

PMI Karachi Pakistan Chapter Community Advancement through Project Management Award

Official Guidelines for Project Nomination

Community Advancement through Project Management 2010 - Criteria

1. Purpose

To recognize, honor, and publicize a particularly significant achievement or sustained performance that improves the well being of a community by completing a project or multiple projects or by applying principles of project management to delivery of goods and/or service.

2. Eligibility

Projects in either the public or private sector of any size, type or industry are eligible for the Community Advancement (CA) award.

3. Not Eligible

Individuals or organizations that have failed to comply with PMI policies and procedures, including and not limited to PMI Code of Ethics and Professional Conduct, will not be considered.

4. Nomination Packet Contents

Following is the outline of the nomination packet which must not exceed more than (10) ten pages.

- Title page
- Table of Contents that identifies all materials and documentation contained in the nomination.
- Description and documentation of the contribution or service for which the project is being nominated.
- Description of entity delivering the community service
- The community being impacted
- Description of the identified need in the community
- Scope of work accomplished
- Number of resources involved and their level of involvement
- How project management principles were applied and their effectiveness
- Dates and duration of the effort
- Copies of any articles or media attention received as a result of the completion of the project or any form of community verification or acknowledgement of the service
- A minimum of 2 letters of support from the stakeholders of the community project. The letters must fully describe why the project deserves the PMI KPC Community Advancement through Project Management award.
- Clearance, releases and permissions for public release of materials
- General Information Sheet (attached at the end of this document)

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5. Verification and Selection

- The awards coordinator may contact the nominator to confirm receipt and eligibility of the nomination packet.
- The awards coordinator will send the nomination packets to a designated panel of judges (some of which may be subject matter experts) within the PMI membership for evaluation.
- The nominee will be notified of the status of the nomination at the conclusion of the evaluation process.
- The evaluation process and scores are proprietary to PMI KPC and will not be disclosed to the nominees.
- Selections and issuance of announcement will take place at the designated and announced dates by PMI KPC.
- The PMI KPC awards will be presented at a specific PMI KPC event.
- The awards shall be publicized through PMI KPC communication channels and external media after the presentation of the award.
- Please send all queries to awardscoordinator@pmikarachi.org.

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6. General Information Sheet

I. **Project Name:** _____
(Write exactly as it should appear on the award if your project wins)

II. **Company Name:** _____
(Write exactly as it should appear on the award if your project wins)

III. **Project location(s):** _____
(Specify city and/or chapter membership)

IV. **Project Manager:**
Name: _____

Phone: _____

Email: _____

V. **Project Client/Owner**
Organization /Company Name: _____

Name of Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____