



Project Management Institute
Southwest Ohio Chapter

**Project Management Institute
Southwest Ohio Chapter**

Award Application and Project Management Methodology Summary Form

**PROJECT
EXCELLENCE
AWARD**

2008 APPLICATION

PROJECT COVER LETTER

Insert Cover Letter Here

Cover Letter Must Include the Following:

- Acknowledgement that all materials submitted, as part of the nomination application, are non-confidential.
- Electronic signature of the Award Lead Nominator and/or member of the executive team.

PROJECT INFORMATION AND SUMMARY FORM

I. Essay 1: Company Background and Business Climate

II. Essay 2: Brief Description of Project Management Methodologies

This section should be between 1000-1500 words and needs to include the following:

- Your approach to managing multiple projects (or formal PMO)
- Project management methodologies that you use, including background information on typical project size and team structure
- How your projects are typically funded
- What kind of formal project management methodologies and standards are currently being used
- Attach Organizational Chart and team role definitions. Individual names are not required.

III. Essay 3: Lessons Learned and Best Practices

This section should be between 1000-1500 words and needs to include the following:

- Description of how long your project management methodology has been in place and how it matured over time
- What challenges your organization encountered prior to implementing the current methodology and how you overcame those challenges
- Overview of practices implemented and their affect on project and organizational success.

IV. Essay 4: Impact of applying Project Management Methodologies and Future Plans

This section should be between 1000-1500 words and needs to include the following:

- Describe how the use of project management methodologies impacted your organization over a sustained period of time (e.g., customer satisfaction, productivity, reduced cycle time, growth, building or changing organizational culture, etc.)
- If available, please provide quantitative data to illustrate the areas in which proper project management has had the greatest business impact
- Finally, briefly describe your plans for 2008-2009 and how those plans will potentially impact your organization.

V. Lead Nominator

Name:

Email address:

Mailing Address:

Phone Number: