

All applications for consideration of the **PMO of the Year Award** must address the criteria listed below. Please review the PMI PMO of the Year Award Guidelines and General Submission Guidelines on PMI.org/Awards or contact awards@pmi.org.

Please fill in the section below with information relevant to your organization and PMO:

Organization Information

Industry (Finance & Insurance, Information, Manufacturing, Professional Services, Healthcare, Education, Government, Other): _____

Organization Size in number of full-time employees: _____

Organization Size in annual sales revenue in USD (small – less than \$100 million, medium - \$100 million to \$1 billion, large (greater than \$1 billion): _____

PMO Information

PMO Name: _____

PMO Leader (Name & Title): _____

PMO Size (full-time employees): _____

PMO Annual Operating Budget (approximate USD): _____

PMO Service Span (Enterprise, Business unit (LOB), IT, Product Development/Research & Development, Marketing, Engineering, Single Program, Single Project, Other): _____

PMO Age: _____

PMO Organization Chart: Please attach

PMO Budget (in USD): _____

Number of Projects Managed: _____

Average Value of Project (in USD): _____

Number of Projects in/Value of Portfolio: _____

Criteria

Structure, Functions and Processes of the PMO (3 page maximum)

- Written in a way that speaks to how the PMO is organized and operates in that these things support better performance and success (supports criteria 2 and 3)
- Things to consider:
 - Is the PMO aligned to key strategic directives of the organization? (E.g. To whom does the PMO head report? Does the PMO represent an entire business, business unit, department, other? Does the head of the PMO interact with the executive leadership team regarding key initiatives? How are the PMO's operations funded? Does the PMO support project portfolio management function for the business/business unit? If so, please describe your PPM process for selection, balancing and management.)
 - Describe the process for continuous improvement of the PMO and the organizational project management capabilities of the organization. (e.g., What are the ongoing efforts to standardize, measure, control and improve project, program and portfolio capabilities?)
 - Describe PMO processes for value and performance tracking and measurement (includes benefits realization tracking and measurement).
 - Provide demonstrations of improvements in operational effectiveness or delivery of tangible value back to the organization (e.g. percentage improvement in key performance measures).

Talent Acquisition, Retention and Development (2 page maximum)

- Describe existing programs for talent resourcing and career development for project/program related staff (e.g., Is there a formal career track for PMs; How is professional development encouraged through formal and informal methods? Describe PMO roles: leadership roles, specialized roles (e.g. roles addressing change management, risk management, etc.).

PMO Accomplishment(s) (3 page maximum)

- This section describes the main issue(s) or challenge(s) the organization has encountered in which the PMO played a significant role.
 - Describe key strategic initiative(s) or challenge(s) that were critical to the business.
 - Include initial business goals and objectives in key performance indicator form where available.
 - Describe clearly and concisely the role of the PMO and how it contributed to a successful business outcome.
 - Briefly describe the PMO's plans for the coming year and how those plans will potentially impact the organization; please provide details of one specific initiative planned for the immediate future.

Impact to the Business (3 page maximum)

- This section describes the benefits realized and impact to the business resulting from the above described initiative(s).
 - Executive sponsorship: This section should be written in coordination with a representative from the business function/stakeholder impacted by described initiative. The business representative must attest to the value of the described initiative(s).
 - Provide quantitative data to illustrate business impact in areas such as cycle time improvement, increase in customer satisfaction or retention, efficiency, income growth, cost cutting, increased profit, etc.
 - Provide information on any publications, awards, or external assessment results garnered by PMO.

I, THE UNDERSIGNED, acting as the Lead Nominator, certify that the information provided in this nomination submission is complete and accurate to the best of my knowledge.

Lead Nominator Name: _____

Signature: _____ Date: _____