text: 'Search opportunities.', 'Create and maintain Service History.', and 'View application status, edit in-process applications.' The 'Update Your Volunteer Profile' column also has a link 'View and Update Volunteer Profile' at the bottom.

PMI
Volunteer Relationship Management System

Welcome, [Redacted] [VRMS Guides](#) [PMI.org](#) [VRMS Feedback](#) [Log Out](#)

[Home](#) [Volunteer](#) [Profile](#)

Find an Opportunity

When you select the Find an Opportunity link below, you can search for chapter, community and global volunteer opportunities which are open for application. Your search results will allow you to review the opportunity details to determine requirements and skills required to apply for an opportunity.

Search opportunities.

Update Your Volunteer Profile

When you select the View and Update Volunteer Profile link below, you can review your profile information and update your PMI volunteer

Create and maintain Service History.

Service History when they consider your application and eligibility for a new volunteer opportunity.

[View and Update Volunteer Profile](#)

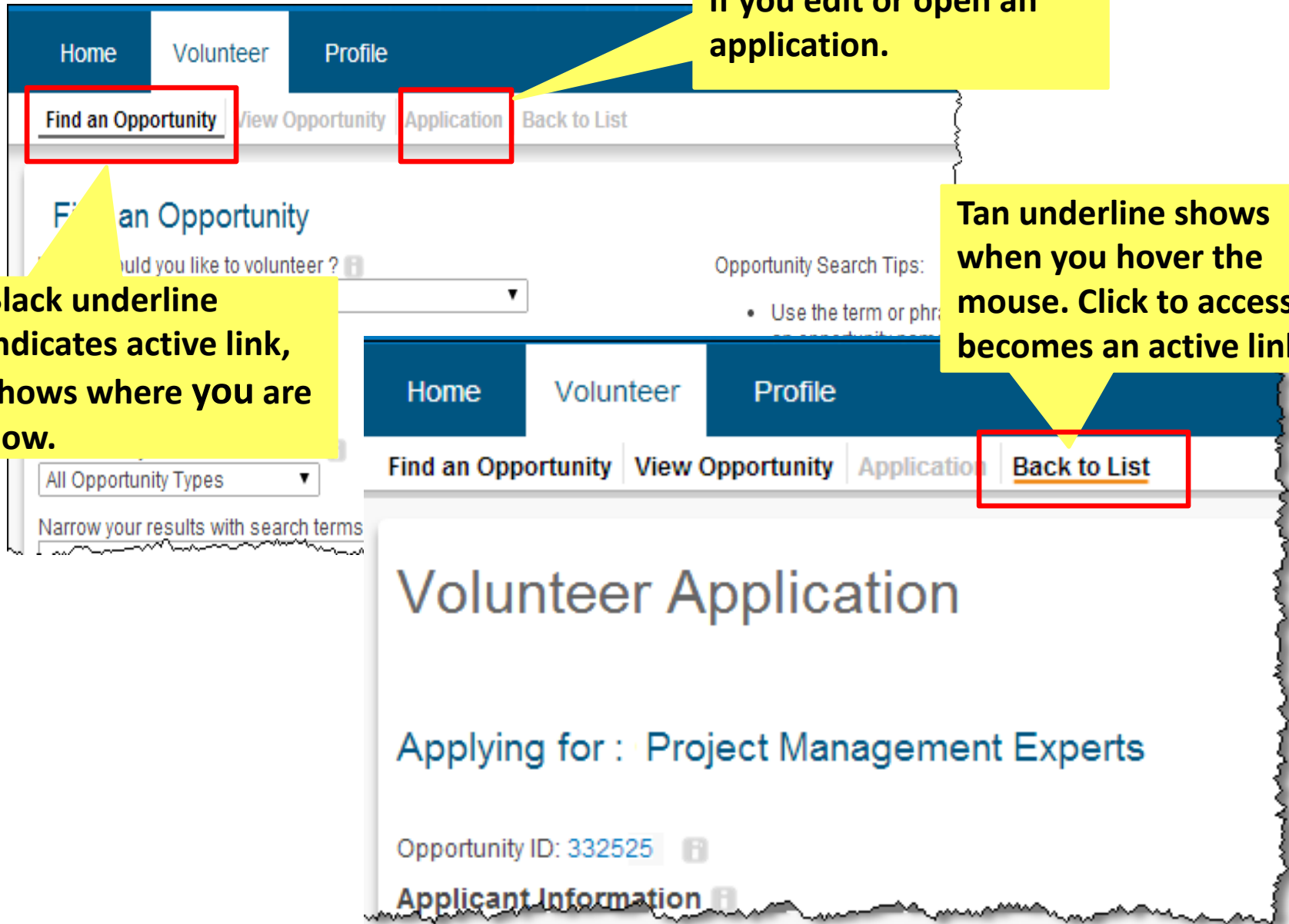
Your Applications in Progress

Your Current Applications:

No applications submitted or in progress

View application status, edit in-process applications.

Navigation Tips



How to Update your Volunteer Profile

The screenshot shows the PMI Volunteer Relationship Management System interface. At the top left is the PMI logo with the text "Volunteer Relationship Management System". To the right of the logo, the text "Welcome," is followed by navigation links: "VRMS Guides", "PMI.org", "VRMS Feedback", and "Log Out". Below this is a dark blue navigation bar with the following menu items: "Home", "Volunteer", and "Profile".

