

Purpose

The purpose of this award is to recognize and honor exceptional professional development instruction and/or training material(s) for project management students, trainees, or practitioners. This award may be given to a corporate/government/association, individual/business, and/or academic institution that is responsible for creating and producing the product.

Categories

- **Corporate/Government/Association**—In-house training departments that produce appropriate project management professional development products for their own employees/members.
- **Individual/Business**—Sole proprietors and organizations that charge a fee for the delivery of project management training. This includes for-profit training and development consultants and businesses.
- **Academic Institution**—Institutions that produce project management professional development materials and/or training products separate from their formal education curriculum.

Eligible

- The nominated instruction/training material must be current with accompanying endorsement letters dated within the previous calendar year.
- PMI Registered Education Provider (R.E.P.) products are eligible.
- Product must have been delivered in the previous calendar year.

Not Eligible

- PMI-sponsored products are not eligible for this award.
- Products submitted previously for consideration of this award will not be eligible unless documentation shows significant improvements or revisions have been made to the product.
- Sitting members of PMI's Board of Directors may not participate in the nomination or evaluation process of this award, nor are members of the Board eligible to receive this award.

- Individuals or organizations that have failed to comply with PMI policies and procedures, including but not limited to PMI's Code of Ethics and Professional Conduct, will not be considered.

Number of Awards

Only one PMI Continuing Professional Education Product Award may be given in each of the award categories defined above. Each nominated entry is evaluated and ranked only against other nominees under the same award category described above. Only one award per category will be granted annually.

PMI reserves the right not to select a recipient for a particular year for any category or all categories if the evaluations performed indicate that nominations do not meet the stated criteria.

Criteria

The nominated professional development product shall have demonstrated a significant positive impact on project management trainees/students and shall have met the following criteria:

Criterion 1: Student's needs were directly supported by product objectives, content, and specified delivery methodology.

Criterion 2: The product transformed one or more Knowledge Areas of the *PMBOK® Guide* into skills that could be readily applied in a specified work environment.

Criterion 3: The product is highlighted by the unique and/or creative use of project management tools and/or techniques in the classroom or media, which enhanced the effectiveness of training the targeted student group.

Criterion 4: The overall value of the product to the targeted student is maximal because of efficiencies designed by the developer. An assessment was made that demonstrates the product's cost effectiveness. The assessment method is described in the nomination package, and the assessment results are provided using one or more quantitative methods.

Nomination Procedures

Nominator Eligibility and Restrictions

- Self-nomination is permitted.
- When more than one person is making the nomination, a designated Lead Nominator must:
 - Provide as part of the nomination package all necessary clearances, releases, and permissions needed for public release of all submitted materials (see Nomination Package Content section).
 - Assemble and submit the nomination package

- Ensure that the nomination package is complete at the time of submission. Incomplete nomination packages will not be evaluated.
- The nominator(s) must have personal knowledge of the product(s) nominated.
- The nominator(s) shall be affiliated with PMI by membership or PMI Certification, or be a Registered Education Provider.

Nomination Requirements

Nomination Package Format and Rules

- There are no prescribed PMI forms for this award.
- Nomination packages that exceed the stated page counts (see Nomination Package Content) will not be evaluated.
- The nomination package must be in English.
- Electronic submissions will not be accepted.
- The nomination packages submitted to the PMI Global Operations Center shall be unbound.
- All nominating letters shall be original documents signed by the nominators.
- Nomination packages that are incomplete or are received after the submission deadline will not be reviewed.

Nomination Package Content

The nomination package, consisting of no more than fifteen (15) pages, must contain the following (may be photocopies of originals unless otherwise stated):

- A cover letter that identifies all materials and documentation contained in the nomination and that ensures that the documentation meets all requirements
- An original document (no more than five (5) pages) that must include the following as a minimum:
 - Category for which the nomination is being considered
 - Identification of instructional material or product developed
 - Statement of how each of the criteria were clearly met or exceeded
 - Description of how the course/material has made a positive impact
- The supporting document must include the following as a minimum:
 - Eight copies of the product or subject material should be submitted with the nomination package for panel review.
- A document providing all necessary clearances, releases, and permissions needed for public release of all submitted materials to PMI. This document will not count toward the stated page count maximum.

Nomination Submittals

Nomination packages must be received before the last Monday in April each year and must be sent via postal mail to the PMI Global Operations Center at the following address:

Project Management Institute
c/o Public Relations Administrator
14 Campus Boulevard
Newtown Square, PA 19073 USA
Telephone: +1-610-356-4600 ext. 7088

Verification and Selection

- The Manager, Public Relations and/or designee will verify the nomination's eligibility and that the nomination package meets all criteria.
- The Public Relations Administrator will contact the Lead Nominator to confirm receipt and eligibility of the nomination package.
- The Public Relations Administrator will send the nomination packages to the designated panel of reviewers, who are subject matter experts within the PMI membership, for evaluation.
- The Lead Nominator will be notified of the status of the nomination at the conclusion of the evaluation process.
- The evaluation process and scores are proprietary to PMI and will not be disclosed to nominators or nominees.
- Selections and issuance of announcements shall take place no later than the third Monday of July.

Presentation of the Award

- The PMI Continuing Professional Education Product Award will be presented at a specified PMI event.
- The award will be publicized through PMI communication channels and external media after the presentation of the award. The recipient may also coordinate additional publicity with PMI after the presentation of the award.

Additional Information

- PMI Global Operations Center will use various PMI communication channels, including www.PMI.org, to call for nominations.
- Please send all inquiries to awards@pmi.org.