

Purpose

The purpose of this award is to recognize and honor a particularly significant achievement for sustained performance by an individual who contributes to the advancement of the project management profession or the Project Management Institute (PMI).

Eligible

- The nominee must have made a significant contribution to the profession or PMI that expands or advances project management.
- PMI affiliation is not necessary.
- The nominee(s) may work in any field, such as business, government, nonprofit, academia, research, consulting, training, etc.

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.
- 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

There is no limit to the number of PMI Distinguished Contribution Awards granted annually.

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

Criteria

The nominated individual must have contributed to the profession by expanding or advancing the project management profession or by developing a new initiative for PMI and shall have met the following criteria:

Criterion 1: The contribution is significant in nature and offers a positive impact to the project management profession and/or PMI.

Criterion 2: The contribution was made for a sustained period of time involving significant efforts made by the nominee.

Criterion 3: The contribution demonstrates the advancement and/or expansion of the project management profession and/or PMI.

Criterion 4: The contribution is broadly applied within the project management profession or PMI.

Criterion 5: The contribution advances the image and brand of the project management profession and/or PMI.

Nomination Procedures

Nominator Eligibility and Restrictions

- The nominee must be nominated by at least one (1) and not more than six (6) individuals, one of whom must be a PMI member. Of those individuals submitting nominations, one must be declared the Lead Nominator.
- The 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.

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 Operation Center shall be unbound.
- All nominating letters (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.
- The nomination package shall include documentation providing all necessary clearances, releases, and permissions needed for public release of all submitted materials to PMI (not included in stated page count).

Nomination Package Content

The nomination package, consisting of no more than fifteen (15) pages, must contain the following:

- A letter of nomination by the Lead Nominator of no more than two (2) pages that must include the following:
 - Length of association with person nominated
 - Type of association with person nominated
 - Frequency of communication during the nomination period
 - Description/documentation of contribution or service for which the individual is being nominated
 - Statement of recommendation for the award
- Letters of nomination of no more than two (2) pages from each of the other nominators, which:
 - Include statements of the nominator's personal knowledge of the contributions made by the nominee
 - Addresses the above bulleted items
- 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 last Monday in April each year. One unbound copy of the nomination package 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.
- The evaluation process and scores are proprietary to PMI and will not be disclosed to nominators or nominees.
- Selection and issuance of announcements shall take place no later than the third Monday in July.

Presentation of the Award

- The PMI Distinguished Contribution 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.
- 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.