A yellow callout box points to the "Profile" menu item and contains the text: **Create and maintain Service History.**

The main content area is divided into three columns:

- Find an Opportunity:** Contains a paragraph explaining how to search for opportunities and a link labeled "Find an Opportunity".
- Update Your Volunteer Profile:** This column is highlighted with a red border. It contains a paragraph explaining how to update profile information and a link labeled "View and Update Volunteer Profile", which is also highlighted with a red border.
- Your Applications in Progress:** Contains the text "Your Current Applications:" followed by "No applications submitted or in progress".

At the bottom of the page, there are two horizontal blue bars of varying lengths.

Profile and Service History

Profile information from myPMI – single point for updates

Areas of interest is only selected and updated in VRMS

PMI volunteer service history

PMI events, awards, scholarships

Upload a resume file

The screenshot shows the 'Sandy Farnan's Profile' page in the PMI VRMS. The page is divided into several sections:

- Contact Information:** Address (Fourteen Campus Blvd, Newtown Square PA 19073, United States), Telephone (+1 610 3544600), and Email Address (sandy.farnan@pmi.org). Each field has an 'Update in myPMI' link.
- Membership:** Currently not a member.
- Chapters:** No certification currently.
- Communities of Practice:** Currently not a member of any communities.
- PMI Volunteer Service History:** A table with columns: Volunteer Role Name, Title, Start Date, End Date, and Action. An 'Add Row' button is present.
- PMI Events:** A table with columns: Event Name, Event Date, Presenter, and Action. An 'Add Row' button is present.
- PMI Awards:** A table with columns: Award Name, Grant Date, and Action. An 'Add Row' button is present.
- PMI Scholarships:** A table with columns: Scholarship Name, Grant Date, and Action. An 'Add Row' button is present.
- Resume or Curriculum Vitae:** A section with two boxes: 'My Resume / CV' (No Resume on File) and 'Upload New File'. The upload box lists file types: Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf). It includes 'Browse' and 'Upload' buttons.

Select Areas of Interest

Please select from the following areas of interest to indicate your volunteer activity and/or department preferences.

Step 1:

Select
interests



Volunteer ABC's Profile

[Edit Photo in myPMI](#)

Contact Information

Address

123 Main St
Anytown, NY 12345
555-555-5555

[Update in myPMI](#)

Telephone

(555) 555-5555

[Update in myPMI](#)

Email Address

abc@123.com

[Update in myPMI](#)

Membership

Member ID: 123456

Membership Type: Individual

Member Since: 01/01/2020

Expiration Date: 12/31/2024

Chapters

None

If you have any questions about your information, please contact [Customer Care](#) for assistance.

Certifications

PMP No.: 123456

Status: Valid

Valid

Valid

PgMP No.: 123456

Status: Valid

Valid

Valid

Areas of Interest

- Editor
- Exam Developer
- Facilitator - Online Content
- Membership
- Online Community Moderator
- Presenter - Webinars
- Professional Development/Education
- Tester

[Hide](#)

[Select Areas of Interest](#)

Step

Select

preferences

[Save](#)

[Cancel](#)

Service History

My volunteer history with PMI

Tables organize of service history

PMI Volunteer Service History

Volunteer Role Name	Title	Start Date	End Date	Action
E-learning Design Volunteer	Volunteer	Jan 2010	Feb 2010	Edit Del
Tech Mag	Member	Jan 2009	Dec 2009	Edit Del
Volunteer Appointment Committee	Committee member	Jan 2008	Mar 2008	Edit Del

[Add Row](#)

PMI event attendance

PMI Events

Event Name	Event Date	Presenter	Action
PMI Global Congress	Oct 2011	<input checked="" type="checkbox"/>	Edit Del
PMI Leadership Institute Volunteer Planning Mtg	Jan 2011	<input type="checkbox"/>	Edit Del
PMI Leadership Institute Volunteer Planning Mtg	Jan 2010	<input type="checkbox"/>	Edit Del

[Add Row](#)

PMI awards and scholarships

PMI Awards

Award Name	Grant Date	Action
Project of the Year	Jan 2004	Edit Del

[Add Row](#)

PMI Scholarships

Scholarship Name	Grant Date	Action
Type Scholarship name here	Jan 2003	Edit Del

[Add Row](#)

Current opportunity application status displays

Opportunity Applications

Opportunity Name	Status Date	Application Status	Coordinator
Volunteer Coordinator	01/06/2012	Submitted	Susan Bowen
Leadership Institute Advisory Group	01/06/2012	Extend Offer	Nina Aiuto
Chapter MAG	01/12/2012	Submitted	Susan Bowen

Service History Categories

Other | PMI Board | PMI Board Committees | CoP | **Chapter** | Standards Development | Exam Development

Member Advisory Groups | Publications | Evaluator | PMI Educational Foundation

- Past President
- President
- Secretary
- Vice President of Finance/Treasurer
- Vice President of Governance and Policy
- Vice President of Marketing
- Vice President of Membership/
- Vice President of Professional D
- Vice President of Volunteers
- Vice President/President Elect
- Other

Accept Cancel

Select your choice and Accept.

PMI Board | PMI Board Committees | CoP | Chapter | Standards Development | Exam Development

Member Advisory Groups | Publications | Evaluator | PMI Educational Foundation | **Other**

- Congress Proposal Subject Matter Experts
- E-learning Design Volunteer
- LI Proposal Subject Matter Experts
- LIM
- Por
- Pro
- Pro
- School Census Data Reviewer

Other | Type your other role volunteer role name here.

