



## PMI Project of the Year Award

### Official Guidelines for Project Nomination

The Project Management Institute (PMI) has established a number of awards to recognize and honor contributions to the Institute and for achievements in the project management field. PMI Global Operations Center administers the PMI Professional Awards Program.

This document contains the information and process to be used to submit nominations for the Project Management Institute's Project of the Year Award. Read the entire document prior to initiating the nomination process.

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## 1.0 Purpose

To recognize, honor, and publicize the accomplishments of the PMI Project of the Year (POY), along with its project team, for superior performance of project management.

## 2.0 Number of Awards

Not more than one PMI Project of the Year Award will be awarded per calendar year.

## 3.0 Eligibility

Projects from everywhere in the world are encouraged to participate. PMI affiliation is not necessary. Projects in either the public or private sector of any size, type, and industry are eligible for the competition. The project must be perceived as having exemplarily applied project management principles and techniques and meet the eligibility criteria below:

- The project had an approved scope, schedule, and budget.
- Project was completed on or ahead of schedule, and completed at or below budget.
- The Client/Owner has provided a letter on corporate letterhead which states:
  - The project was essentially complete during the previous calendar year.
  - The project was accepted as complete by the Client/Owner prior to nomination.
  - The project met or exceeded its stated objectives.
  - The Client/Owner has provided consent to nominate the project for the POY Award.
- A project that has either won or competed for the PMI Distinguished Project Award is not eligible for the PMI Project of the Year Award. However, the project may have won awards or other recognition from other professional associations, including awards from PMI chapters. Winning other awards is not a criterion for this award.
- A project that applies for PMI Project of the Year may not compete for the PMI Distinguished Project Award.
- All necessary clearances, releases, and permissions needed for public release of all submitted materials are documented and provided as part of the nomination package.
- The nominated project must have been successfully completed using processes and approaches consistent with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide – Fourth Edition)*. That consistency must be clearly delineated in the nomination package as discussed in Section 6.8.

- 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.

## 4.0 Process

Note: PMI will not reimburse any expense for assembling the nomination package or for any presentation materials that may need to be created should the project be selected as the winner.

### 4.1 Nomination/Submission Process

- A project may be nominated by anyone for PMI Project of the Year Award consideration. PMI affiliation is not required. There shall be one designated Lead Nominator for each nomination package with whom PMI will communicate regarding the submission.
- Each nomination package shall consist of ten (10) copies plus the original (eleven (11) sets total). It shall be sent via postal mail to the PMI Global Operations Center (GOC) 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

- Electronic submissions shall not be accepted.
- All Nominations Packages must be received at PMI GOC by 1 March.
- Each nomination package must be complete at time of submission.
- If you have questions about the POY submittal process, please contact

PMI Public Relations Administrator  
Public Relations Department  
Email: awards@pmi.org or  
Telephone: +1-610-356-4600 ext. 7088

### 4.2 Evaluation Process

Nomination packages are reviewed by panels of evaluators selected by PMI GOC. Each panel consists of a minimum of five (5) and no more than seven (7) individuals from around the world who have each successfully demonstrated project management expertise. The names of the evaluators are kept confidential, as are the rating method and the scores given to individual projects.

#### 4.2.1 Preliminary Level

PMI shall forward all eligible nomination packages to the Preliminary Evaluator Panel(s). There may be more than one Preliminary Panel, depending on the number of eligible nomination packages received. At the Preliminary Level, each

evaluator will evaluate no more than five (5) projects. The three (3) projects with the highest scores will be selected to advance to the Finalist Level.

The selection of the three Finalists will be made by the second Monday of May each year. PMI GOC will contact each Lead Nominator by mail to notify them whether their nominated project has been selected as a Finalist. If a PMI chapter has been listed in a nomination package as engaged in the nomination submission, the President of that chapter also will be notified. The names of the Finalists are considered confidential.

#### **4.2.2 Finalist Level**

PMI GOC will forward the three selected Finalist nomination packages to the Finalist Evaluator Panel. Each panel member will evaluate the packages of all three Finalist projects.

