

# PMI Karachi Pakistan Chapter Project of the Year Award

Official Guidelines for Project Nomination

# Project of the Year 2010 - Criteria

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## 1. Purpose

To recognize, honor, and publicize the accomplishments of the PMI Project of the Year award, along with its project team, for superior performance of project management.

## 2. Eligibility

Projects in either the public or private sector of any size, type or industry are eligible for the Project Of the Year (POY) award. The project must be perceived as having exemplary project management principles and techniques and meet the following eligibility criteria below:

- The project has an approved scope, schedule and budget
- The project was completed on or ahead of schedule and at or below the budget.
- The client/owner has provided a letter on corporate letterhead that states:
  - States that the project was essentially complete during the calendar year 2010.
  - States that the client/owner has accepted the project as complete prior to Apr 2011.
  - States that the project has met or exceeded its stated objectives.
  - Includes general information about cost, schedule, quality, and scope management.
  - Provides consent to apply for PMI KPC Project Of the Year Award.
- The project contains all necessary clearances, releases and permissions needed for public release and are provided as part of nomination packet.
- The project must have been successfully completed using processes and approaches consistent with *A Guide to Project Management Body of Knowledge* (PMBOK® Guide - Fourth Edition). This consistency must be clearly explained as part of the criteria explanation.

## 3. Nomination Packet Requirements

The nomination packet should:

- Be concise yet contain enough information about the project to represent it in the award evaluation.
- Not exceed 25 pages in length.
- Include a title page, a table of contents, a summary and address all project criteria listed in section below. For any knowledge area not applicable, the nomination packet will address why it is not applicable.
- The nomination packet may also include supporting documents such as work breakdown structure, approved versus completed cost and schedules etc.
- Contain a written consent/support from the client/owner (Owner Satisfaction Document) on corporate letterhead recognizing that the submittal of the project, and stating that the project has been accepted as complete.
- Contain in writing, provision of all necessary clearances, releases and permissions needed for public release of all submitted documents.

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## 4. Nomination Packet Contents

Following is the outline of the nomination packet:

- Title page
- Table of Contents
  - If a section is not applicable to the project, it should still appear in the TOC. An explanation should be provided in the text.
- Summary of Project
- Project Criteria
  - Project Integration Management
  - Planning Process Group
  - Project Scope Management
  - Project Time Management
  - Project Cost Management
  - Project Quality Management
  - Project Human Resource Management
  - Project Team Interpersonal Management
  - Project Communications Management
  - Project Risk Management
  - Project Procurement Management
  - Monitoring and Controlling Process Group
  - Project Complexity
- Supporting Documents (attached at discretion of nominee)
- Owner Satisfaction Document on corporate letterhead
  - States that the project was essentially complete during the calendar year 2010.
  - States that the client/owner has accepted the project as complete prior to Apr 2011.
  - States that the project has met or exceeded its stated objectives.
  - Includes general information about cost, schedule, quality, and scope management.
  - Provides consent to apply for PMI KPC Project Of the Year Award.
- Clearance, releases and permissions for public release of materials
- General Information Sheet (attached at the end of this document)

## 5. Project Summary

The nomination packet should provide a general description of the project, the project management team, the company and the client/owner.

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## 6. Project Criteria

The nomination packet should address the following listed below. For any knowledge area criteria that is not applicable, an explanation of why it is not applicable should be provided. Projects that identify non-applicable knowledge areas will not be negatively impacted during evaluation provided that adequate justification is documented.

### 6.1. Project Integration Management

Project Integration Management includes the processes and activities needed to identify, define, combine, unify, and coordinate the various processes and project management activities within the Project Management Process Groups.

Describe initiation of the project and the methods employed by the project management team to manage the interdependencies among the project management Knowledge Areas.

Discuss close-out of the project, including lessons learned.

### 6.2. Planning Process Group

The Planning Process Group consists of those processes performed to establish the total scope of the effort, define and refine the objectives, and develop the course of action required to attain those objectives.

Describe the processes performed by the project management team to establish the total scope of the project, define the objectives, and develop the course of action required to meet the project objectives. As applicable, include discussions relative to planning/initiating various stages of the project throughout the project lifecycle, communications planning for virtual teams, and procurement planning for global suppliers.

### 6.3. Project Scope Management

Project Scope Management includes the processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully.

Describe the methods employed by the project management team to define and manage the project scope. Identify the scope of the project, including objectives and deliverables.

A copy of the project's work breakdown structure should be included as part of the Supporting Documentation in the nomination package.

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## **6.4.Project Time Management**

Project Time Management includes the processes required to manage timely completion of the project.