Accept Cancel

Use the Other option to type an opportunity name that does not appear on any other tab or list.

PMI Events

Use the Events grid to list events in which you have participated.

PMI Events			
Event Name	Event Date	Presenter	Action
<input type="button" value="Add Row"/>	Aug 2011	<input type="checkbox"/>	Save Cancel

Event Name choices display in a dropdown.

Indicate if you presented at an event.

Use the Other choice for chapter and community events.

PMI Events	
Event Name	
PMI Global Congress	
Other	
Example Chapter Event	
<input type="button" value="Add Row"/>	

PMI Awards and PMI Scholarships

Use the Awards and Scholarships grids to list PMI awards or scholarships you have received.

PMI Awards

Award Name	Grant Date	Action
Example Award	Mar 2012	Edit Del

Add Row

PMI Scholarships

Scholarship Name	Grant Date	Action
Example Scholarship	Mar 2012	Edit Del

Add Row

Grant Date	Action
Mar 2012	Save Cancel

Language Tips for Volunteers

1. If English is not your native language, consider adding a resume in English or completing part of your service history in English. Complete the rest of your profile and service history in your native language. In this way, your profile will display in search results for both English and your native language.
2. PMI Global Operations Center (GOC) opportunities are written in English, as fluency in written and spoken English is a requirement.
3. When applying for a chapter opportunity, use your native language to complete the application. You can complete the application in multiple languages if your responses fit the 1000 character limit.

Service History Questions

- Why don't I see a certain item in my service history?
- Why don't I see all the events that I've attended or awards I've received?
 - ✓ PMI has limited records of volunteer service history. Only records from the Component System are imported at this time. Use this opportunity to create your service history.
- How can I correct dates for records that I can't edit in the Component System?.
 - ✓ You must contact volunteer@pmi.org to request that records from the Component System be updated.

More Service History Questions

- How does PMI validate service history?
 - ✓ You must attest to the accuracy of your service history when submitting an application. Applications may require an interview. You must read and complete any agreements required in the application.
- What if I can't find the right category for a service history item?
 - ✓ Use the Other category to describe service history items not listed.

Resume or CV Upload

Your profile displays in search results after you upload your resume.

1. Browse to the file.

Resume or Curriculum Vitae

My Resume / CV

File name:
No Resume on File

Upload New File

File types:
Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

2. Upload the file.

Resume or Curriculum Vitae

My Resume / CV

File name:
[Link to Resume](#)
[Delete this Resume](#)

Upload New File

File types:
Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

3. Resume link displays.

Resume or Curriculum Vitae

My Resume / CV

File name:
[Link to Resume](#)
[Delete this Resume](#)

Upload New File

File types:
Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

No file chosen

Successfully uploaded My Resume.pdf

Resume Upload Message

File type message:

Upload New File

File types:
Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

You can only upload .doc, .docx, .rtf, .txt or .pdf files.

File replacement message:

Upload New File

File types:
Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

No file chosen

Uploading will replace any existing resume.

File size message:

Upload New File

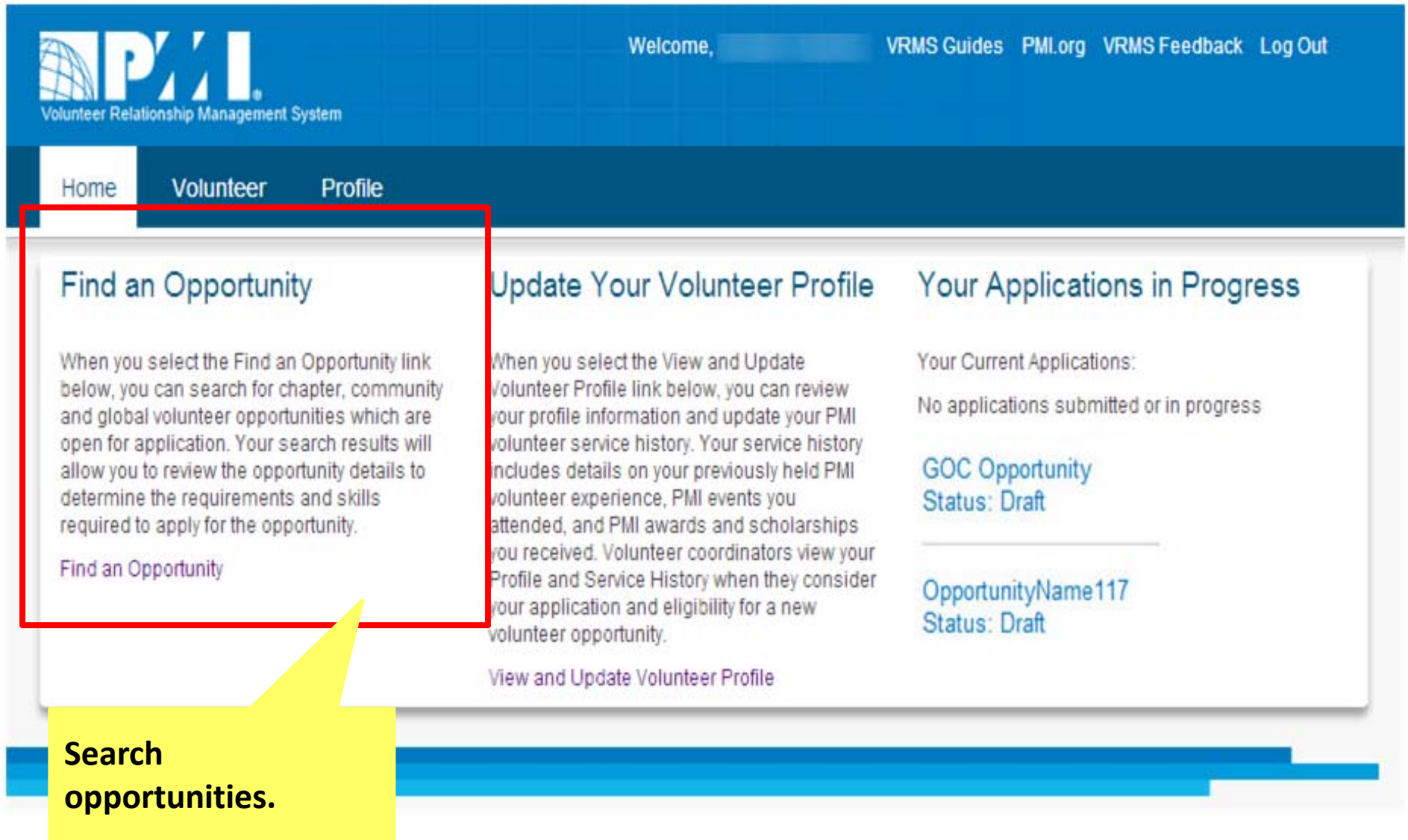
File types:
Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

