

Project Management Institute®

*Project of Excellence (POE)*

*and*

*Project of the Year(POY)*

*Awards*

Alaska Chapter Guidelines and Format for Year 2008  
Project Nomination Submittal

## **PURPOSE**

To recognize, honor and widely publicize the accomplishments of the PMI Project of the Year, and the Project Team, involved for superior performance and execution of exemplary project management. The process involves three successive tiers of competition: Preliminary, Semi Final and Final. The Preliminary competition is the local Alaska Chapter competition and includes three project categories;

- IT/Telecommunications
- Engineering/Construction
- All Others.

A winner will be selected from each category. Additionally, a single overall Alaska Chapter Project of Excellence will be awarded from the winners of each category. The winner of the Alaska Chapter (Preliminary) competition will be submitted to PMI Global for consideration in the Semi Final competition.

## **ELIGIBILITY**

All companies are encouraged to participate. The nominated project must have been accomplished somewhere in the state of Alaska. PMI affiliation is not necessary. Any project which is perceived as having effectively applied project management principles and techniques is eligible to be submitted for judgment providing:

- The project has an approved scope, schedule and budget.
- The project is essentially complete at the time of nomination and has been accepted as complete by the Client/Owner prior to nomination. There can be no restrictions on the use of the submitted information after the final date of submission.
- Research or development projects, which may contain proprietary or confidential, technical or commercial information, must be publicly disclosed by owner.
- The nominated project must have been successfully completed using processes and approaches consistent with A Guide to the Project Management Body of Knowledge (PMBOK<sup>®</sup> Guide – Third Edition). That consistency must be clearly delineated in the submitted materials. (Note: To purchase a copy of PMI's A Guide to the Project Management Body of Knowledge, visit PMI's Online Bookstore at [www.pmi bookstore.org](http://www.pmi bookstore.org).)
- Although the project itself can be located anywhere in the world, and may be from private or public sector work, the project manager and/or team directly responsible for the project must be located within the boundaries of the Alaska Chapter of the Project Management Institute.
- The project may or may not have won awards or other recognition from other professional associations.

## **GENERAL EVALUATION CRITERIA**

- Met or exceeded Owner/Client's needs as evidenced by a letter from the Owner/Client.
- Met or improved on budget and schedule performance when compared with original established budget and schedule goals.
- Demonstrated originality and uniqueness of applied project management techniques, including innovative application of practices/methods.
- Exhibited technical aspects and advancement of the project management profession through effective application of the nine PMBOK<sup>®</sup> Knowledge Areas.

- Demonstrated complexity of the project and unusual conditions, issues, and barriers requiring special management team action and performance.

## **PROCESS**

The Project of the Year (POY)/Project of Excellence (POE) selection process consists of three progressively more competitive evaluations. Entry is normally allowed only at the Preliminary Level submitted by a participating PMI Chapter. In unusual cases, an entry to the second level through an “at-large” judging panel is allowed. The nominated project applications must be received in time to be processed through all three levels of the competition. Projects must be nominated to the Chapter at the Preliminary Level by 1st December 2008, and the one nomination selected to move forward to next level of competition must be selected by 12 January 2009 in order to be included in that year’s Semi Finalist evaluation.

### **LEVEL ONE: Preliminary Competition**

#### Nomination:

A project may be nominated by anyone for award consideration. Submittals must be received at the local Alaska PMI Chapter by 31st December 2008.

Nominations to the Alaska Chapter must include the category under which they are being submitted; IT/Telecommunications, Construction/Engineering, or All Other. A single project will be selected for submission to the Semi-Final competition.

#### Evaluation:

Evaluation is carried out by designated judges from the Alaska Chapter of PMI. The panel of judges includes individuals with a broad spectrum in project management experience and who have successfully demonstrated project management expertise. Each reviewer will review no more than five projects.

#### Selection:

The nominations selected for each category and the single nomination from the Preliminary Level to advance to the Semi Finalist Level will be selected by 3 March 2009. Each applicant at this level of competition will be notified by the Alaska Chapter of the results by postal mail.

