



EXCELLENCE IN PROJECT MANAGEMENT AWARD

NOMINATION GUIDELINES

BACKGROUND:

The SWOPMI's *Excellence in Project Management* award is intended to acknowledge, honor and widely publicize significant successes in applying project management methodology and best practices of small and growing organizations in the Greater Cincinnati area. This award will be presented to the organizations that best illustrate – through an essay and other documentation – their project management strategies, best practices and lessons learned.

The primary goals of the award are to:

- Recognize and celebrate project excellence in the Greater Cincinnati community
- Increase awareness of project management principles and disciplines
- Provide an opportunity for involvement by members of the SWOPMI chapter
- Increase awareness of PMI and the local chapter
- Increase local community awareness about PMI and the Southwest Ohio Chapter, reaching outside the PMI community.

This award is a part of a new SWOPMI outreach initiative to create a stronger presence in the community. For the Southwest Ohio chapter this is an opportunity to “reach out” to small businesses. Those companies have been traditionally under-represented in our Chapter. Small business managers often are not looked at as project managers; when in fact they are. The characteristics required to be successful in managing a small business are the same as those needed to properly manage projects. Today, the project manager is expected to be knowledgeable in all areas of business, including finance and accounting; sales and marketing; research and development; strategic and operational planning; human resources; business administration; procurement management; motivation and interpersonal skills. This knowledge is necessary because project managers administer projects in a similar way executives manage small businesses. The multidiscipline project team becomes an entity in itself, focused on the needs of the project and trying to satisfy them in the best way possible.

This is a “stand-alone” Award and not linked to the requirements set by PMI *Project of the Year* or any other award. Award candidates who meet these qualification standards can take their projects forward to other competitions, independent of this award.

CRITERIA FOR ELIGIBILITY:

- Companies of any industry type located within the Greater Cincinnati Metropolitan region
- This award is open for any company that can be characterized as a small business (generally, under 100 employees)



- PMI affiliation is not required, but applicant must be familiar with PMBOK standards
- There can be no confidentiality restrictions on the use of the submitted information (e.g. the Award application and documentation) after the final submission date.

The nominated company must:

1. Demonstrate excellence in leadership and innovation while advancing project management concepts, techniques and practices
2. Project management practices must demonstrate a clear link to the strategic goals or needs of the participating organization
3. Show the application of project management principles resulted in measurable as well as intangible improvements
4. The contribution or performance made a significant and lasting contribution to the success of the company
5. Demonstrate effective application of *PMBOK® Knowledge Areas* and processes.

NOMINATION PROCEDURES:

General Conditions:

- For a nomination, one person must take the lead. This person shall be known as the **Lead Nominator**. The Lead Nominator must have personal knowledge of the project management processes and submit the Award Application and supporting documentation. The Lead Nominator must serve as the primary spokesperson and communication point of contact.
- It is not required that the Lead Nominator be a Project Manager, or hold PMP Certification.

Step 1:

- a) Confirm your organization's tentative interest in competing for the Award by completing and submitting the **Statement of Interest Form** by February 15, 2005. .
- b) Submitting the **Statement of Interest Form** does NOT obligate an organization to compete for the Award. The purpose of the form is to allow SWOPMI to be aware of the number of applicants and to serve as a critical resource to those applicants in the planning and submittal process.

Step 2:

- a) Complete and submit **Award Application Package**. The deadline for submission is **March 5, 2008**.
- b) The **Award Application Package** includes the following three (3) components:
 - ❑ Cover Letter acknowledging that all materials submitted as a part of the nomination are non-confidential and signature (electronic) of the Award Lead Nominator and/or member of the executive team.



- Award Application and Project Management Methodology Summary Form (response to questions)

 - Supporting documentation (optional)
- c) The entire Award Application Package, including the Cover Letter and supporting documentation cannot exceed twenty (20) pages in length.

Step 3:

- Electronically submit your completed Application Package (in either WORD or PDF format) to: business-outreach@pmi-swohio-chapter.org.

SELECTION PROCESS:

The Award Selection Process is as follows:

- All nominations will be collected and screened for initial qualification (e.g. meet minimum eligibility requirements).
- Eligible applications will be sent to a judging panel for evaluation. The applications will be judged on validity, merit, accuracy and consistency.
- All projects will be evaluated against a standard set of criteria used to consistently evaluate all project nominations.
- The three winning organizations will be notified no later than April 5th, 2008 and will be asked to prepare a 5 minute presentation about the organization and its project management methodologies.
- The winners of SWOPMI's Excellence in Project Management Award will be publicly announced at the April Chapter dinner meeting and will have an opportunity to present.

EVALUATION PROCESS:

Types of best practices judges will look for include:

- Successful implementation and integration of project management methodologies
- Demonstration of methodologies or practices that lead to more efficient and/or effective completion of the organization's projects
- Demonstration of innovative and distinctive applications of project management
- Practices for establishing PMO and program management within the context of a small organization



- Practices that promote a company-wide use of project management standards; practices that encourage the use of performance measurement results to aid decision making and practices that enhance the capability of project managers.
- Original approaches in improving the organization's project management capabilities

Best practice outcomes might include:

- Steady evidence of realized business benefits such as customer satisfaction, productivity, budget performance, schedule performance, quality, ROI, employee satisfaction, portfolio performance and strategic alignment
- Effective allocation of resources
- Executive commitment to a project management culture expressed in policies and other documentation
- Established PMO that demonstrates an organizational business results focus
- Effective use of project management knowledge and lessons learned
- Potential rewards linked to measurement of project success and individual performance
- Consistency of project management functions applied across the organization
- Improved organizational project management maturity

KEY DATES:

February 15, 2008	Deadline for submitting Statement of Interest
March 5, 2006	Deadline for submitting Award Application
April 16, 2008	Award Ceremony

AWARD:

- Company profile in chapter newsletter (free advertising)
- Five minute presentation about the company at the Award dinner
- Press release to local newspapers
- Announcement on SWOPMI web site
- SWOPMI plaque honoring the company and the project manager.

QUESTIONS:

Please contact the SWOPMI Director of Business Outreach at: business-outreach@pmi-swohio-chapter.org