

PMI CMASS Project Manager of the Year (PMoY) Award Guidelines

2011 Project Nomination Submittal

V2.1

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CMASS Award Team

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Contents

- 1.1 Purpose..... 3**
- 1.2 Schedule 4**
- 1.3 Judging Panel 4**
- 2.0 Nomination Eligibility..... 4**
- 2.1.0 Project Manager Nomination Candidate 4**
- 2.1.1 Project Manager of the Year Award Candidate 5**
- 2.1.2 Rookie of the Year Award Candidate..... 6**
- 2.1.2 Exclusions 6**
- 2.2 Associated Project Eligibility 6**
- 3.0 Nomination Submissions..... 7**
- 3.1 Submittals from PMI CMASS Members 8**
- 3.2 Nomination Package Outline..... 9**
- 4.0 General Evaluation Criteria 13**
- 5.0 Evaluation and Scoring..... 14**
- 5.1 Selection 14**
- 6.1 Presentation and Recognition 14**
- 7.0 General Terms and Conditions 15**
- 8.0 Comments and Suggestions 15**
- 9.0 Appendix..... 15**
- 9.1.1 Nomination Application Template 15**
- 9.2 About the Categories (from Awards Web page).....16**
- 9.3 FAQ17**

1.0 Program Overview

The Central Mass Chapter of PMI (CMASS) is conducting a Project Manager of the Year (PMoY) Award for 2011 to recognize CMASS member Project Management Professionals who demonstrate excellence in leadership, teamwork, use of PMI PMBOK tools and methodologies and project management skills. The Award is more about the leadership and demonstrated project management expertise rather than the nature or scope of the project. Nominations will open on June 14, 2011 and close on September 16, 2011 at midnight EST. Candidates may self submit a nomination application. A panel of judges will review the submissions and score the nomination applications in the four categories. The categories are related to where the project manager is working or associated:

- Corporate/Private Sector (Public and private companies)
- Government/Public Sector (Government entities)
- Non Profit (Possess non profit status)
- Rookie of the Year (Less than 12 month PMI credential and any industry)

Project managers can benefit personally in advancing their careers, stature at work and in the PMI community, support pay increases, be more attractive in a job search and add to the Project Managers Professional Credentials.

The formal announcement of the Award recipients will be made at the CMASS November 8th 2011 Chapter meeting. The Award recipients will receive a CMASS certificate of accomplishment, a CMASS gift and sponsor award - Project Summit pass (Oct 24/25, 2011 in Burlington, MA).

1.1 Purpose

The purpose of the program is to recognize, honor, and publicize the accomplishments, expertise and leadership of members of the PMI CMASS chapter who demonstrate superior performance, leadership and execution of exemplary project management practices. Promote the Project Management Profession and the value of Project Management Institute (PMI) credentials.

Provide a vehicle to help project managers enhance their careers and professional stature.

The CMASS Award Program will evolve over time and include other award categories as appropriate. It is expected that this will be an annual CMASS Chapter activity. Suggestions are welcomed. Please send your suggestions to awards@pmicmass.com

to help CMASS enhance this awards program and promote professionalism among project managers.

1.2 Schedule

Key dates

- CMASS Awards Website page active 13-Jun-2011
- Submissions open 14-Jun-2011
- Submissions closed (midnight EST) 16-Sept-2011
- Award recipients selected 14-Oct-2011
- Award recipients notified 17-Oct-2011
- Award recipients recognized (Chapter Meeting) 8-Nov-2011

1.3 Judging Panel

The judging panel will be recruited by the CMASS PMoY Award Committee and will be comprised of individuals from the Award committee, chapter and/or external to CMASS. Judges must have a broad spectrum in project management experience and will have successfully demonstrated project management expertise. Judges will not be allowed to participate in nominations and will reclude themselves from judging a nominee should there be a conflict of interest. A minimum of three judges will comprise the judging panel with the upper limit to be determined by the Award Committee. Judges are required to have a PMI certification credential and sign a nondisclosure and conflict of interest agreement. Judges will serve on the Award Program panel for 2011.