You can only upload files smaller than 500kb.

Resume Questions

- What file types are accepted?
 - ✓ .doc, .docx, .rtf, .txt, .pdf - 500 KB or less
- What should I do if my resume file is too big?
 - ✓ Edit your resume to highlight the content most appropriate for the opportunities you're considering.
- What information should my resume include?
 - ✓ The content of your resume is up to you. You can use your resume and the application to highlight non-PMI experiences not listed in your service history.

How to Find an Opportunity



PMI
Volunteer Relationship Management System

Welcome, [User Name] [VRMS Guides](#) [PMI.org](#) [VRMS Feedback](#) [Log Out](#)

[Home](#) [Volunteer](#) [Profile](#)

Find an Opportunity

When you select the Find an Opportunity link below, you can search for chapter, community and global volunteer opportunities which are open for application. Your search results will allow you to review the opportunity details to determine the requirements and skills required to apply for the opportunity.

[Find an Opportunity](#)

Update Your Volunteer Profile

When you select the View and Update Volunteer Profile link below, you can review your profile information and update your PMI volunteer service history. Your service history includes details on your previously held PMI volunteer experience, PMI events you attended, and PMI awards and scholarships you received. Volunteer coordinators view your Profile and Service History when they consider your application and eligibility for a new volunteer opportunity.

[View and Update Volunteer Profile](#)

Your Applications in Progress

Your Current Applications:
No applications submitted or in progress

[GOC Opportunity](#)
Status: Draft

[OpportunityName117](#)
Status: Draft

Search opportunities.

Opportunity Search and Application Terms

Term	Description
Physical Opportunity	A volunteer job that requires a volunteer's face-to-face participation to complete activities.
Virtual Opportunity	A volunteer job that requires a volunteer's online or electronic participation to complete activities.
Accuracy of Information Agreement	A volunteer must attest that his or her volunteer profile, service history, and application is accurate prior to application submission.
Copyright Agreement	If volunteer work products include publications, a volunteer must read and agree to the copyright agreement. Not all opportunities will use this agreement.
Confidentiality Agreement	A volunteer must agree to the terms of the <i>PMI Confidentiality Policy</i> prior to application submission.

Opportunity Search

The screenshot shows a web application for finding volunteer opportunities. The main navigation bar includes 'Home', 'Volunteer', and 'Programs'. Below this, there are links for 'Find an Opportunity', 'View Details', and 'Click to List'. A yellow callout box labeled 'Search' points to the 'Find an Opportunity' link.

The search interface is titled 'Find an Opportunity' and includes several filters:

- Where would you like to volunteer ?**: A dropdown menu with 'All Countries' selected. A yellow callout box labeled 'Search tips' points to this dropdown. A secondary dropdown menu is shown to the right, listing countries including Botswana, Bouvet Island, Brazil (highlighted), British Indian Ocean Territory, British Virgin Islands, Brunei Darussalam, and Bulgaria.
- Chapters:**: A dropdown menu with 'All Chapters' selected.
- How would you like to volunteer ?**: A dropdown menu with 'All Opportunity Types' selected. A yellow callout box labeled 'How do you want to interact?' points to this dropdown. A secondary dropdown menu is shown below, listing 'All Opportunity Types', 'In-Person' (highlighted), 'Virtual', and 'In-Person and Virtual'.
- Narrow your results with search terms**: A text input field.
- Coordinator Name**: Fields for 'First:' and 'Last:'.

Opportunity Search Tips:

- Use the term or phrase search option to search for a term or a phrase in an opportunity name, description, deliverables or duties.
- Use ? to perform a single-character wildcard search.
- Use * to perform a multiple-character wildcard search. You can use * before or after a search term. You cannot use * term *.
- Use the Boolean operators: NOT, AND, OR, + or - to exclude or include search results. NOT, AND and OR must be uppercase.
- Use + to require that the term after the + exists in the opportunity name, description, deliverables or duties.
- Use - to exclude opportunities that contain the term after the - in the opportunity name, description, deliverables or duties.

