

# *Como ser voluntário com a ferramenta VRMS*

## *Volunteer Relationship Management System*

[www.pmisc.org.br](http://www.pmisc.org.br)  
voluntariado@pmisc.org.br



# *Santa Catarina, Brazil Chapter*

<b>Versão</b>	<b>Data</b>	<b>Elaborador</b>
1.0	07/03/2018	PMI-GO
1.1	12/03/2018	Eliani Figueiró Ramos

O PMI-SC agradece ao PMI-GO pela contribuição em ceder este manual para uso.

# *Santa Catarina, Brazil Chapter*



**Visão:** Ser reconhecido como uma organização que gera valor para a sociedade por meio do desenvolvimento profissional do gerenciamento de projetos.



**Missão:** Conectar pessoas para compartilhar conhecimentos em gestão, projetos e liderança.



**Valores:**

ÉTICA baseada no respeito, responsabilidade, justiça e honestidade.

TRANSPARÊNCIA nas ações e acesso às informações

INTEGRAÇÃO com organizações e pessoas

COMPROMETIMENTO com ações e os resultados

VALORIZAÇÃO dos voluntários

EXCELÊNCIA em Gestão

# ***Voluntariado***

- É a base para o sucesso do PMI
- Permite crescer e evoluir na profissão de gerenciamento de projetos
- Experiência de liderança em uma organização global
- Desenvolve habilidades
- Expande sua rede profissional (Networking)

## **Ser voluntário no PMI Santa Catarina**

Em seus projetos internos e externos (institucional e eventos)

Programa de voluntariado do PMI Santa Catarina passa a ser promovido pela ferramenta VRMS do PMI Global a partir do dia 20 de março de 2018.