2.0 Nomination Eligibility

2.1.0 Project Manager *Nomination* Candidate

The Project Manager nomination candidate must be a member in good standing of the CMASS Chapter and hold a current PMI credential.

A CMASS member in good standing is one who is current in their chapter dues for the year at time of submission, no outstanding chapter payments and not under any PMI or Chapter disciplinary actions.

PMI Credentials

- Project Management Professional (PMP)[®]
- Certified Associate in Project Management (CAPM)[®]
- Program Management Professional (PgMP)[®]
- PMI Scheduling Professional (PMI-SP)[®]
- PMI Risk Management Professional (PMI-RMP)[®]

For more information on these credentials, check out:

<http://www.pmi.org/Certification.aspx>

2.1.1 Project Manager of the Year Award Candidate

The CMASS Chapter would like to recognize project managers who have demonstrated leadership, teamwork, use of PMI PMBOK tools and methodologies and project management skills in three categories:

- Corporate/Private Sector
- Government/Public Sector
- Non Profit

Nomination submissions will be made to one of these three categories. The category is determined by the company/employer's affiliation to the project manager who is conducting the project. If the project manager is not working for a company, then the affiliation of the project category is related

More details can be found on the CMASS Awards Program Web page:

www.pmicmass.com//awards/

Submissions will be scored by each judge independently and then compared to the other submission scores in that category. The nomination with the most points in that category will be selected an Award recipient. The judges will decide if there should be a tie in the scoring in any category.

2.1.2 Rookie of the Year Award Candidate

The CMASS Chapter would like to recognize an up-and-coming project manager. The Rookie of the Year Project Manager candidate should have Project Management experience and must have received their PMI credential within the last 12 months of the project nomination submission. This provides an opportunity for newly credentialed Project Managers to participate in the Project Management of the Year Award program and not compete with project managers who have more experience. The Rookie of the Year nomination submissions will be reviewed against other Rookie of the Year nomination submissions. The judging guidelines/criteria will be the same as in the other categories. Projects must comply as outlined in Sections 2.1, Associated Project Eligibility and can be in any industry category.

Rookie of the Year candidate must also have a PMI credential and be a CMASS member in good standing.

Refer to Appendix section 9.2 for more information.

2.1.2 Exclusions

Non CMASS members are not eligible to submit a nomination. Titled CMASS Board members, Project Managers who are voting members of the chapter board, Award Judges and Award Committee members are also not eligible. Companies who sponsor the PMoY Award program may not be affiliated with any judges on the panel nor submit individual nominations for consideration.

CMASS Chapter volunteers, non-voting board members, who meet the application requirements are eligible to apply to this program.

2.2 Associated Project Eligibility

The Project Manager will have led a project where project management principles and techniques were effectively applied in order to be eligible to submit for judgment. An acceptable project must:

- Have an approved scope, schedule and budget.
- Be essentially complete at the time of nomination, where complete is defined as having been accepted as complete by the Client/Owner, prior to nomination.
- Have been completed within the last 18 months of submission.
- Have permission from the submitter's Company for the use of any copyrighted materials included in the submission. Confidential, sensitive and proprietary

material should not be included. It is the responsibility of the applicant to secure the necessary approvals and make sure that there is no confidential, sensitive or proprietary material.

- Project managers between jobs can submit a nomination for work done on a volunteer based project or in an internship situation. Contract jobs are also acceptable, as long as it meets the definition of a project (start and an end).
- Must be sanitized to allow disclosure to the public by the Company to eliminate proprietary or confidential, technical or commercial information or classified material. What is important to the Award Recognition is the leadership and demonstrated expertise of the project manager and not the scope or nature of the project. A confidential project can be about process improvements, the details/IP of the improvements do not need to be disclosed, only the accomplishments of the project manager. A classified project might be described at a high level, if possible, without including classified material, consult your manager or security officer for guidance.
- Demonstrate successful use of processes and approaches consistent with A Guide to the Project Management Body of Knowledge (PMBOK® Guide – Fourth Edition or later. Consistency must be clearly delineated in the submitted materials, per the submission form. (Note: A Guide to the Project Management Body of Knowledge, visit PMI Marketplace at [www.pmi.org/marketplace/.](http://www.pmi.org/marketplace/))
- Be from private, public sector or nonprofit work
- Not have won awards or other recognition from other ‘professional’ associations, internal company or public recognition is not a restriction.
- A project sponsor endorsement (manger, client, other) is required with the submission

3.0 Nomination Submissions

Awards nomination application forms will be available on the CMASS website (www.pmicmass.com/awards/) on June 13, 2011. Nominees should visit the website to learn about the program and down load the nomination application template. It is important to follow this template and add the supporting material required. The judges’ scoring is based on the template and material submitted. Failure to follow the template may disqualify the submission.