If no opportunities display in search results for a specific PMI chapter, contact that chapter to learn more about any available volunteer opportunities.

Language Tips for Opportunity Search

- 1.VRMS search matches language to language, it will not translate from English to other languages. For example, if you search in Spanish, your search will display opportunities written in Spanish
- 2.VRMS page field names and help text are not translated.
- 3.Opportunity descriptions, details, and duties will display in the language in which they are written by the volunteer coordinator.
- 4.You have two options for searching characters with accent marks:
 - Use the accent to see only accented characters in search results.
 - Remove the accent to see both accented and unaccented characters in search results.

Search Questions

- Why can't I find an opportunity that I heard about?
 - ✓ Once an application deadline date passes, the opportunity is removed from the search.
- Why can't I find an opportunity from my chapter or community?
 - ✓ Some chapters or communities might not use VRMS, check your chapter or community website.
- How can I narrow search results?
 - ✓ Use chapter, community, duty, deliverable or area of interest terms as key words. Use wildcards to refine results.
- What do the interaction types mean?
 - ✓ In-person = face-to-face; Virtual = online interaction

View Search Results

Sort opportunities in ascending or descending order by column.

The default order for results is City > Country > Subregion > Region > World. Sort on the Location or Name to reorganize results.

Back to List

Community Name	Community Type	Application Deadline	ID#			
Reviewers for PMP Exam Prep Material for PMI Bookstore	World	Virtual	Global Operations Center	GOC	2012-03-16	23
Reviewers are needed to evaluate third-party published exam preparation books and materials (CD-ROMs, DVDs, flash cards, placemats, etc.) for PMI to consider reselling on our Web site, as well as to determine if the books or materials contain any PMI intellectual property ("PMI IP") in order fo...						
Community Involvement Lead	International Development	CoP	2012-03-31	49		
The Community Involvement Lead is an individual who is responsible for the coordination and management of the Community Involvement Lead as well as the volunteer participation. The individual in this role identifies and recruits volunteers...						

Click opportunity Name to view all details on one page.

Use page tabs or Back to List button to navigate back to search results.

Search gives a summary of opportunity details plus the first view lines of the opportunity description.

First < 3 4 5 6 7 > Last

Opportunity Details

One-page description includes:

- Opportunity details
- Coordinator contact info
- Prerequisites
- Additional information

Review the entire opportunity before applying.

Apply Now

The screenshot shows a web page for a volunteer opportunity. At the top, there are navigation tabs: Home, Volunteer, and Profile. Below that, there are links: Find an Opportunity, View Opportunity, Application, and Back to List. The main heading is "PMI Technology Member Advisory Group - World".

Opportunity Details: 326

Department Technology Infrastructure	PMI region or locale World	Coordinator name or Volunteer Engagement Liaison (VEL) Name: Susan Bowen E-mail: susan.bowen@pmi.org
---	-------------------------------	--

Community name:
GOC

Subregion: Country

Limit applications to local volunteers only?
No

Volunteer job type:
Member Advis...

Estimated time commitment requires 2-4 hours of effort/week

Description or summary (committee purpose)
A member of the PMI Technology Member Advisory Group (T...

Deliverables
• Annually develop TechMAG Project Plans/Schedule

Duties
Each TechMAG member
• takes responsibility for one or more initiatives (projects) each year, frequently gathering requirements from PMI Chapters & Communities

Prerequisites

PMI volunteer experience • Must be a member of PMI in good standing • Selections are made by the PMI IT Department.	Number of years as a 0
---	---------------------------

Desired skill sets
Technical experience
Ability to recommend technical solutions

Credential type

PMI education or training
• Ongoing commitment for a two year term with option to extend for 1 year.
• Generally requires 2-4 hours of effort/week.

Additional Information ...

PDUs to be awarded hour for hour up to limit for category	Other recognition
--	-------------------

Interview required?
No

Travel required?
No

Is the PMI Copyright form required?
No

Volunteer may hold other roles while concurrently serving in this role
Yes

Other steps or actions required

Term limit for role two year term with an option to extend for one year	Start date of opportunity (mm/dd/yyyy) 2/1/2012	End date of opportunity (mm/dd/yyyy) 12/31/2012
--	--	--

Application open date
1/10/2012

Special instructions about essay instructions

Essay Questions
• question 1

Number of openings
2

Apply Now

Who, where, what, when? Local volunteers only?

What skills are needed?

What else do I need to know?

This looks like a good fit for me!

Apply for an Opportunity

1. Review applicant and coordinator information.
2. Complete application requirements, essay questions
3. Read agreements
4. Save, edit, submit

Save as a Draft

Return and edit.

Save and Apply

Once submitted, no edits.

The screenshot shows a web form titled "Volunteer Application" for the "PMI Technology M" opportunity (ID: 326). The form is divided into several sections: "Applicant Information" (Name: Derek A. Scott, Email: xxx01Email1291533@pmi.org), "Opportunity/Role Coordinator" (Name: Susan Bowen, Email: susan.bowen@pmi.org), "Application Requirements" (with fields for "Provide a List of References" and "Why are you applying for this opportunity?"), "Special instructions about essay" (with three "Essay Questions" labeled question 1, 2, and 3), and "Agreement" (with a text block and an "Accuracy of information agreement" section). At the bottom, there are two buttons: "Save as a Draft" and "Save and Apply".