One nominated project will be selected as the winner of the PMI Project of the Year Award. This selection will be made by the third Monday in July each year. Each of the three Finalists will be notified of the decision results by mail (by PMI GOC). If a PMI Chapter(s) has been listed in a nomination package as engaged in preparing the nomination submission, the President of that Chapter also will be notified. Information at this stage is regarded as confidential.

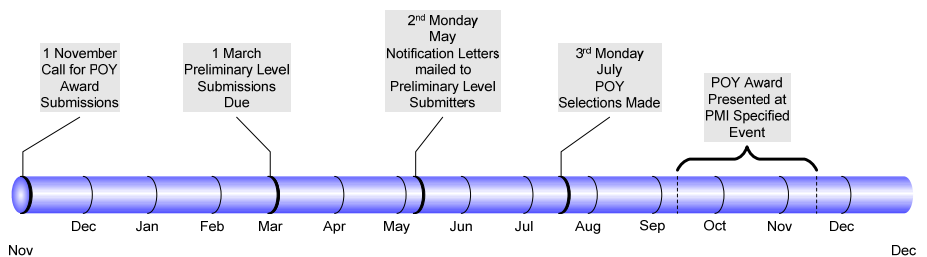
#### **4.3 Presentation and Recognition**

In accordance with PMI Policy, the results of the PMI Professional Awards are confidential. The winner and two finalists will be announced at a PMI specified event and information will be posted on the PMI website and in a PMI publication. The Project of the Year Award will contain the following inscribed information:

“20XX PMI Project of the Year Award”  
Full Company Name  
Project Name

The award will be presented in the company’s name and accepted by the Project Manager or designee at a PMI-specified event.

#### **4.4 Key Deadlines**



#### **1 March**

- All Preliminary Level nomination packages are due at PMI GOC.

### ***2nd Monday in May***

- The three nomination packages with the highest scores are declared Finalists in the POY competition.
- Evaluations (by the Preliminary Level Evaluator Panels) of all Preliminary Level nomination packages are due back at PMI GOC for verification.
- All nominators are notified that their submissions will or will not move on in the competition. Chapters, if listed as engaged with a submission, will also receive copies of the communications.
- Information at this stage is confidential.

### ***3rd Monday in July***

- The POY finalists are notified of the decision results. Any chapters listed as having been engaged with the submissions will also be notified.
- Information at this stage is confidential.

## **5.0 Nomination Package Requirements**

The nomination package shall:

- Be concise, yet contain enough information to adequately represent the project.
- Be written in English.
- Be in an 8½" x 11" letter or A4 format, with font size no smaller than 10 point.
- Not exceed twenty-five (25) pages in length. The Nomination may also include supporting documentation (e.g., work breakdown structure, organization charts, etc.) not exceeding ten (10) additional pages. PMI may discard any pages from either the nomination package or the supporting documentation that exceed the above stated page counts before sending on to the Preliminary Evaluator Panel. Any additional documentation in alternate media formats, such as multimedia, will not be evaluated.
- Include a Title Page, Table of Contents, General Information Sheet, Eligibility Confirmation Sheet, and Checklist for Nomination Package.
- Contain written consent/support by Client/Owner (Owner Satisfaction Document) recognizing the submittal of the project, and stating that the project has been accepted as complete.
- Include a written agreement by relevant stakeholder(s) to provide assistance in preparing a Showcase Project article to be published in a PMI publication, should the project be selected as a Finalist.
- Contain, in writing, provision of all necessary clearances, releases, and permissions needed for public release of all submitted materials.
- Address the Project criteria listed in Section 6.8. For any category that is not applicable to the Project, the nominator shall explain why it is not applicable.