Contact awards@pmicmass.com if you have any questions.

Self nominations are accepted, a candidate may submit the nomination for Project Manager of the Year in their name. Submissions require endorsement of the Project Sponsor.

The description of the activities, testimonials, and data that demonstrate project management excellence in leading the project are the most carefully considered elements of the submissions. More points in the scoring will be allocated for material in the submission. Refer to the nomination template for more details. Submissions also require the signature of the submitter and the nominee to attest to the validity and accuracy of the submission.

3.1 Submittals from PMI CMASS Members

Members of the CMASS Chapter are encouraged to participate in the PMI CMASS Project Manager of the Year (PMoY) Award Program and submit a nomination application. The nomination application must be completed and submitted to be considered. .

- Submit the proper nomination package by e-mail to pmicmassawardprogram@pmicmass.com NO LATER THAN 12 midnight EST September 16, 2011. Submission times will be based on email time and date posting. Submissions received after September 16 are not accepted without prior written agreement from the CMASS Award Committee.
- Become familiar with the PMI CMASS Project Manager of the Year Award program.
- Project managers may self submit their own nominations for PMoY Award.
- Submissions should use the Nomination Application template form, download from Awards website.
- In order not to encounter issues regarding the use of commercial tools, use of specific output of tools like MS Project, Visio, etc should not be attached, however a screen shot or PDF file is acceptable. Any tool output should be included only to demonstrate project management expertise and to support the criteria outcomes. Attaching project tool outputs should give thoughtful consideration to ensure that the content and supporting points are meaningful AND readable by the judges.

- Submissions should not contain any confidential or proprietary material. It is the responsibility of the submitter/nominee to make sure that there is no sensitive, confidential or proprietary material and to ensure the submission is approved with that criteria consideration from Project Sponsor.
- All questions regarding the process or submission should be sent to PMI CMASS – award@pmicmass.com
- CMASS Award information will be posted on the CMASS website – www.pmicmass.com/awards/
- All submissions will be reviewed by the judging team.
- All submissions will be become property of the CMASS chapter and not returned.
- If there is a conflict or issue, the CMASS Award Program Committee will resolve the issue.

3.2 Nomination Package Outline

All submitted material must be in the Nomination Application Template in a WORD document.

Submittal Requirements

Nominations must be concise, yet contain enough information to adequately represent the project manager and project performance criteria in the sections identified, Submittals shall be in an 8 1/2" x 11" format, NOT TO EXCEED twenty-five (25) pages. Additional supporting documentation (i.e. work breakdown structure, organization charts, etc.) IS NOT TO EXCEED ten (10) additional pages. Charts and project plans should not be direct/native outputs of software tools (MS Project, Visio, etc); insert these as a graphics or JPG. Submittals must be in English. Contacts for securing project manager submission information by the Award committee should be identified in the Nomination application. The release or clearance of such potentially sensitive materials should be provided and will remain the responsibility of the nominating individual. In addition to other details below, the submittal must contain:

- Written consent/support by owner and/or client recognizing the submittal of the project and stating that the project has been accepted as complete.

The nomination along with the submission template should be received by the PMI CMASS Chapter by 12 midnight EST, September 16, 2011. The document must contain contact information for the project manager, submitter and include contact name, address, phone number, and e-mail address of the project company. The submittals for the PMI CMASS Project of the Year Award should address concisely the categories in the Nomination Application.

General Information and Project Team

A. Project Specifics

Important: Include Project Name, Owner/Client, and Project Team exactly as you would like it to appear on the award.