Describe the methods employed by the project management team to achieve completion of the project on or ahead of schedule. Discuss challenges encountered and opportunities realized.

State the following baseline and actual dates: project initiation, client approval, project closeout.  
A copy of the Baseline Project Schedule versus the Actual Project

Schedule should be included as part of the Supporting Documentation.

## **6.5.Project Cost Management**

Project Cost Management includes the processes involved in estimating, budgeting, and controlling costs so that the project can be completed within the approved budget.

Describe the methods employed by the project management team to achieve completion of the project at or under budget. Discuss challenges encountered and opportunities realized. State the Baseline and Actual Project Costs.

## **6.6.Project Quality Management**

Project Quality Management includes the processes and activities of the performing organization that determine quality policies, objectives, and responsibilities so that the project will satisfy the needs for which it was undertaken.

Describe the project's Quality Plan. Describe those actions and processes put in action by the project management team to ensure the quality of the project deliverables. Explain how quality was maintained throughout the project and was communicated to key stakeholders.

## **6.7.Project Human Resource Management**

Project Human Resource Management includes the processes that organize, manage, and lead the project team.

Describe the processes used during the recruitment process to ensure that the right candidates were selected for the project team. Discuss the processes in place to ensure that all human resource recruitment areas were adequately covered and questions answered.

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## **6.8. Project Team Interpersonal Skills**

Project managers accomplish work through the project team and other stakeholders. Effective project managers acquire a balance of technical, interpersonal, and conceptual skills that help them analyze situations and interact appropriately.

Describe the project management team's application of interpersonal skills and how this contributed to the success of the project. Focus the discussion on the team's leadership, team building methods, and internal/external communications. Discuss where modifications to approaches were needed to respond to changing conditions or to improve performance.

## **6.9. Project Communications Management**

Project Communications Management includes the processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposition of project information.

Describe the project's Communications Plan. Focus the discussion on identification of the key stakeholders and the proposed frequency and method of stakeholder communications and the management of those communications.

If applicable, discuss the communications management performed with virtual teams.

## **6.10. Project Risk Management**

Project Risk Management includes the processes of conducting risk management planning, identification, analysis, response planning, and monitoring and control on a project.

Describe the project's Risk Management Plan. Focus the discussion on the method of communication, frequency of updates, and process used to review the plan with senior management.

## **6.11. Project Procurement Management**

Project Procurement Management includes the processes necessary to purchase or acquire products, services, or results needed from outside the project team and to properly close the procurement process.

Describe the processes employed by the project management team to procure products and services. Discussion should include the complete life cycle of the project's procurements, including proposal solicitation, types of contracts used and their relevance to the project, change request process, procurement administration, and closeout.

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## 6.12. Monitoring and Controlling Process Group

The Monitoring and Controlling Process Group consists of those processes required to track, review, and regulate the progress and performance of the project; to identify any areas in which changes to the plan are required; and to initiate the corresponding changes.

Describe the processes used by the project team for progress monitoring and change control. Discussion should include the application of practices and methods and any marked improvements of methods implemented and products used based on lessons learned during the course of the project

Highlight any conditions or issues requiring special action (planned or unplanned) and the impact on the project.

## 6.13. Project Complexity

Project complexity is generally considered in terms of:

- The extent of changes to current business processes needed to implement project management processes
- The number and diversity of project stakeholders
- The project's technical complexity; for example, first-of-a-kind scope
- Diversity and constraints of the subprojects
- The significance of risks and/or opportunities
- Other appropriate factors

Briefly describe the project in terms of its complexity and the manner in which the project management team addressed that complexity.

## 7. Supporting Documentation

The nomination packet may include supporting documentation such as Work breakdown structure, Project organization, approved versus completed cost and schedules etc.

## 8. 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.

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- 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](mailto:awardscoordinator@pmikarachi.org).



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## 9. 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:** \_\_\_\_\_

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## 10. Eligibility Checklist

The following checklist is provided to help the nominee ensure that the nomination packet being submitted for judging for the PMI award is complete and accurate.

- Nomination Packet contains no more than 25 pages
- Supporting document contains no more than 10 pages
- Title page
- Table of Contents
- General Information Sheet
- Nomination Packet addresses each of the project criteria sections listed. For any criteria that is not applicable to the project, there is an explanation why it is not applicable.
- Nomination Packet contains a letter on corporate letter head that states
  - The project has been completed in the year 2010
  - The project has been accepted as completed by the client/owner
  - The project met or exceeded its stated objectives
  - The client/owner has provided consent to nominate the project for the award.
- Express permission section providing all necessary clearances, releases and permission needed for public release of all submitted materials.