The following items shall not be counted as part of the allowed number of pages:

- Title Page
- Table of Contents
- Checklist for Nomination Package
- General Information Sheet
- Eligibility Confirmation Sheet
- Owner Satisfaction Document
- Written agreement to provide assistance with Showcase Project article
- Written provision of all clearances, releases, and permissions

## 6.0 Content of Nomination Package

### 6.1 Outline of Package Content

Following is the outline for the nomination package:

- Title Page
- Table of Contents
- Checklist for Nomination Package
- General Information Sheet
- Eligibility Confirmation
- Summary of Project
- Project Criteria
  - Project Integration Management
  - Planning Process Group
  - Project Scope Management
  - Project Time Management
  - Project Cost Management
  - Project Quality Management
  - Project Human Resource Management
  - Project Team Interpersonal Skills
  - Project Communications Management
  - Project Risk Management
  - Project Procurement Management
  - Monitoring and Controlling Process Group
  - Project Complexity
- Supporting Documents
  - Attachments at discretion of the nominator
- Additional Required Documents
  - Owner Satisfaction Document
  - Clearances, releases, and permissions for public release of materials

- A written agreement by relevant stakeholders to provide assistance in preparing a Showcase Project article to be published in a PMI publication, should the project be selected as a Finalist.

## **6.2 Title Page**

- Name of project
- Name of organization/company of the project management team
- Company trademarks or logos may be included on the Title Page.

## **6.3 Table of Contents Page**

- The nomination package shall include a Table of Contents that includes all the Sections explained below.
- Important: If a section is not applicable to the project, the section heading shall still be included and an explanation of why it is not applicable shall be provided in the text.

## **6.4 Checklist for Nomination Package**

- Print a copy of the Checklist for Nomination Package, included as Attachment A in this document.
- Check off the items on the list to confirm that your package is complete.
- Sign and date the document as indicated.
- Include the Checklist in the Nomination Package according to the outline in Section 6.1.

## **6.5 General Information Sheet**

- Complete the General Information Sheet included as Attachment B in this document.
- Using the General Information Sheet as a guideline or template, provide the required information on a separate sheet of paper.
- Include the General Information Sheet in the nomination package according to the outline in Section 6.1.

## **6.6 Eligibility Confirmation Sheet**

- Complete the Eligibility Confirmation Sheet, included as Attachment C in this document.
- The Lead Nominator shall sign this document, verifying that the project meets the stated eligibility criteria and that the nomination package contents are accurate to the best of his/her knowledge.
- Include Eligibility Confirmation Sheet in the nomination package according to the outline in Section 6.1.

## **6.7 Summary of Project**

Provide a general description of the project, the project management team, the company and the Client/Owner.

## **6.8 Project Criteria**

The nomination package shall address the criteria listed below. Consideration should be given to Table 3-1 Project Management Process Groups and Knowledge Areas Mapping from the *PMBOK® Guide* (Fourth Edition) as a reference to the mapping of the project management process groups and knowledge areas. For any knowledge area criteria that are not applicable to the Project, an explanation of why it is not applicable shall be provided. Projects that identify non-applicable knowledge area criteria will not be negatively impacted during evaluation provided that adequate justification is documented.

### ***6.8.1 Project Integration Management***

Project Integration Management includes the processes and activities needed to identify, define, combine, unify, and coordinate the various processes and project management activities within the Project Management Process Groups.

Describe initiation of the project and the methods employed by the project management team to manage the interdependencies among the project management Knowledge Areas.

Discuss close-out of the project, including lessons learned.

### ***6.8.2 Planning Process Group***

The Planning Process Group consists of those processes performed to establish the total scope of the effort, define and refine the objectives, and develop the course of action required to attain those objectives.

Describe the processes performed by the project management team to establish the total scope of the project, define the objectives, and develop the course of action required to meet the project objectives. As applicable, include discussions relative to planning/initiating various stages of the project throughout the project lifecycle, communications planning for virtual teams, and procurement planning for global suppliers.

### ***6.8.3 Project Scope Management***

Project Scope Management includes the processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully.

Describe the methods employed by the project management team to define and manage the project scope. Identify the scope of the project, including objectives and deliverables.

A copy of the project's work breakdown structure should be included as part of the Supporting Documentation in the nomination package.

### ***6.8.4 Project Time Management***

Project Time Management includes the processes required to manage timely completion of the project.

Describe the methods employed by the project management team to achieve completion of the project on or ahead of schedule. Discuss challenges encountered and opportunities realized.

State the following baseline and actual dates: project initiation, client approval, project closeout.