- Name and location of the project.
- Name of owner/client supporting the project team, include mailing addresses, phone numbers, and e-mail addresses.
- Name of the business of the project team/members. Include mailing addresses, phone numbers and e-mail addresses for project team/members.

Provide an overview and/or description of the project team including the roles and responsibilities of the project manager.

B. Supporting Project Documentation

The nomination package may include not more than ten (10) additional pages of supporting documentation. Examples of supporting documentation include a work breakdown structure chart, project organization, approved and as-complete cost curves, schedules, etc.

Project Performance

A. Summary of Project

Provide a general description of the project including complexity of the project and unusual conditions, issues, and barriers requiring special management team action or performance. Please attach drawings and photographs, if available, to illustrate the scope of the project.

B. Special Management Methods

Summarize why the management of the project is distinctive, innovative, or original in the application of project management techniques. Comment on the application of practices and methods and any marked improvements of methods, lessons learned, and/or products during the course of the project. Describe how these methods advance the technical values and image of the project management profession.

C. Owner's Satisfaction

Provide written evidence on corporate letter head that the management of the project exceeded the owner or client's needs, as available. Evidence should address tangible as well as intangible benefits of the project outcomes, project management best practices or contribution to the organization.

Project Integration Management

Briefly describe how project integration management was considered and implemented. Briefly explain how overall project changes were managed and controlled.

Project Scope Management

Discuss the following:

- Project concept and objectives
- Scope statement including cost, schedule, and performance criteria and work breakdown structure.
- Management plan and control systems

Project Time/Schedule Management

Briefly summarize the project schedule including delays, if any, including legitimate causes such as change in the scope of service, owner's requests, and market response.

	<u>Original Date</u>	<u>Actual Date</u>
• Commencement Date		
• Project Defined		
• Client Approval		
• Project Closeout		

A copy of the "approved" planned project schedule versus the "actual" planned project schedule is recommended as part of the supporting documentation to the nomination package.

Project Cost/Resource Management

Explain how the project budget was met or improved. State the original budgeted cost for work/product/research and the actual cost of work/product/research.

Project Quality Management

Comment on the total quality management of the project including philosophy, quality assurance and quality control (provide attachment).

Project Human Resource Management

Provide a general description of how the project members developed into an effective team. Identify the individual(s) and their roles outside the project team who directly affected the project.

Project Communications Management

Briefly identify the major audience of the project. Discuss the communication techniques and conditions to communicate the project to those audiences especially in special or unusual situations. Attach written materials and photographs, if available, showing community information/relationship to the project.

Project Risk Management

Identify external and internal risks to the project and how the project management and/or team mitigated the issues.

Project Contract/Procurement Management

Identify contract procurement and acquisition procedures. Comment on the administration and control methods.

Project Leadership, team work, and mentoring

Identify leadership, team work and mentoring activities that help to complete the project.

PMI Professional Activities

Identify any PMI Professional activities completed in this time period

4.0 General Evaluation Criteria

- Met or exceeded Owner/Client's needs as evidenced by a letter from the Owner/Client.
- Met or improved on budget and schedule performance when compared with original established budget and schedule goals.
- Demonstrated originality and uniqueness of applied project management techniques, including innovative application of practices/methods.

- Exhibited technical aspects and advancement of the project management profession through effective application of the nine (9) PMBOK® Guide Knowledge Areas.
- Demonstrated complexity of the project and unusual conditions, issues, and barriers requiring special management team action and performance.
- Demonstrated leadership, teamwork, collaboration, ethics, and promotion of the PMI Project Management Profession.
- Other demonstrated results and performance not listed (extra points).

5.0 Evaluation and Scoring

Evaluation is carried out by the judges. The panel of judges will include a minimum of three (3) individuals with a broad spectrum in project management experience and who have successfully demonstrated project management expertise.

Each section of the submission form will be evaluated and scored. It is recommended that the candidate submission include material for each section so as to address the submission in the best possible light. Some sections will have more total points assigned to them

5.1 Selection

The Award Committee selection for each category will be based on their independent scoring of the nomination applications by the judges and the judges will decide if there should be a tie in the scoring. The Category Award and Rookie of the Year Award recipients will be notified by Oct 17 2011 based on their contact information.

