



**PMI-PORTLAND  
EXCELLENCE IN PROJECT MANAGEMENT AWARD**

**NOMINATION GUIDELINES**

**BACKGROUND:**

The PMI-Portland's "Excellence in Project Management" award is intended to acknowledge, honor, and widely publicize project teams for superior performance and execution of exemplary project management for projects completed during the past year.

The primary goals of the award are to:

- Recognize and celebrate project excellence in the Portland community
- Increase awareness of project management principles and disciplines
- Provide an opportunity for involvement by members of the PMI-Portland chapter
- Increase awareness of PMI and the local chapter
- Increase local community awareness, reaching beyond the PMI community

This is a new PMI-Portland initiative. The PMI-Portland chapter has grown to nearly 1,000 members, and has launched an Outreach Initiative. This Award Project provides an opportunity to support this new initiative by "reaching out" to the greater business and government communities. The Portland Chapter was chartered by PMI in 1982, and desires to launch new initiatives to support the growing membership and evolving project management profession.

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

**CRITERIA FOR ELIGIBILITY:**

- Projects of any size or industry type located anywhere are eligible for nomination; however the project management work must be located for the duration of the project within the Portland Metropolitan region.
- PMI affiliation is not required, but applicant must be familiar with PMBOK standards.
- The project must have been completed any time between January 1, 2004 and October 14, 2005.
- 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 project must:**

1. Demonstrate excellence in leadership and innovation while advancing project management concepts, techniques and practices.
2. Have been accepted as complete by the Client/Owner prior to nomination.



3. Have an approved scope, schedule and budget; and demonstrated a clear link to the strategic goals or needs of the participating organization as evidenced by a letter from the Client/Owner. [**See *Nomination Procedures Step 2b below for further explanation***].
4. Effectively applied *PMBOK® Knowledge Areas* in completing their project.

The deadline for submitting an Award Application and supporting documentation is:  
**October 31, 2005 by close of business day**

## **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 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 is the Project Manager.

### **Step 1:**

- a) Confirm your organization's tentative interest in competing for the Award by completing and submitting the **Statement of Interest Form** by October 15, 2005. The Statement of Interest must be signed by the Lead Nominator and the Owner/Client.
- 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 PMI-Portland 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 **October 31, 2005**.
- b) The **Award Application Package** includes the following four (4) components:
  - ❑ Cover Letter indicating that the project had an approved scope, schedule and budget; and demonstrated a clear link to the strategic goals or needs of the participating organization. Letter must also provide written evidence on the organization's letterhead indicating the Owner's or Client's satisfaction with the project. Evidence should address tangible as well as intangible benefits of the project outcomes and project management best practices. The letter requires signatures from the lead nominator and the Owner or Client.
  - ❑ Project Information and Summary Form
  - ❑ Award Application (response to questions)
  - ❑ Supporting documentation (optional)
- c) The entire Award Application Package, including the Cover Letter and supporting documentation, can not exceed twenty (20) pages in length.



## Project Management Institute (PMI) Portland Chapter

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### Step 3:

- Electronically submit your completed Application Package (in either WORD or PDF format) to: [awards@pmi-portland.org](mailto:awards@pmi-portland.org).

### SELECTION PROCESS:

The Award Selection Process is as follows:

- All nominated projects will be collected and screened for initial qualification (e.g. meet minimum eligibility requirements).
- Eligible projects will be sent to a 3-person judging panel for evaluation.
- All projects will be evaluated against a standard set of criteria used to consistently evaluate all project nominations.
- The winner of PMI-Portland's Excellence in Project Management Award will be announced at the December 20, 2005 Chapter dinner meeting.

### GLOSSARY:

Sponsor: Line manager or other executive responsible for the project (who may provide the project funding).

Client: Recipient individual or organization of the project's end deliverables.

Owner: Organization who implemented the project.

### KEY DATES:

September 20, 2005	Deadline for submitting Statement of Interest
October 17, 2005	Deadline for submitting Award Application
December 20, 2005	Award Ceremony

### QUESTIONS:

Please contact the PMI-Portland Awards Committee at 503-243-6657 or email: [awards@pmi-portland.org](mailto:awards@pmi-portland.org)