A copy of the Baseline Project Schedule versus the Actual Project Schedule should be included as part of the Supporting Documentation.

### ***6.8.5 Project Cost Management***

Project Cost Management includes the processes involved in estimating, budgeting, and controlling costs so that the project can be completed within the approved budget.

Describe the methods employed by the project management team to achieve completion of the project at or under budget. Discuss challenges encountered and opportunities realized. State the Baseline and Actual Project Costs.

### ***6.8.6 Project Quality Management***

Project Quality Management includes the processes and activities of the performing organization that determine quality policies, objectives, and responsibilities so that the project will satisfy the needs for which it was undertaken.

Describe the project's Quality Plan. Describe those actions and processes put in action by the project management team to ensure the quality of the project deliverables. Explain how quality was maintained throughout the project and was communicated to key stakeholders.

### ***6.8.7 Project Human Resource Management***

Project Human Resource Management includes the processes that organize, manage, and lead the project team.

Describe the processes used during the recruitment process to ensure that the right candidates were selected for the project team. Discuss the processes in place to ensure that all human resource recruitment areas were adequately covered and questions answered.

### ***6.8.8 Project Team Interpersonal Skills***

Project managers accomplish work through the project team and other stakeholders. Effective project managers acquire a balance of technical, interpersonal, and conceptual skills that help them analyze situations and interact appropriately.

Describe the project management team's application of interpersonal skills and how this contributed to the success of the project. Focus the discussion on the team's leadership, team building methods, and internal/external communications. Discuss where modifications to

approaches were needed to respond to changing conditions or to improve performance.

#### **6.8.9 Project Communications Management**

Project Communications Management includes the processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposition of project information.

Describe the project's Communications Plan. Focus the discussion on identification of the key stakeholders and the proposed frequency and method of stakeholder communications and the management of those communications.

If applicable, discuss the communications management performed with virtual teams.

#### **6.8.10 Project Risk Management**

Project Risk Management includes the processes of conducting risk management planning, identification, analysis, response planning, and monitoring and control on a project.

Describe the project's Risk Management Plan. Focus the discussion on the method of communication, frequency of updates, and process used to review the plan with senior management.

#### **6.8.11 Project Procurement Management**

Project Procurement Management includes the processes necessary to purchase or acquire products, services, or results needed from outside the project team and to properly close the procurement process.

Describe the processes employed by the project management team to procure products and services. Discussion should include the complete life cycle of the project's procurements, including proposal solicitation, types of contracts used and their relevance to the project, change request process, procurement administration, and closeout.

#### **6.8.12 Monitoring and Controlling Process Group**

The Monitoring and Controlling Process Group consists of those processes required to track, review, and regulate the progress and performance of the project; to identify any areas in which changes to the plan are required; and to initiate the corresponding changes.

Describe the processes used by the project team for progress monitoring and change control. Discussion should include the application of practices and methods and any marked improvements of methods implemented and products used based on lessons learned during the course of the project

Highlight any conditions or issues requiring special action (planned or unplanned) and the impact on the project.

### **6.8.13 Project Complexity**

Project complexity is generally considered in terms of:

- The extent of changes to current business processes needed to implement project management processes
- The number and diversity of project stakeholders
- The project's technical complexity; for example, first-of-a-kind scope
- Diversity and constraints of the subprojects
- The significance of risks and/or opportunities
- Other appropriate factors

Briefly describe the project in terms of its complexity and the manner in which the project management team addressed that complexity.

### **6.9 Supporting Documents**

- The nomination package may include up to ten (10) additional pages of supporting documentation. Any excess pages will be discarded and not reviewed.
- Examples of supporting documentation include a work breakdown structure chart, project organization, approved and as-completed cost curves, schedules, etc.

### **6.10 Additional Supporting Documents**

The following documents will **not** be included in the allowed count of ten (10) pages of Supporting Documentation:

- Owner's Satisfaction Document, which contains written evidence (on corporate letterhead) that:
  - States that the project was essentially complete during the previous calendar year.
  - States that the Client/Owner has accepted the project as complete prior to 1 March nomination.
  - States that the project met or exceeded its stated objectives.
  - Includes general information about costs, schedule, quality, and scope management.
  - Provides consent to apply for PMI POY.
- Written documents providing all necessary clearances, releases, and permissions needed for public release of all submitted materials.
- A written agreement by relevant stakeholders to provide assistance in preparing a Showcase Project article to be published in a PMI Publication, should the project be selected as a Finalist.

