Project Management Institute® Rochester

AWARD REQUIREMENTS

PURPOSE

The PMI Rochester Chapter Project of the Year Award recognizes projects that best deliver:

- Superior performance of project management practices
- Superior organizational results
- Positive impacts on community

ELIGIBLE

- Project of any type, from any industry, in public or private sectors.
- Project from the Rochester and/or Ithaca areas.
- The project must have been completed no more than 18 months before the nomination deadline.
- Nominator must be a member of the PMI Rochester Chapter.

NOT ELIGIBLE

- Projects completed over 18 months from the nomination deadline.
- Current PMI Rochester Chapter Board Members, Directors and Awards Committee Members are not eligible to apply for this award.

NUMBER OF AWARDS

- One project will be selected.
- PMI Rochester Chapter reserves the right not to select any finalists for a particular year if the evaluations performed indicate that nominations do not meet the stated criteria.

SUBMISSION CRITERIA

INTRODUCTION/SUMMARY

This section provides the project background.
- Provide project information
  - Project Name:
  - Project Location:
  - What was the budget?
  - What was the start date?
  - What was the completion date?
- Provide a brief overview of the organization and the project.
- Describe the benefit/value of this project on the general public.

LEADERSHIP

Show that the leadership of the project was effective by answering the following:
- Describe the project leadership, including key stakeholder relationships and executive sponsorship.
- Describe how effective leadership contributed to the project's success.

STAKEHOLDERS

Show that stakeholder expectations and communications were effectively managed by answering the following:
- Identify the key stakeholders and why they were key to your project.
- Describe what and how processes/tools were used to manage stakeholder expectations and communications.
- Describe how effective management of stakeholders contributed to the project's success.

SCOPE

Show that the project scope was effectively developed and managed by answering the following:
- Describe what processes/tools were used to document the project scope.
- Describe how effective management of scope contributed to the project's success.

SCHEDULE

- Describe what processes/tools were used to develop and manage the schedule.
- Describe how effective management of schedule contributed to the project's success.

BUDGET/COST

If applicable, show that the project cost was effectively developed and managed by answering the following:
- Describe what processes/tools were used to determine the project cost.
- Describe how effective management of cost contributed to the project's success.

RISK

If applicable, show that risks were effectively managed during the project by answering the following:
- Identify the key risks and explain why they were key to your project.
- Describe how processes/tools were used to manage risk.

BENEFIT REALIZATION

If applicable, show that the benefits/value of your project were realized by answering the following:
- Identify the benefits/value of the project for the organization(s).
- Describe what processes/tools were used to verify if the project benefits were achieved or not.

PROJECT CHANGE MANAGEMENT

If applicable, show that proposed changes to project scope, cost, and schedule were effectively managed by answering the following:
- Describe what processes/tools were used to document and approve changes.
- Describe how effective management of change contributed to the project's success.
- Identify the key changes during your project and why they were key to your project.

LESSONS LEARNED

Show that lessons learned from previous projects (if any) and from the submitted project were effectively integrated into the project and/or organization by answering the following:
- Identify the key lessons learned and why they were key to your project and/or organization.
- Describe how the integration of lessons learned contributed to the success of the project.