6.1 Presentation and Recognition

Finalist Selection: PMI CMASS will announce the PMI CMASS Project Manager of the Year Award recipients and will be presented at the CMASS November 8 2011 Chapter

Meeting The winning Project Manager of the Year Awards will also be announced on the CMASS website as well as in the local newspapers with an article in the PMI Today Magazine. A release and photo will be required. Other mutually agreed recognition may be requested.

7.0 General Terms and Conditions

Applicant must agree that:

- The nomination package will be completed in close conformance with the established format. (see submission PMoY Award nomination application template)
- All necessary clearances, releases, and permissions needed for public release of all submitted materials will be obtained in writing.
- Submission content is accurate and can be verified.
- Expenses will not be reimbursed for assembling the nomination package or for any presentation materials that may need to be created should the project manager be selected as an Award recipient.
- To participate in promotion of the program as an Award recipient post award.
- Comply with the terms of the Award Guidelines document and final decisions of the Award Committee.

8.0 Comments and Suggestions

• Submit “lessons learned” and/or suggestions for improvement for the Project Manager of the Year Award program to the attention of the Edward Yee, PMoY Awards Program Manager of the CMASS Chapter at awards@pmicmass.com with “Suggestions” in the subject line. It is the CMASS Chapter’s intent to promote the PMI Project Management Practices and enhance the Award program over time.

9.0 Appendix

9.1.1 Nomination Application Template

Refer to the CMASS Chapter website Awards page.

9.2 About the Categories (from Awards Web page)

The PMI CMASS Project Manager of the Year Award (PMoY) will accept nominations and recognize and reward project management achievements in four separate categories.

It is recognized and understood that there are unique challenges and circumstances in successfully implementing new programs, products, processes and business improvements. These can vary widely across institutions or organizations that are highly regulated, grant funded or driven by competitive market pressures.

Each environment has unique influencing factors that can have significant impact on the structure and strategy used to design and implement projects. Under these various scenarios, successful project management can often take on unique methods and characteristics. To fully appreciate success in these distinctive environments, nominations will be submitted and judged within the following categories:

- **Government** (Federal, State or Local)
- **Not-for- Profit** (Not for Profit status)
- **Corporate** (Public or Privately held)

The category of the award is based on the employer of the project manager and not the client.

The following examples for nomination are cited below:

Government:

You are a project manager working for the Environmental Protection Agency on new regulations that will be implemented within the Oil & Gas Industry. Your project would be nominated for a Government award since the EPA is a department within the US Government.

Not-For Profit:

You are a project manager working for MITRE Corporation in the Center for Advanced Aviation System Development. Your project focuses on air traffic management. Your project would be nominated for a Not-For-Profit award since MITRE is a non-profit organization.

Corporate:

You are a project manager for Raytheon Corporation and managing a project in the strategic area of Precision Engagement. Your project focuses on Precision Attack Air-to-Surface Missile weapon systems. Because you are employed by Raytheon, a publicly held company, your project would be nominated as a Corporate project even though it is for government use.

Likewise, you are a project Manager for Hewlett Packard Company. As part of the Corporate Citizenry/Volunteer program you are managing a project to install PC's in public school systems. Because you are employed by Hewlett-Packard, a publicly held company, your project would be nominated as a Corporate project even though it is for public educational use.

Important Note About Educational Institutions:

A project with a University or Educational Institution depends on the nature of the organization.

A State University is a Government/public sector organization and would be nominated in the Government Award category. A college or university could also be a not-for profit or corporate entity. Please check with your organization's administration if you are uncertain.

A fourth award category has been established to expressly recognize the success and accomplishments of those individuals who are perhaps newer to the practice and who have recently attained their PMI credential. Nominations will be accepted for:

- ***Rookie of the Year***

Nominations for this category require that a PMI credential be held for less than twelve months prior to the nomination period. A PMI credential may not necessarily have been attained prior to the start of the project. One Rookie of the Year Award will be granted for the most significant project management achievement as outlined in the nomination guidelines, regardless of business sector. There are no category criteria for this Award. It can be in any industry category.

9.3 FAQ

Refer to the CMASS Awards Web page:

www.pmicmass.com/awards