# *Programa de Voluntariado*

## **VRMS - Volunteer Relationship Management System**

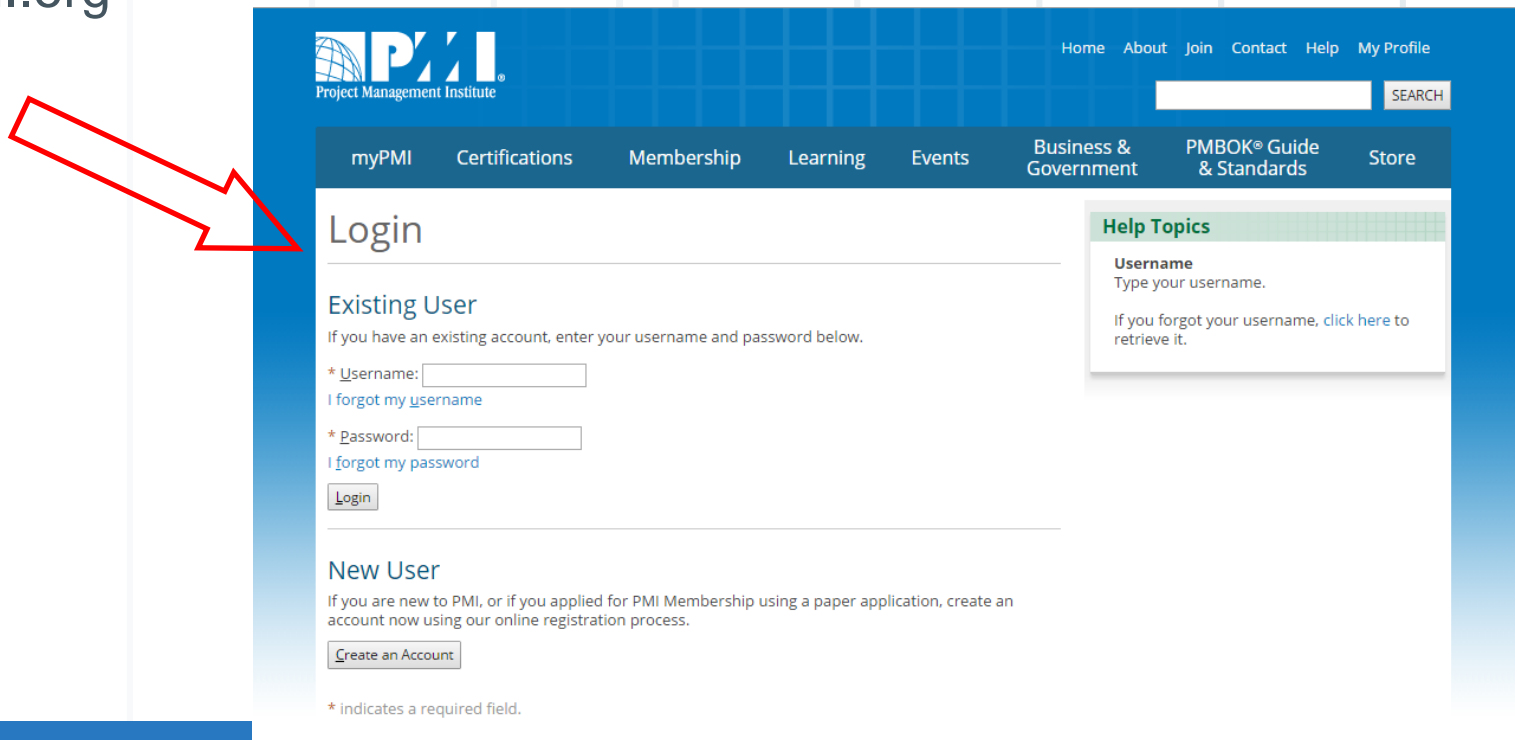


É um Sistema de Gestão de Relacionamento com Voluntário e tem o objetivo de incentivar o trabalho voluntário no instituto em todo mundo. O portal traz diversas oportunidades em capítulos de vários países e em muitas delas você pode se candidatar e contribuir. Cada capítulo tem a responsabilidade de disponibilizar as oportunidades no site.

Está disponível em <https://vrms.pmi.org>

# VRMS

- Para acessar o sistema:
  1. Acesse diretamente o site da ferramenta <https://vrms.pmi.org>
  2. Insira suas informações de login caso você já possua cadastro no PMI.org



The screenshot shows the PMI.org website interface. At the top, there is a blue header with the PMI logo and navigation links: Home, About, Join, Contact, Help, My Profile. Below the header is a search bar with a 'SEARCH' button. A dark blue navigation bar contains links for myPMI, Certifications, Membership, Learning, Events, Business & Government, PMBOK® Guide & Standards, and Store. The main content area is titled 'Login' and is highlighted by a red arrow. It is divided into two sections: 'Existing User' and 'New User'. The 'Existing User' section includes a sub-header, a brief instruction, and two input fields for 'Username' and 'Password', each with a 'I forgot my...' link below it. A 'Login' button is positioned below the password field. The 'New User' section includes a sub-header, a brief instruction, and a 'Create an Account' button. A footer note states '\* Indicates a required field.' To the right of the login form is a 'Help Topics' box with a sub-header and text for 'Username' and a link to retrieve a forgotten username.

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

## Login

### Existing User

If you have an existing account, enter your username and password below.

\* Username:

[I forgot my username](#)

\* Password:

[I forgot my password](#)

### New User

If you are new to PMI, or if you applied for PMI Membership using a paper application, create an account now using our online registration process.

\* Indicates a required field.