### **LEVEL TWO: Semi Finalist Competition**

#### Nomination:

Only those nominations selected at the Preliminary Level to move forward in the competition may participate at the second tier, the Semi Finals. The Preliminary Level POY/POE Project Manager is responsible for submitting the entry from the Preliminary Level into the Semi Final Competition. The Preliminary Level POY/POE Project Manager must send ten (10) copies of completed submittals, plus the original, to be received at PMI Global Operations Center by 17 March 2009. PMI will forward these submittals to the Semi Final Reviewers appointed by PMI Global Operations Center.

#### Evaluation:

Evaluation is carried out by appropriate Semi Final Reviewers. The panel of Semi Finalist reviewers should include a minimum of five (5) individuals from around the world who have successfully demonstrated project management expertise. Each reviewer will evaluate no more than five projects.

Selection:

Three Finalists will be selected to move on to the Finals. These selections must be made by 12 May 2009. Each applicant at this level of competition will be notified by mail (by PMI Global Operations Center) of the results determined by the Reviewers.

**LEVEL THREE: Final Competition**

Nomination:

Only the three Finalists selected to compete in the Finals may enter the Final Competition. PMI Global Operations Center will forward these three POY Finalist submittals to the Final Competition Reviewers on or before 2 June 2009.

Evaluation:

The Final Competition Reviewers will evaluate the package of each nominated project. This panel of five (5) Finalist Reviewers, individuals from around the world, must have successfully demonstrated project management expertise.

Selection:

One nomination from the Final Competition will be selected as the winner of the PMI Project of the Year Award. Selection will be made after 17 July 2009. Each Finalist will be sent the results of the Final Competition by mail (by PMI Global Operations Center). Formal announcement of the winner and runners-up will be made at a specified PMI event.

**FREQUENCY AND NUMBER**

LEVEL ONE – Preliminary Competition: Unlimited number of nominations in each category. One selection selected from the winners of each category to advance to Semi Final Competition.

LEVEL TWO – Semi Finals Competition: Three Finalists from around the world will be selected from entries submitted to advance to the Semi-Finalist Level.

LEVEL THREE – Finals Competition: Not more than one PMI Project of the Year Award will be made per year.

**PRESENTATION AND RECOGNITION**

LEVEL ONE – Preliminary Competition: Acknowledged by PMI's Chapters as part of Chapter program.

LEVEL TWO – Semi Final Competition: Acknowledged by PMI Global Operations Center and sponsoring PMI Components.

LEVEL THREE – Final Competition: PMI Global Operations Center and PMI Board of Directors will acknowledge the PMI Project of the Year Award winner. Award will be presented at a specified PMI event. Names of other two Finalists will be announced as well as the winning project.

## **GENERAL TERMS AND CONDITIONS:**

Applicant must agree that:

- The nomination package will be completed in close conformance with the established format.
- All necessary clearances, releases and permissions needed for public release of all submitted materials will be obtained in writing.
- Expenses will not be reimbursed for assembling the nomination package nor for any presentation materials that may need to be created should the project be selected as the winner.
- Should a Global POY or POE be selected PMI Alaska Chapter is not responsible for any associated expenses of attendance, submittal or additional PMI requirements handed down yearly by GOC.
- Global Submission Dates are subject to change to align with any changes that GOC might make during the course of the year. PMI Alaska Chapter will do it's best to help present to GOC.

**PMI PROJECT OF THE YEAR AWARD  
TYPICAL NOMINATION PACKAGE OUTLINE**

Please print or type submittals.

**SUBMITTAL REQUIREMENTS:**

Nominations must be concise, yet contain enough information to adequately represent the project. Submittals shall be in an 8 1/2 x 11” or A4 format. Packages are not to exceed 35 pages, which may include supporting documentation such as work breakdown structure. Any additional documentation in alternate media formats, such as multi media, will not be evaluated. Any pages submitted beyond the mentioned 35 pages will not be evaluated. Submittals shall be in English.

