

Purpose

The purpose of this award is to recognize and honor a particularly significant achievement or sustained performance in the categories of Individual, PMI Component, and Organization, that improves the well-being of a community by completing a project or multiple projects, or by applying project management principles to the pro bono delivery of goods and services.

Pro bono is defined as “volunteer work and related materials provided without any form of compensation, whether financial, in kind, or business advantage.”

Categories

- **Individual**—A volunteer or leader in a community, industry, business, academia, not-for-profit organization, or any other movement, who is recognized for advancing the well-being of communities through the application of project management principles.
- **PMI Component**—Any chartered PMI component organization in good standing, such as Chapters, Specific Interest Groups, and Colleges.
- **Organization**—May be a business, a not-for profit organization, government agency, or any other entity that does not fall under any of the above categories but undertakes pro bono projects that contribute significantly to the social good.

Eligible

- The pro bono project must be completed within the previous calendar year.

Not Eligible

- Current PMI staff, contractors, and/or consultants are not eligible for this award.
- Acts performed under contract to PMI, directly or indirectly, will not be considered.
- 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.

Number of Awards

Only one PMI Community Advancement through Project Management Award may be given annually 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.

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 project shall be accomplished by individuals volunteering time and energy, by practitioners working pro bono, a not-for-profit organization whose mission is social good, or by other organizations that deploy their resources without compensation. These project achievements or performances may be in local, regional, national, or global communities. The project team may consist of PMI members, employees of other organizations, or volunteers from some other nonprofit organization. Specifically, the nomination packet should contain proof or information that the following criteria were satisfied:

Criterion 1: The application of project management principles resulted in a measurable improvement in the social well-being of a particular community. Documentation must be provided as to how the principles of project management were applied.

Criterion 2: The pro bono project had a positive impact on the quality of life within the community.

Criteria 3: The contribution or performance made a significant and lasting contribution to the well-being of a community.

Nomination Procedures

Nominator Eligibility and Restrictions

- Self-nomination is permitted.
- A person must be nominated by at least one and not more than six (6) individuals.
- When more than one person is making the nomination, a Lead Nominator must be selected.
- The Lead Nominator must be affiliated with PMI by membership or by PMI Certification.
- The Lead Nominator must:
 - Ensure that documentation is included that provides all necessary clearances, releases, and permissions needed for public release of all submitted materials
 - 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.

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 package submitted to the PMI Global Operations Center shall be unbound.
- The letters of support (see Nomination Package Content) shall be original, signed documents. Photocopies will not be accepted.
- 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 ten (10) pages, must contain the following:

- A table of contents that identifies all materials and documentation contained in the nomination.
- A document that includes the following as a minimum:
 - Description/documentation of the contribution or service for which the individual, PMI Component, or organization is being nominated
 - Category for which the nomination is being considered
 - Individual or entity delivering the community service
 - The community being impacted
 - Description of the identified need within the community
 - Scope of work accomplished
 - Number of resources involved and their level of involvement
 - How project management principles were applied and their effectiveness
 - Dates and durations of the effort
 - Copies of any articles or media attention received as a result of the completion of the project, or any other form of community verification or acknowledgment of the service
- Statements from each nominator that address the following:
 - Nominator's personal knowledge of the nominee's pro bono act(s) or contribution(s)
 - Length of association with individual, PMI Component, or organization nominated

- Type of relationship with individual, PMI Component, or organization nominated (e.g., component member, business associate, etc.)
- Frequency of communication with the nominee during the nomination period
- A minimum of two letters of support from stakeholders of the community project other than the identified nominator(s). The letters must fully describe why the project deserves the PMI Community Advancement Through Project Management Award
- 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 by the fourth 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 19073-3299 USA
 Telephone: +1-610-356-4600 ext.7088

Verification and Selection

- The Manager, Public Relations and/or designee will verify the nomination's eligibility.
- 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 a 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.
- Selections and issuance of announcements shall take place no later than the third Monday in July.

Presentation of the Award

- The PMI Community Advancement Through Project Management 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.
- PMI will also solicit nominations from PMI's elected leadership.
- In the event that more than one individual is to be nominated for the same contribution, separate nomination packages must be submitted.
- Please send all inquiries to awards@pmi.org.