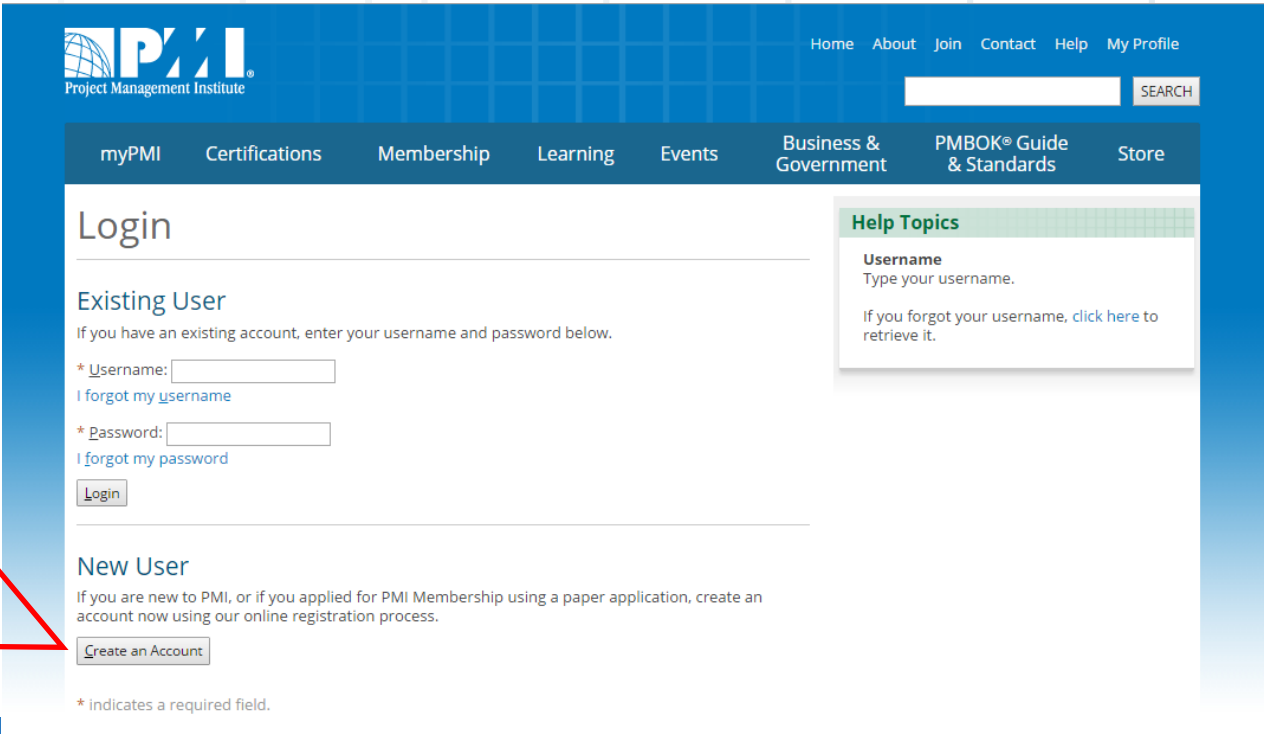
#### Help Topics

**Username**  
Type your username.

If you forgot your username, [click here](#) to retrieve it.

# VRMS

3. Caso não possua as credencias, cadastre-se gratuitamente (mesmo não sendo *filiado*) clicando no botão **Create an Account**



The screenshot shows the PMI website's login and registration interface. At the top, there is a navigation bar with the PMI logo and links for Home, About, Join, Contact, Help, and My Profile. Below this is a search bar. The main content area is divided into two sections: 'Existing User' and 'New User'. The 'Existing User' section includes fields for Username and Password, with links for 'I forgot my username' and 'I forgot my password', and a 'Login' button. The 'New User' section includes a 'Create an Account' button, which is highlighted by a red arrow. A 'Help Topics' sidebar on the right provides instructions for the Username field.

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

## Login

### Existing User

If you have an existing account, enter your username and password below.

\* Username:

[I forgot my username](#)

\* Password:

[I forgot my password](#)