Contacts for securing peripheral project information by the judging committee should be identified in the project application. The release or clearance of such peripheral materials should be provided by and will remain the responsibility of the nominating group. In addition to other details below, the submittal must contain (a) written consent/support by owner and/or client recognizing the submittal of the project and stating that the project has been accepted as complete (b) written agreement of relevant stakeholders to assist in preparing a Showcase Project article to be published in the PM Network<sup>®</sup>.

The original and ten copies of the project selected for the Semi-final competition should be received by the Alaska Chapter POY/POE Project Manager by 27 January 2009. (Original and ten copies of the one project winning at the Preliminary Level must be received at PMI Global Operations Center by 17 March 2009.)

(Document must contain contact information for the Preliminary Level project manager, primary contact within the organization, and primary contact of sponsoring company including contact name, address, phone number and e-mail address.)

The submittals for the PMI Project of the Year Award should address concisely, and in detail, the eleven categories listed below.

**I. GENERAL INFORMATION AND PROJECT TEAM**

**Project Specifics**

Important: Type or print Project Name, Owner/Client, and Project Team below exactly as you would like it to appear on the award.

- a. Name and location of the Project:
- b. Name of Owner/Client supporting the Project Team. Include mailing addresses, phone numbers and e-mail addresses.
- c. Name of the Business of the Project Team/Members. Include mailing addresses, phone numbers and e-mail addresses for Project Team/Members:

Provide an overview and/or description of the Project Team including the roles and responsibilities of the Project Manager.

## **II. PROJECT PERFORMANCE**

### **A. Summary of Project**

Provide a general description of the Project including complexity of the project and unusual conditions, issues, and barriers requiring special management team action or performance. Please attach drawings and photographs, if available, to illustrate the scope of the Project.

### **B. Special Management Methods**

Summarize why the management of Project is distinctive, innovative or original in the application of Project Management techniques. Comment on the application of practices and methods and any marked improvements of methods, lessons learned, and/or products during the course of the Project. Describe how these methods advance the technical values and image of the Project Management profession.

### **C. Owner's Satisfaction**

Provide written evidence on corporate letterhead that the management of the project exceeded the owner or client's needs. Evidence should address tangible as well as intangible benefits of the project outcomes, project management best practices or contribution to the organization.

## **III. PROJECT INTEGRATION MANAGEMENT**

Briefly describe how project integration management was considered and implemented:  
Briefly explain how overall project changes were managed and controlled:

## **IV. PROJECT SCOPE MANAGEMENT**

Discuss the following:

- Project concept and objectives.
- Scope statement including cost, schedule, and performance criteria and work breakdown structure.
- Management Plan and Control Systems.

## **V. PROJECT TIME/SCHEDULE MANAGEMENT**

Briefly summarize the project schedule including delays, if any, including legitimate causes such as change in the scope of service, owner's requests, market response.

Original Date Actual Date

Commencement Date:

Project Defined:

Client Approval:

Project Closeout:

A copy of the "approved" planned project schedule versus the "actual" planned project schedule is recommended as part of the supporting documentation to the nomination package.

## **VI. PROJECT COST/RESOURCE MANAGEMENT**

Explain how the project budget was met or improved:  
Original budgeted cost for work/product/research:  
Actual cost of work/product/research:

## **VII. PROJECT QUALITY MANAGEMENT**

Comment on total quality management of the project including philosophy, quality assurance, and quality control (provide attachment).

## **VIII. PROJECT HUMAN RESOURCE MANAGEMENT**

Provide a general description of how the project members developed into an effective team. Identify the individual(s) and their roles outside the project team who directly affected the Project.

## **IX. PROJECT COMMUNICATIONS MANAGEMENT**

Briefly identify the major audiences of the project. Discuss the communication techniques and conditions to communicate the project to those audiences especially in special or unusual situations. Attach written materials and photographs, if available, showing community information/relationship of the Project.

## **X. PROJECT RISK MANAGEMENT**

Identify external and internal risks to the project and how the project management and/or team mitigated the issues.

## **XI. PROJECT CONTRACT/PROCUREMENT MANAGEMENT**

Identify contract procurement and acquisition procedures. Comment on their administration and control methods.