Verify your contact info.

Provide required information.

Tell us more about you!

Agreements – digital and paper signatures required.

Add your Resume

The screenshot shows a 'Volunteer Application' page for the 'PMI Technology Member Advisory Group - World' (Opportunity ID: 326). The applicant is Derek A. Scott. A red-bordered message box states: 'Resume Required: Please upload document to your profile to continue with application process.' Below this, a yellow callout box explains: 'If the opportunity requires a resume, and your profile does not include a resume, you will see this message, you must have a resume file in your profile.' Another yellow callout box points to a link in the 'Application Requirements' section: 'This link directs you to the profile page to upload your resume.' The form includes sections for 'Why are you applying for this opportunity?', 'PMI Volunteer experience / dates', 'Add your previous PMI experience on your Profile/Service History page', 'Directions about essay', 'question 2', 'question 3', 'Agreement', and 'Accuracy of information agreement for all opportunities'. A 'Save and Apply' button is at the bottom right.

Resume Required: Please upload document to your profile to continue with application process.

If the opportunity requires a resume, and your profile does not include a resume, you will see this message, you must have a resume file in your profile.


Application Requirements

Resume/CV *

No Resume/CV on file. [Click here](#) to add a Resume/CV

This link directs you to the profile page to upload your resume.

Upload any Required Documents

Additional documents required *

File types: Microsoft Word (.doc, .docx, .rtf), Text File (.txt) or Adobe Acrobat (.pdf)

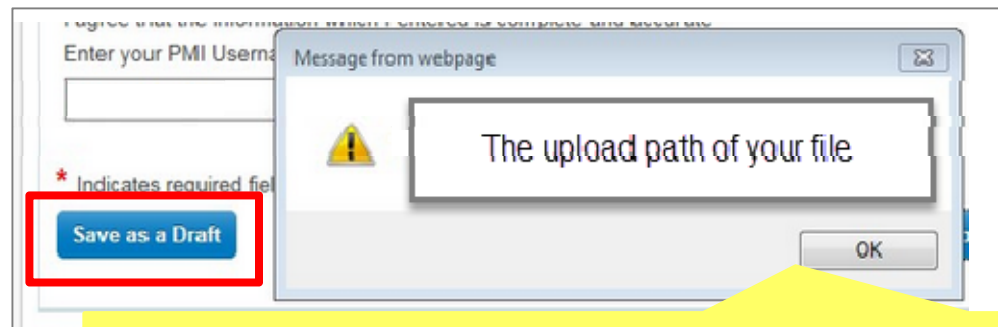
Reference Letter 1	<input type="button" value="Choose File"/> No file chosen
Reference Letter 2	<input type="button" value="Choose File"/> No file chosen
Writing Sample	<input type="button" value="Choose File"/> No file chosen
stat sheet	<input type="button" value="Choose File"/> No file chosen

Documents will be uploaded when the application is saved as a draft or submitted.

If the opportunity requires additional documents, upload them here.

Upload Requirements:

- File name maximum 20 characters
- File size 5 MB or less
- Files types .doc, .docx, .rtf, .txt, .pdf



Your documents are uploaded when you click Save. You'll see this confirmation message.

Standards Opportunity Interest Categories

Interest Category	Official Definition
Consultant	A member who represents his/her own interest and who is knowledgeable in project management disciplines and earns income by providing project management products/processes/services.
Organization Producer	A member who is employed by or is a representative of an organization that develops and/or produces project management products/processes/services.
Organization User	A member who is employed by or is a representative of an organization that utilizes project management products/processes/services to conduct its business activities.
Academic/Training	A member who is employed by or is a representative of an organization that engages in developing new knowledge at a research level and/or delivering project management education and/or training to individuals.
Government	A member who is employed by or is a representative of national, regional, local or international governmental bodies that uses project management products/processes/services.
General Interests	An individual or a representative of an organization who does not fit in any of the above categories.

Application Questions

- Can I save my application to return and edit?
 - ✓ Yes, save your application as a draft to return for edits. Once you submit an application, no edits are permitted.
- How long is the application open? How much time can I take to complete an application?
 - ✓ You must submit your application before the close date listed on the opportunity description. Once a opportunity is fulfilled, the application closes.
- What does “Limit applications to local volunteers only” mean?
 - ✓ If your profile address does not match the required location for an opportunity, you can simply check a box on the application to confirm that you will be local to the opportunity for the duration of the opportunity.

More Application Questions

- Whom do I contact with questions about the application?
 - ✓ Contact the coordinator listed on the opportunity.
- Can I apply for more than one opportunity at the same time?
 - ✓ Yes. However, if you're extended an offer, certain opportunities may require that you not accept overlapping or conflicting opportunities.
- Must I be a member or credential holder to apply?
 - ✓ Not always. The opportunity details will state membership, certification and experience requirements.

How to View Application Status

The screenshot displays the PMI Volunteer Relationship Management System interface. At the top left is the PMI logo with the text "Volunteer Relationship Management System". To the right, there is a navigation bar with links for "Welcome, [redacted]", "VRMS Guides", "PMI.org", "VRMS Feedback", and "Log Out". Below this is a secondary navigation bar with "Home", "Volunteer", and "Profile" tabs. A yellow callout box points to the "Profile" tab with the text "View application status, edit in-process applications." The main content area is divided into three columns: "Find an Opportunity", "Update Your Volunteer Profile", and "Your Applications in Progress". The "Your Applications in Progress" column is highlighted with a red border and contains a list of applications, including "GOC Opportunity" and "OpportunityName117", both with a status of "Draft".

View application status, edit in-process applications.

Find an Opportunity

When you select the Find an Opportunity link below, you can search for chapter, community and global volunteer opportunities which are open for application. Your search results will allow you to review the opportunity details to determine the requirements and skills required to apply for the opportunity.

[Find an Opportunity](#)

Update Your Volunteer Profile

When you select the View and Update Volunteer Profile link below, you can review your profile information and update your PMI volunteer service history. Your service history includes details on your previously held PMI volunteer experience, PMI events you attended, and PMI awards and scholarships you received. Volunteer coordinators view your Profile and Service History when they consider your application and eligibility for a new volunteer opportunity.

[View and Update Volunteer Profile](#)

Your Applications in Progress

Your Current Applications:

No applications submitted or in progress

[GOC Opportunity](#)
Status: Draft

[OpportunityName117](#)
Status: Draft

View or Edit Applications in Process

Your current applications include:

GOC Opportunity
Status: Draft

Access drafts from the Welcome page.

OpportunityName117
Status: Draft

Save as a Draft

Return and edit.

Save and Apply

Once submitted, no edits.

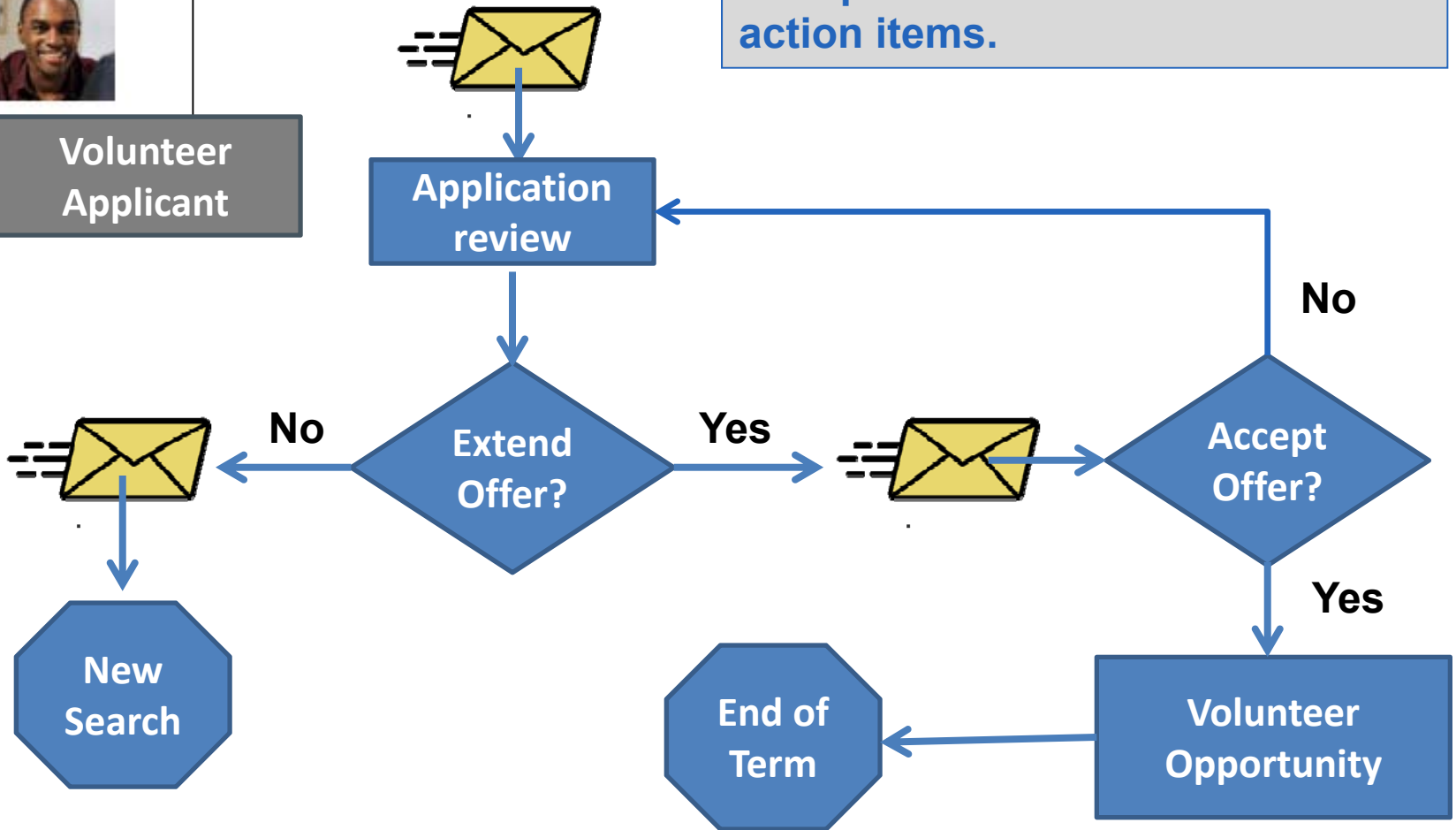
The screenshot shows a web interface for a 'Volunteer Application'. At the top, there are navigation tabs for 'Home', 'Volunteer', and 'Profile'. Below these are links: 'Find an Opportunity', 'View Opportunity', 'Application', and 'Back to List'. The main heading is 'Volunteer Application', followed by 'Applying for : PMI Technology Member Advisory Group - World'. The form is divided into several sections: 'Applicant Information' (with sub-sections for Derek A. Scott and Susan Bowen), 'Application Requirements' (with fields for references, reasons for applying, and non-PMI volunteer experience), 'Special instructions about essay', and 'Essay Questions' (with three numbered questions). At the bottom, there is an 'Agreement' section with a checkbox for 'Accuracy of information agreement for all opportunities' and a signature field. A legend indicates that a red asterisk denotes a required field. Two yellow callout boxes are present: one pointing to the 'GOC Opportunity Status: Draft' text in the left sidebar, and another pointing to the 'Special instructions about essay' field, stating 'All text fields have 1000 character limits.' At the bottom of the form, there are two buttons: 'Save as a Draft' and 'Save and Apply'.