## 7.0 Attachments

### Attachment A: Checklist for Nomination Package

Please manually complete the following checklist to confirm that your nomination package is complete. Note that incomplete nomination packages will not be considered. The following checklist will help you ensure completeness.

**NOTE: This document has been created with writable pdf fields in the event that you wish to use them.**

## Checklist for Nomination Package

**Thank you for nominating a project for the PMI Project of the Year Award. Note that incomplete nomination packages will not be considered.**

**Name of Project:** \_\_\_\_\_

- Written in English.
- In 8½" x 11" letter or A4 format and uses font size no smaller than 10 point.
- Nomination contains no more than twenty-five (25) pages
- Supporting Documentation contains no more than ten (10) pages.
- Title Page
- Table of Contents
- General Information Sheet
- Eligibility Confirmation Sheet
- Addresses each of the project criteria sections listed under Section 6.8. For any category that is not applicable to the Project, there is an explanation why it is not applicable.
- Owner's Satisfaction Document
- Written documents providing all necessary clearances, releases, and permissions needed for public release of all submitted materials.
- Written agreement by relevant stakeholder(s) to provide assistance in preparing a Showcase Project article to be published in a PMI publication should the project be selected as a Finalist.
- Ten (10) copies plus original nomination package (11 total) are sent by 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

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

**Nominator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print the following information clearly:**

**Nominator Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Alt. Email:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

## Attachment B: General Information Sheet

- Using the following General Information Sheet as a guide, provide the required information for your project on a separate sheet of paper.
- If the project wins the award, the information inscribed onto the award trophy will be taken from this document, so the information must be accurate.

**NOTE: This document has been created with writable pdf fields in the event that you wish to use them.**

# General Information Sheet

**I. Project Name:** \_\_\_\_\_  
*Write **exactly** as it should appear on the award if the project wins.*

**II. Company Name:** \_\_\_\_\_  
*Write **exactly** as it should appear on the award if the project wins.*

**III. Project Location(s):** \_\_\_\_\_  
*City/State/Country*

**IV. Project Manager**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Alt. Email: \_\_\_\_\_

**V. Project Client/Owner**  
Organization/Company Name: \_\_\_\_\_  
Name of the Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Alt. Email: \_\_\_\_\_

**VI. Lead Nominator** (*the key contact for nomination package*)  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Postal/Street Address for Shipping Purposes (*Please, No P.O. Box*):  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Alt. Email: \_\_\_\_\_

**VII. Person who will assist in preparing a Showcase Project article**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Alt. Email: \_\_\_\_\_

**VIII. PMI Chapter Information (optional)**  
*In the event that a PMI Chapter submitted this nomination or supported its preparation, please provide the following:*  
Name of Supporting Chapter: \_\_\_\_\_  
Chapter Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Alt. Email: \_\_\_\_\_

## Attachment C: Eligibility Confirmation Sheet

Please complete the following Eligibility Confirmation Sheet and insert after the General Information Sheet in the nomination package.

## Eligibility Confirmation Sheet

***As Lead Nominator for this nomination package, I verify that this project meets the following eligibility requirements for the PMI Project of the Year Award and that the nomination package contents are accurate to the best of my knowledge:***

- The project had an approved scope, schedule, and budget.
- Project was completed on or ahead of schedule, and completed at or below budget.
- The Client/Owner has provided a letter on corporate letterhead that states:
  - The project was essentially complete during the previous calendar year.
  - The project was accepted as complete by the Client/Owner prior to nomination.
  - The project met or exceeded its stated objectives.
  - The Client/Owner has provided consent to nominate the project for the POY Award.
- This project has neither competed for nor won the PMI Distinguished Project Award.
- The nomination package includes all necessary clearances, releases, and permissions needed for public release of all submitted materials.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_