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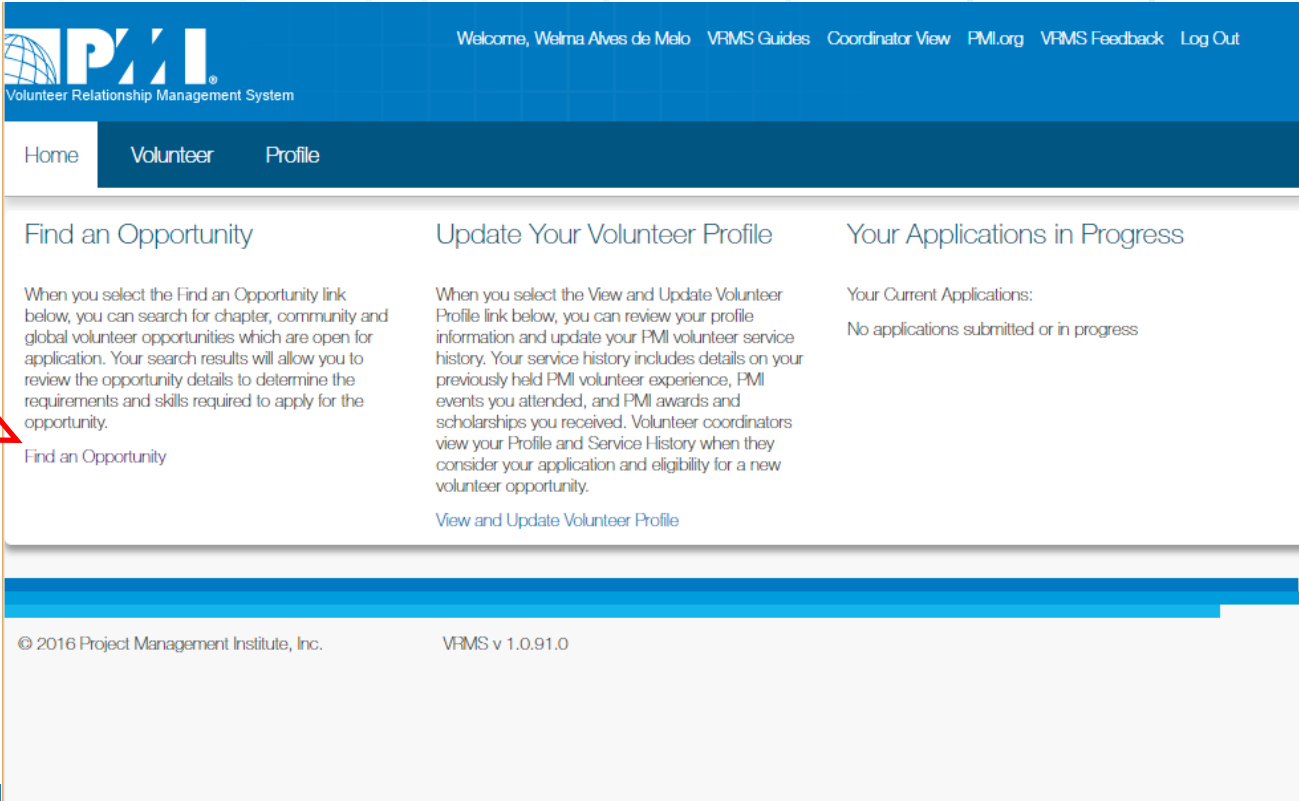
#### Help Topics

**Username**  
Type your username.

If you forgot your username, [click here](#) to retrieve it.

# VRMS

4. Depois de acessar o sistema, clique em “***Find na Opportunity***” para procurar uma oportunidade de voluntariado.



The screenshot displays the VRMS interface. At the top, the PMI logo is on the left, and navigation links for 'Welcome, Welma Alves de Melo', 'VRMS Guides', 'Coordinator View', 'PMI.org', 'VRMS Feedback', and 'Log Out' are on the right. Below the header is a dark blue navigation bar with 'Home', 'Volunteer', and 'Profile' options. The main content area is divided into three columns: 'Find an Opportunity', 'Update Your Volunteer Profile', and 'Your Applications in Progress'. A red arrow points to the 'Find an Opportunity' link in the first column. The footer contains copyright information for PMI and the version number 'VRMS v 1.0.91.0'.

**PMI**  
Volunteer Relationship Management System

Welcome, Welma Alves de Melo | [VRMS Guides](#) | [Coordinator View](#) | [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

© 2016 Project Management Institute, Inc. | VRMS v 1.0.91.0



# VRMS

5. Para fazer uma pesquisa de vagas no Brasil e no Mundo preencha os filtros. Para pesquisar vagas no PMI-SC preencha o filtro com os seguintes critérios:

“**Where would you like to volunteer?**”: Selecione **Brazil**

“**State/Province(optional)**”: deixar em branco

“**Chapters**”: procure por **Joinville, Santa Catarina, Brazil Chapter**

6. Clique no botão **Search** para iniciar a pesquisa.


The screenshot shows the PMI Volunteer Relationship Management System (VRMS) interface. At the top, there is a blue header with the PMI logo and the text "Volunteer Relationship Management System". A navigation bar below the header contains links for "Home", "Volunteer", and "Profile". Below the navigation bar, there are several tabs: "Find an Opportunity", "View Opportunity", "Application", and "Back to List". The "Find an Opportunity" tab is selected. The main content area is titled "Find an Opportunity" and contains several search filters: "Where would you like to volunteer ?" with a dropdown menu set to "All Countries"; "Chapters:" with a dropdown menu set to "All Chapters"; "How would you like to volunteer ?" with a dropdown menu set to "All Interaction Types"; a text input field for "Narrow your results with search terms"; and two text input fields for "Coordinator First Name:" and "Coordinator Last Name:". A "Search" button is located at the bottom of the search filters.

## 7. Após alguns segundos a ferramenta vai retornar o resultado.

Home Volunteer Profile


Find an Opportunity View Opportunity Application Back to List

### Find an Opportunity


Where would you like to volunteer ? 

Brazil

State/Province (optional)

Chapters: 

All Chapters

How would you like to volunteer ? 

All Interaction Types

Narrow your results with search terms

Coordinator First Name: Coordinator Last Name:

Search

Opportunity Search Tips:

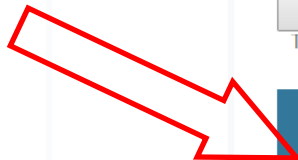
- Use the term or phrase search option to search for a term or a phrase in description, deliverables or duties.
- Use ? to perform a single-character wildcard search.
- Use \* to perform a multiple-character wildcard search. You can use \* before a term. You cannot use \* term \*.
- Use the Boolean operators: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

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

The following search results may contain additional regional and global opportunities that may interest you.

Name	Location	Interaction Type	Chapter Name	Community Type	Application Deadline
Voluntário para o III Seminário de Gerenciamento de	MG, Brazil	In-Person and	Minas Gerais, Brazil Chapter	Chapter	N/A

**NOTA:** As oportunidades (se houverem) aparecerão ABAIXO dos campos de pesquisa, conforme os filtros utilizados.



## 8. Role a página para baixo para ver as oportunidades

Clique no título da oportunidade para ver a descrição completa da vaga



Name	Location	Interaction Type	Chapter Name	Community Type	Application Deadline
<a href="#">Voluntário para o III Seminário de Gerenciamento de Projetos do Triângulo Mineiro e Alto Paranaíba</a>	MG, Brazil	In-Person and Virtual	Minas Gerais, Brazil Chapter	Chapter	N/A
Atuar na Diretoria de Interiorização e Alianças nas atividades relacionadas ao III Seminário de Gerenciamento de Projetos do Triângulo Mineiro e Alto Paranaíba – PMI-MG a ser realizado em 27/08/2016					
<a href="#">Voluntário da Diretoria de Interiorização e Alianças</a>	MG, Brazil	In-Person and Virtual	Minas Gerais, Brazil Chapter	Chapter	N/A
Atuar na Diretoria de Interiorização e Alianças nas atividades de gestão e manutenção das atividades do Branch Triangulo Mineiro.					
<a href="#">Voluntário para realização de evento em plataforma virtual</a>	MG, Brazil	In-Person and Virtual	Minas Gerais, Brazil Chapter	Chapter	N/A
Realização das webinars mensais e apoio ao palestrante durante o evento em plataforma virtual.					
<a href="#">Voluntário para Atuar na Diretoria de Filiação</a>	Brazil	In-Person and Virtual	Minas Gerais, Brazil Chapter	Chapter	N/A
Apoiar as funções da equipe da diretoria de filiação, voltado ao voluntariado.					
<a href="#">Coordenador Financeiro/Aquisições - LMPMIRS 2016</a>	Porto Alegre, Brazil	In-Person and Virtual	Rio Grande do Sul Chapter	Chapter	N/A
Realizar evento interno para público restrito, destinado à capacitação e desenvolvimento das lideranças atuantes no PMI-RS e Branches, com recursos disponíveis do Chapter, no dia 15 de março/2016.					
<a href="#">Academic faculty: Share how you use PMI resources in your Classroom!</a>	World	Virtual	Global Operations Center	GOC	N/A
Do you teach a college/university project management class? Do you use the PMBOK Guide and other PMI resources, tools, articles, etc. in your classroom to enhance your students' learning? We are looking for faculty members who are willing to share your experience with other faculty? We want to know how you utilize member-access...					

