



**Project Management Institute (PMI)  
Portland Chapter**

**PROJECT  
EXCELLENCE  
AWARD**

**2005 APPLICATION**

## PROJECT COVER LETTER

**Insert Cover Letter here.**

Cover Letter Must Include the Following:

- Provide written evidence on organization letterhead indicating the Owner's or Client's satisfaction with the project. Evidence should address scope, schedule, budget and quality as well as intangible benefits of the project outcomes.
- Indicate that the project had an approved scope, schedule, budget and quality requirements
- Demonstrate a clear link to the strategic goals or needs of the organization.
- Acknowledgement that all materials submitted as part of the nomination are non confidential.
- Signature (electronic) of the Award Lead Nominator and/or Owner/Client.

## PROJECT INFORMATION AND SUMMARY FORM

### I. Project Name:

### II Brief Description of the Project:

- a) Primary objectives:
- b) Primary deliverables:
- b) Project start & finish dates:
- c) Total effort (either in dollars or resource hours):
- d) Location(s) and address where the project work occurred:
- f) **Functional Organization Chart** - Please Attach *[NOTE: Please define team roles only. Individual names not required.]*

### III. Project Owner/Client:

- a) Organization Name:
- b) Organization URL:

### IV. Lead Nominator

- a) Name:
- b) Mailing Address:
- c) Phone Number:
- d) Email address:

## AWARD APPLICATION

### **IMPORTANT NOTE: Supporting Documentation**

Your completed Award Application Package must not exceed twenty (20) pages, including the cover letter, project summary form, project documentation and attachments. Examples of project documentation includes Work Breakdown Structure (WBS), communication materials, tracking documents, etc.

**To compete for the Award, please provide full and complete answers to all of the questions below:**

#### **I. THE PROJECT CHALLENGE**

- a) Provide a short narrative describing the project. If available and appropriate, please attach drawings, photographs or illustrations to describe your Project.
- b) How did your project link to the strategic goals or needs of the organization?
- c) What unusual conditions, issues or barriers existed in your project that required special team action or performance?

#### **II. PROJECT EXCELLENCE – BEST PRACTICES**

- a) What project management innovative techniques and processes in each of the PMBOK Knowledge Areas did you use to meet your project's special challenges?
- b) How did these techniques or processes help make your project distinctive? Comment on the application of practices and methods, as well as on the results. For example, any marked improvements of methods, lessons learned, and/or products during the course of the project?