Email Communications



Volunteer Applicant

NOTE: Volunteer must read the Acceptance Letter – it includes action items.



About Legal Agreements for GOC Opportunities

Upon acceptance of a volunteer opportunity offered through PMI's Global Operations Center (GOC), the coordinator will require you to review, complete, and return up to three PMI legal agreements, including:

1. Confidentiality Agreement,
2. Conflict of Interest Agreement, and
3. Copyright Agreement (if required by the opportunity).



Chapter opportunities do not require these three PMI Agreements. Chapter coordinators will notify you regarding any required chapter-specific agreements.

How to Submit Completed Agreements

After downloading a copy of the agreement, you have three options to submit completed agreements to the coordinator responsible for your opportunity:

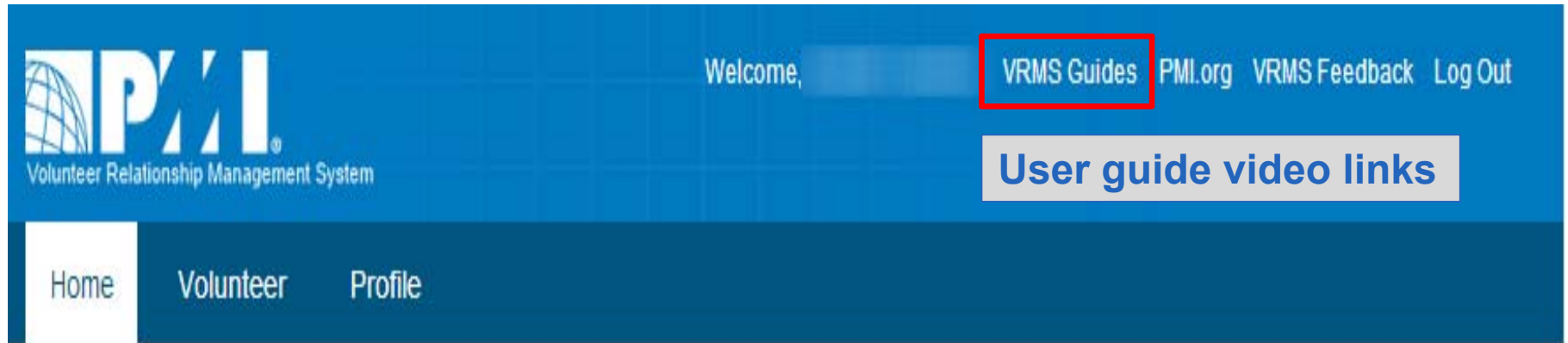
- Print, sign, scan and email to the coordinator **OR**
- Print, sign, and send to the coordinator by postal mail **OR**
- Fill out the agreement online, save a copy, print, sign and either email or send by postal mail.



Keep a copy of all signed agreements for your records.

Learn more about the VRMS

Context-sensitive help and training video links:



The screenshot shows the top navigation bar of the VRMS website. On the left is the logo for PMI (Volunteer Relationship Management System). In the center, it says "Welcome," followed by a red box around the text "VRMS Guides". To the right are links for "PMI.org", "VRMS Feedback", and "Log Out". Below the navigation bar is a dark blue menu with "Home", "Volunteer", and "Profile" options. A light blue box with the text "User guide video links" is overlaid on the right side of the header.



The screenshot shows a form titled "Opportunity Information". A red box highlights the input field "Volunteer Opportunity or Role Name" which includes an information icon. Below it is another input field for "Coordinator name or Volunteer Engagement Liaison (VEL)" with the name "Susan Bowen" and a red asterisk. A central box contains a blurred image of a person. To the right, a yellow box with a red border contains the text: "Type the name of the opportunity or the role. You can use up to 100 characters. The terms opportunity and role are synonymous. For Chapter and Community opportunities, include the Chapter or Community name." A blue box labeled "Context-sensitive help" is positioned above the yellow box.

Volunteer Programs and Services Team:

1. Use this email for VRMS questions from volunteers, requests for training, questions about using VRMS:

volunteer@pmi.org

2. Use this link for feedback or system feature suggestions:

VRMS Guides Coordinator View PMI.org [VRMS Feedback](#) Log Out

Tell us your VRMS suggestions!

Good luck with your volunteer application!

