

Purpose

The purpose of this award is to recognize and honor successful projects that have promoted project management concepts, techniques, practices, or theories through the effective application of project management principles. The purpose is also to recognize projects within their geographic area in the presence of peers and stakeholders.

Eligible

- The nominated project can be in either the public or private sector, and can be any size, type, or industry.
- PMI affiliation is not necessary.
- The nomination must be received no later than one year after the project is completed.

Not Eligible

- Projects completed by PMI employees
- Projects completed under contract to PMI, directly or indirectly
- A project which applies for the PMI Project of the Year may not compete for the PMI Distinguished Project Award.
- 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

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

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

Criteria

Criterion 1: The nominated project must have met or exceeded its stated objectives.

Criterion 2: The project must have promoted project management concepts, techniques, practices or theories through the effective application of project management principles of the *PMBOK® Guide – Fourth Edition*.

Criterion 3: The nominated project must have demonstrated sound application of methods in the areas of teambuilding and communications.

Nomination Procedures

Nominator Eligibility and Restrictions

- Self-nomination by the Project Manager is permitted.
- The nominator may or may not be affiliated with PMI.
- The nominator must have knowledge of the nominated project and the project management principles applied.
- Any direct personal or professional relationship of the nominator to the nominated project must be stated.
- The nominator must:
 - Assemble and submit the nomination package
 - Ensure the nomination package is complete at the time of submission. Incomplete nomination packages will not be evaluated.
 - 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))
 - Ensure that a letter from the Client/Owner is included in the Nomination Package that states:
 - ✓ The project was accepted as complete prior to nomination
 - ✓ The project met or exceeded its stated objectives
 - ✓ The project had an approved scope, schedule and budget

Nomination Requirements

Nomination Package Format and Rules

- There are no prescribed PMI forms for this award.
- Pages in excess of the stated page count will be removed from the nomination package prior to evaluation.
- The nomination package must be in English.
- The nomination package submitted to PMI Global Operation 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 will not be evaluated. In this situation, a nominated project may be re-nominated once with additional content provided the complete nomination package is received within the required one year time limit after the project is completed.

Nomination Package Content

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

- A table of contents that identifies all materials and documentation contained in the nomination package
- A discussion of the principle reason(s) for recommending the award for the PMI Distinguished Project Award. The discussion should include a description of the project management principles applied in terms of the nine (9) knowledge areas from the *PMBOK® Guide – Fourth Edition*
- A minimum of two letters of support from individuals other than the nominator. The letters must document a full description of the reason(s) that the project is deserving of the PMI Distinguished Project Award.
- A letter from the Client/Owner that must include:
 - A description of the approved scope, schedule and budget
 - Documented acceptance that the project is complete
 - Documented acceptance that the project met or exceeded its stated objectives
- A document providing all necessary clearances, releases, and permissions needed for public release of all submitted materials to PMI. This document will not be included in the stated page count.

Nomination Submittals

Nominations will be accepted throughout the calendar year and must be sent via postal mail to 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 Lead Nominator will be contacted to confirm receipt and eligibility of the nomination package.
- The nomination packages will be mailed to a designated panel of evaluators, who are subject matter experts within the PM community, 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.
- The evaluation process and issuance of announcements shall take no longer than 90 days after receipt and verification of the nomination.

Presentation of the Award

- Recipients will be presented the award:
 - In the shortest possible time after selection
 - At the recipient's location within its geographic area, in the presence of peers and stakeholders
- 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.