## 9. Veja um exemplo de descrição da vaga

### Voluntário para realização de evento em plataforma virtual

#### Opportunity Details: 6547

Department  
Chapters

PMI region or locale  
Latin America and Caribbean

Coordinator name or Volunteer Engagement

Name: Rodrigo Queiroga  
E-mail: digomq@hotmail.com

Chapter name:  
Minas Gerais, Brazil Chapter

Subregion  
South America

Country  
Brazil

State/Province  
MG

Limit applications to local  
volunteers only?  
No

Volunteer job category  
Chapters

Type of interaction  
In-Person and Virtual

#### Estimated time commitment

De acordo com a disponibilidade de agenda do palestrante e do voluntário, cumprindo o tempo de apresentação da palestra.

#### Description or summary (committee purpose)

Realização das webinars mensais e apoio ao palestrante durante o evento em plataforma virtual.

#### Deliverables

1 evento por mês durante 1: 15 minutos e evento teste de 30 minutos.

## 10. Se a vaga for de seu interesse, aplique sua candidatura

*Para aplicar a candidatura clique no botão **Apply Now***

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

Other steps or action required?

Term limit for role

Start date of opportunity (mm/dd/yyyy)  
NA

End date of opportunity (mm/dd/yyyy)  
NA

Opportunity Type  
Rolling

Opportunity Status  
Active

Opportunity create date  
1/20/2016

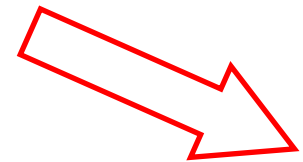
Opportunity update date  
2/25/2016

Application open date  
NA

Application close date  
NA

Search keyword

Number of openings  
1



Apply Now

# VRMS

11. Para melhorar a qualidade da oportunidade e do trabalho voluntário, alguns campos obrigatórios são necessários neste momento.

*Complete os campos de texto seguintes com as informações adicionais (campos com asterisco são obrigatórios).*



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

### Volunteer Application

Applying for : Voluntário para realização de evento em plataforma virtual

Opportunity ID: 6547 ⓘ

**Applicant Information ⓘ**

Name: Welma Alves de Melo  
Email: welma@pmgo.org.br

**Opportunity/Role Coordinator ⓘ**

Name: Rodrigo Queiroga  
Email: digomq@hotmail.com

**Application Requirements**

Resume/CV ⓘ \*

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

Provide a List of References ⓘ

Why are you applying for this opportunity? ⓘ \*

# VRMS

12. Para finalizar, insira seu login e clique em **Save And Apply**

Add your previous PMI experience on your Profile/Service History page.

## Agreement

Upon receipt of your application, the coordinator responsible for this opportunity will notify you of any legal forms that must be completed as part of the application process.

Accuracy of information agreement for all opportunities ⓘ

I agree that the information which I entered is complete and accurate

Enter your PMI Username to serve as your signature

 \*

\* Indicates required field.

Save as a Draft

Save and Apply

*O sistema vai avisar sobre o andamento da requisição*

# **VRMS**

## **PRONTO!**

Com este processo, a diretoria responsável será avisada de seu interesse na vaga em questão e retornará o contato.

## **DÚVIDAS?**

Contate através do e-mail: [voluntariado@pmisc.org.br](mailto:voluntariado@pmisc.org.br)



thank you!

Acesse nosso site e redes:



[www.pmisc.org.br](http://www.pmisc.org.br)



voluntariado@pmisc.org.br



Coisas boas acontecem quando você se mantém envolvido com o PMI.