**10X Project**

**Instructions**

As the project owner, you need to fill out the **Phase 1 - Project Nomination** portion of the form below and save it to your computer. To submit the form for approval, visit [celebratingyou.coke.com](https://celebratingyou.coke.com) and click “Recognize Someone Today” and select **Growth 10X: Phase 1 – Project Nomination** from the program dropdown. In the “Select Associates” section, include your own name only and then click “Done Adding.” Next, type your project name and choose the project impact from the dropdown menu.

Project Impact – use the parameters below to determine which level to assign to your project.  
Moderate: In terms of BU revenue, growth or profit represents a small or not immediate term shift\*  
Significant: In terms of BU revenue, growth or profit represents a significant and immediate term shift\*  
Breakthrough: In terms of BU revenue, growth or profit represents and immediate and long-term shift\*

\*Descriptions needs to be aligned to BU context and business plan and project assessed in BU context.

Click “Browse” to upload this saved form and click “Preview’ to review your information and then “Send” to complete the Phase 1 – Project Nomination submission.

The project details will then be sent to the administrative assistant to the BU President in your area for approval. If approved, you will receive an email notification.

After receiving approval and completing your project, fill out the **Phase 2 – Award Submission** portion of the formbelow. Next, re-submit the form on Celebrating You under the **Growth 10X: Phase 2 – Award Submission** program. This time, be sure to select your own name and the names of all other project team members in the “Select Associates” section. Choose the project impact level that was approved by the administrative assistant in Phase 1 – Project Nomination and select the award that you would like to be given to the project team.

The project details will then be sent back to the administrative assistant and the BU President in your area for final review and approval. If they approve the award, you and your project team members will receive an email notification, along with the award (if applicable).

**Phase 1: Project Nomination**

|  |  |
| --- | --- |
| **Project Info** | **Details** |
| **Project Name** |  |
| **Project Work Summary**  (Please provide a brief summary of the overall work stream within the business/function. Include why should we do it; what's the value to the business?)  (e.g. revenue, cost reduction, leverage for future initiatives, competitive advantage, etc)  (<100 words) |  |
| **Objectives and Goals**  (What are the 3-5 key objectives (words) for the work stream? What are the goals (numbers) that will measure the objectives?) What does success look like? |  |
| **Project Duration:**  (Period of time the role will last) |  |
| **Starting Date:**  (Kick off date) |  |
| **Time Dedication:**  (Based on 100%, for previous example of 10hrs in a 40hr week, associate would commit 25%) |  |
| **Project Sponsor(s) and Product Owner:**  (Sponsor & Project Leader) | Business Sponsor(s):  Product Owner (Project Leader & Nominator): |
| **Who are the team members that support the project?**  (Team that support the project - Name) | Team Member (1):  Team Member (2):  Team Member (3):  Team Member (4): |

**Phase 2 – Award Submission (complete this section after receiving Phase 1 approval and project completion)**

# Milestone Achievement

*Please state the milestones of the project, their level and timing of achievement below:*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Milestone** | **Details on Achievement** | **Timing** |
| **1** |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

# ------------------------------------------------------------------------------------------------------------------

# Judges panel decision upon results completion

# Impact level of Project

*Please select the project impact according to the following levels and specify why (select only one and describe):*

|  |  |
| --- | --- |
| **Impact Level** | **Description** |
| **Moderate (Level 1)** |  |
| **Significant (Level 2)** |  |
| **Breakthrough (Level 3)** |  |