



2025

Chapter of the Year Award

Application Resource Guide

Overview

Since 1995, the PMI Chapter of the Year Award has celebrated outstanding achievements and contributions of PMI chapters worldwide. This prestigious honor recognizes excellence, innovation, and leadership in advancing the project management profession, supporting members, and driving meaningful impact locally and globally.

The award highlights the dedication and hard work of volunteers, leaders, and members who elevate the profession and inspire excellence. By celebrating these chapters, PMI acknowledges their role in strengthening the global project management community.

As we honor this year's winners, we look forward to the continued growth and success of PMI chapters leading the way in building vibrant, impactful communities.





Key Criteria

Chapters are assessed on five main criteria, each contributing 20% to the total score:

- **Impact on the Community**
- **Community Knowledge Empowerment**
- **Member Engagement and Satisfaction**
- **PMI Culture Values**
- **Chapter Sustainability and Volunteer Excellence**

Scores range from 1 (Poor) to 20 (Excellent) per criterion. Refer to the full scoring rubric for details.

Award and Honorable Mentions

Chapter of the Year Award

This prestigious award is given to a single chapter excelling in all five criteria, demonstrating comprehensive excellence in every aspect of chapter operations, leadership, and community impact.

Social Impact Catalyst

Awarded to the finalist chapter that shows exceptional performance in the Impact on the Community criterion. This chapter will have made a profound and measurable impact on its community through project management initiatives and social responsibility efforts.

PMI Culture Values Advocate

Recognizing the finalist chapter that excels in PMI Culture Values, this award highlights the chapter's commitment to upholding PMI's ethical standards and fostering a culture of collaboration, integrity, and respect within its leadership and membership.

Community Knowledge Empowerment Champion

This distinction honors the finalist chapter that demonstrates exceptional achievements in Community Knowledge Empowerment. This chapter excels in providing educational opportunities, fostering learning, and helping to grow the project management knowledge base both for its members and the wider community.



Eligibility

To apply, chapters must:

- Complete annual Charter Renewal by 31 March (including all required documents).
- Be chartered for at least one calendar year.
- Maintain *Good Standing* with PMI during the award period. (i.e. chapter meets all “required criteria” as outlined in the annual Charter Renewal, Chapter Charter Agreement, and Catalog of Core Services.)

Chapters can win multiple times but must highlight new achievements with each application.

Application Process Timeline

- **Submission Period (3 February – 4 April):** Submit applications via the online awards platform, detailing achievements in each criterion.
- **Review Process:**
 - **Regional Review (7 April – 30 May):** PMI regional teams score applications and select seven finalists.
 - **Global Review (9 June – 1 August):** Finalists undergo a thorough evaluation by the Global Chapter Awards Review Committee.
- **Awards Ceremony (12-15 November):** Winners are announced during PMI’s annual Awards Ceremony.

Recognition and Prizes

All seven finalists receive:

- Recognition at PMI Global Summit and PMI channels.
- Additional travel grants (\$1,000–\$2,000 USD based on location).
- Finalist seal/badge.

Winners also receive:

- Trophies, winner badges, and custom recognition pins



Award Scoring Rubric

1. Impact on the Community – 20%

How are you leveraging project management expertise to drive meaningful social impact in your community? Please provide specific examples where your chapter has applied project management principles to create tangible, measurable outcomes in social outreach initiatives. Share specific examples that showcase how your project professionals have transformed community challenges into successful, well-executed social impact projects.

Key Areas:

Application of Project Management to Social Impact:

Describe specific projects or initiatives led by the chapter that applied project management principles for social good. Focus on how these efforts benefited the chapter, the local community and contributed to the United Nations 17 Sustainable development goals.

Stakeholder Engagement and Involvement:

Detail the chapter's approach to engaging with stakeholders (e.g., community members, chapter members, entry level PMs, beneficiaries, partners, sponsors, etc.) during the planning, execution and delivery phases.

Outcomes and Community Impact:

Provide measurable outcomes, success stories that illustrate the positive impact of these initiatives on the community, the chapter and beneficiaries.

Collaborative Partnerships:

Describe partnerships with other organizations, chapters, or community groups that strengthened the initiatives. Focus on how collaboration enhanced resources and impact.

Feedback and Continuous Improvement:

Describe the methods you used for gathering feedback and lessons learned from participants, beneficiaries and the chapter members involved. Explain how these insights are used to improve future chapter initiatives.



2. Community Knowledge Empowerment– 20%

Describe how your chapter has demonstrated innovation in its programs, provided educational opportunities, and fostered collaboration among members and external partners. Please include specific examples, outcomes, and feedback.

Key Areas:

Knowledge Development Initiatives:

Describe particular programs or projects your chapter has implemented to develop knowledge platforms.

PMI Content Utilization & Engagement:

Describe the innovative strategies your chapter uses to make PMI content accessible, relevant, and actively utilized by members. Highlight specific methods, such as tailored workshops, interactive webinars, newsletters, or social media campaigns, that engage the community and ensure content aligns with their needs.

Knowledge-Sharing Events & Engagement:

Describe the workshops, webinars, or seminars your chapter has organized to facilitate knowledge sharing among members. Include specific topics covered, audience engagement strategies, and any innovative approaches to enhance learning and participation.

