

Purpose

The purpose of this award is to recognize and honor PMI members who have made sustained and significant contributions to PMI and the project management profession for more than a decade. This is PMI's highest and most prestigious award that is presented to an individual. Designation as *A Fellow of the Institute* is an honorary recognition for PMI members in good standing and confers no other specific individual or collective responsibility.

Eligible

- The nominee must be a current PMI member in good standing.
- The nominee must have provided continuous service to PMI for a minimum of ten (10) consecutive years.
- The nominee must have demonstrated service to the Institute as a whole as well as professional achievement.
- The nominee's contributions must be global in value. Achievements providing value only at a local, regional, or national level will not qualify a nominee for consideration.

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

- No more than ten (10) PMI Fellow Awards will be 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 nominee shall have met the following criteria:

Criterion 1: The nominee has demonstrated significant progressive contributions on behalf of PMI that support the recognition of the Project Management Institute as the world's leader in project management. The nominee has made three (3) or more documented significant contributions.

Criterion 2: The nominee has made significant achievements in the profession that expand and advance the knowledge, use, and application of project management.

Criterion 3: The nominee has contributed to PMI's global value, and benefitted it as a whole, as well as its members and the project management profession. Contributions providing value only at a local, regional, or national level will not qualify a nominee for consideration.

Nomination Procedures

Nominator Eligibility and Restrictions

- Nominators
 - The nominee must be nominated by at least four (4) and not more than twelve (12) PMI members in good standing. One of these nominators should be designated the Lead Nominator.
 - All nominators shall be from different organizations/employers than that of the nominee and from each other. Each nominator must document personal knowledge of the acts/contributions listed on the PMI Fellow Award Nomination Form.
- The Lead Nominator must:
 - Request and complete the PMI Fellow Award Nomination Form. The form can be requested by sending an email to awards@pmi.org.
 - 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

- The PMI Fellow Award Nomination Form must be included in the nomination package.
- Nomination packages that exceed the stated allowed page counts (see Nomination Package Content) will not be evaluated.
- The nomination package must be written in English.
- Electronic submissions shall not be accepted.

- The nomination package submitted to the PMI Global Operations Center shall be unbound.
- All nominating letters (see Nomination Package Content) shall be original, signed documents. Photocopies will not be accepted.
- Incomplete nomination packages or those received after the submission deadline will not be reviewed.

Nomination Package Content

- A cover letter that identifies all materials and documentation contained in the nomination and that ensures that the documentation meets all requirements.
- The completed PMI Fellow Award Nominations Form.
- An original document of no more than two (2) pages written by the Lead Nominator that must include the following:
 - Length of association with person nominated.
 - Type of personal or professional relationship with person nominated (e.g., component member, business associate, etc.).
 - 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.
- Nomination letters from each of the additional 3-11 nominators. Each letter should be no more than two (2) pages and should include statements of his/her knowledge of the contributions and achievements made by the nominee and that identify their impact on PMI and the profession. These statements must also address the above bulleted items.
- A General Information Sheet (see Attachment A)
- A Checklist of Package Content (see Attachment B)

Nomination Submittals

All Nominations Packages must be received at the PMI Global Operations Center 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 the PMI Fellow Award Member Advisory Group, 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 either nominators or nominees.
- Selection and announcements shall take place no later than the third Monday in July.

Presentation of Award

- Formal announcement and presentation of the PMI Fellow Award will occur 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

- The 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.

Attachment A: General Information Sheet

Using this document as your guide, type the following information on a separate sheet.

The General Information Sheet should be the top sheet in your nomination package.

I. Nominee

Nominee Name: _____
*Write **exactly** as it should appear on the award if the nominee wins.*

Preferred Mailing Address:

Postal/Street Address for Shipping Purposes (*Please, No P.O. Box*):

Phone: _____ Alt. Phone: _____
E-mail: _____ Alt. Email: _____

II. Lead Nominator (the key contact for nomination package)

Lead Nominator Name: _____
Preferred Mailing Address:

Postal/Street Address for Shipping Purposes (*Please, No P.O. Box*):

Phone: _____ Alt. Phone: _____
E-mail: _____ Alt. Email: _____

Attachment B: Checklist for Nomination Package

Thank you for nominating a fellow PMI member for the Fellow Award. Please manually complete the checklist and insert it after your General Information Sheet in your nomination package.

Nominee Name: _____

This Fellow Award nomination package:

- Is written in English
- Is in 8½" x 11" letter or A4 format and uses font size no smaller than 10 points
- Includes General Information Sheet
- Includes this Checklist for the Nomination Package
- Includes a cover letter
- Includes a completed PMI Fellow Award Nominations Form
- Includes an original document of no more than two (2) pages written by the Lead Nominator that includes :
 - Length of association with nominee
 - Type of personal or professional relationship with the nominee
 - 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
- Includes letters from each from each of the 4 to 12 nominators that include statements of his/her knowledge of the contributions/achievements made by the nominee and that discuss their impact on PMI and the profession. These statements must also address the above bulleted items.
- Each letter is no more than two (2) pages in length.
- One copy plus original of the nomination package is being mailed 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

The above information is complete and correct to the best of my knowledge. I understand that the nomination package will be considered complete at time of submittal.

Lead Nominator Signature: _____ **Date:** _____