Discussion and Networking Opportunities:

Describe how your chapter has created opportunities (events, discussion forums, panels, etc.) for members to engage in discussions, build connections with peers and industry experts and grow professionally within the community.

Collaboration Efforts:

Describe joint initiatives with others or shared resources your chapter has established and highlight how these collaborations have value added to the community, have expanded resources, provided new learning opportunities, or enriched the experience for your members.



3. Member Engagement and Satisfaction– 20%

In what ways has your chapter enhanced member engagement and inclusivity within the community? Please provide specific examples of strategies for onboarding new members, programs that encourage participation from existing members, and initiatives that support diversity and inclusion. Additionally, include measurable outcomes, success stories, or testimonials that demonstrate the positive impact of these efforts on members and the broader community.

Key Areas:

Onboarding Strategies:

Specific methods the chapter uses to welcome and integrate new members into the community.

Membership Retention Strategies:

Specific methods the chapter uses to retain members over time.

Participation in Events:

Levels of member participation in chapter events, meetings, and activities.

Quality of Member Experience:

Initiatives that enhance the member experience, such as networking opportunities, resources, or support.

Member Recognition:

Programs or activities that acknowledge and celebrate member contributions and achievements.



4. PMI Culture Values – 20%

In what ways does your chapter embody the PMI Culture Values? Please provide specific examples for *Make It Easy*, *Aim Higher*, *Be Welcoming*, *Embrace Curiosity*, and *Together We Can*. Additionally, include measurable outcomes, success stories, or testimonials that demonstrate the positive impact of these efforts.

Key Areas:

Make It Easy:

Simplifying processes and removing barriers to enhance member engagement and satisfaction.

Aim Higher:

Setting and achieving goals that lead by thinking long-term while acting in the short-term, driving a culture of excellence.

Be Welcoming:

Creating an inclusive environment that encourages diverse participation, fosters connections among members and shows humanity, empathy and respect. .

Embrace Curiosity:

Innovative programs to better serve the PMI community foster a culture of continuous improvement through lifelong learning and an agile mindset.

Together We Can:

Evidence of teamwork with to create impact as a unified community, in alignment with our global goals.



5. Sustainable Chapter and Volunteer Excellence – 20%

How does your chapter support the sustainable growth and development of its volunteer base? Please provide specific examples of your long-term planning efforts, recruitment and onboarding strategies, and recognition programs for volunteers. Additionally, describe the training and development opportunities available to volunteers, the mechanisms for gathering their feedback, and the initiatives in place to retain volunteers and promote their engagement within the chapter. .

Key Areas:

Volunteer Recruitment, Onboarding:

Strategies and channels used to attract and recruit new volunteers. Structured onboarding processes to welcome and integrate new volunteers into the chapter.

Volunteer Recognition and Appreciation:

Activities, programs or events used to recognize and appreciate the contributions of volunteers or their achievements. Activities to regularly express gratitude and acknowledge the value of volunteer efforts.

Volunteer Training and Development:

Opportunities (such as workshops, seminars, mentoring) the chapter provides for volunteer training and skill development. Ways the chapter supports volunteers in advancing their knowledge and expertise in relevant areas.

Volunteer Engagement and Feedback:

Mechanisms in place for volunteers to provide feedback on their experiences and suggestions for improvement and for the chapter to actively seek to address volunteer concerns and ensure their voices are heard.

Volunteer Retention and Growth:

Initiatives the chapter has implemented to retain volunteers and foster long-term commitment while offering opportunities for them to take on leadership roles or expand their involvement within the chapter.



Writing a Strong Award Application

How you represent your chapter's accomplishments and qualities in an application is critical in making the best impression on judges. Here are some tips for making the most out of your application:

Persuasiveness and Impact

- Does your application address the criteria for the award? Looking at the rubric will give you an idea of what areas are most important.
- Are you being descriptive enough with your chapter's achievements? How did the chapter contribute to the goal, and what were the end results? Include measurable outcomes or milestones where possible (growth in programs, better retention, new partnerships, etc.)
- What makes this chapter unique from others? How has the chapter gone above and beyond? Provide concrete examples over general descriptions.

Clarity and Conciseness

- Can you sum up in one sentence why the chapter deserves recognition? Keep your writing focused and make every word count. Don't worry about adding details that don't speak to the chapter's qualifications for the award.
- Is it easy for the reader to follow your train of thought and identify how every point addresses the criteria for the award? Keep the application organized; use bullet points if appropriate.
- Explain achievements in plain language and avoid acronyms. Judges may not be as familiar with activities or programs that are specific to your chapter or region. Try to eliminate or explain jargon where possible.

Don't Forget!

Proofread! Type your application in Microsoft Word or a program that will catch basic spelling and grammatical mistakes before copying into the online nomination form. Then ask a peer or colleague to proofread your application. Two sets of eyes are better than one!

It takes time to write a strong application. The biggest advantage you can give your chapter is by starting your application early and giving yourself time to collect information and proofread. Good luck!



Don't Miss These Key Dates!

- **3 February:** Application window opens. Access the awards application platform via the link on the [PMI Global Chapter Awards page](#).
- **4 April:** Application deadline.
- **25 July:** Chapter of the Year finalists announced.
- **12-15 November:** Winners revealed at the PMI Awards Ceremony

Apply early and ensure your chapter meets all eligibility requirements by 31 March 2025.

Questions about the Chapter of the Year Award program? Contact chapterawards@pmi.org.