All applications for consideration of the PMINAC Project of the Year Award must address the criteria listed below. The submission must consist of **no more than twenty pages** with each criteria limited to two pages maximum in 10 point font. Please submit this material in the order noted below.

**Project Abstract**:

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Category:** |  |
| **Submitter Name:** |  |
| **Submitter email:** |  |
| **Submitter Phone:** |  |
| **Submitter Organization:** |  |
| **Submitter Role:** |  |

|  |  |
| --- | --- |
| **Project Sponsor:** |  |
| **Project Manager:** |  |
| **Project Team Location(s):** |  |
| **Project Start Date:** |  |
| **Project Completion Date:** |  |

|  |  |
| --- | --- |
| **Releases** | (Yes / No / Na) |
| Submitter/Organization has permission to use any copyrighted materials included in this submission |  |
| Submitter/Organization is the owner of a research or development project, which may contain proprietary, confidential, technical, or commercial information which can be disclosed publicly |  |
| Submitter/Organization has permission to use any images, logos, drawings and all other material submitted |  |

**Project Submission**

*Please use the following table of contents for your submission. Each criterion should be addressed individually. Projects must have been completed by December 31, 2016 to be eligible.*

**Sponsor Letter**

*Describe the project’s objectives and confirm that they were achieved. Describe the value that this project delivered to your organization and / or your organization’s stakeholders. As the project sponsor, describe why you believe this project is a worthy candidate for Project of the Year. Consider factors such as innovative practices / solutions, significant challenges, etc.*

**Triple Constraint**

*Show that the project scope, schedule and budget were effectively managed. Include descriptions of the processes / techniques employed and describe the results / outcomes achieved.*

**Quality***Show that the project managed quality effectively throughout the project. Include descriptions of the processes / techniques employed to achieve quality standards specified for the project deliverables.*

**Project Team**

*Show that the team operated as a high performing team, aligned and focused on the achievement of project goals. Include descriptions of the processes / techniques employed and describe the results / outcomes achieved.*

# Risk

*Show that risks were effectively managed during the project. Include descriptions of the processes / techniques employed and describe the results / outcomes achieved.*

# Procurement

*Show that procurement was effectively managed during the project. Include descriptions of the processes / techniques employed and describe the results / outcomes achieved.*

# Stakeholders *Show that the stakeholder expectations, impacts, and communications (both internal and external) were effectively managed. Include descriptions of the processes / techniques employed and describe the results / outcomes achieved.*

# Project Change

*Show that proposed changes (scope, time, budget, etc.) to the project were effectively managed. Include descriptions of the processes / techniques employed and describe the results / outcomes achieved.*

# Lessons Learned

*Show that lessons learned from previous experiences, as well as those learned during the course of the project, were effectively integrated. Include descriptions of the processes / techniques employed and describe the results / outcomes achieved.*

# Project Complexity

*Describe the factors that made this project complex to manage. This question refers to management complexity, not product complexity.*

# Supplementary Project Information

## *(If there is additional relevant project information that would assist the evaluation team in reviewing the project submission, please include it in this section)*

## Submission Checklist:

* Obtain Letter of Recommendation from the project client/sponsor.
* Completed Project Abstract table (replace all *Italic* text)
* Completed Project Submission table of contents
* Attached any Appendices you feel important
* Email the complete submission (PDF or MS Word) to: [directorpoy@pminac.com](mailto:directorpoy@pminac.com)

***Please send in your submission before 11:59 pm on April 24, 2017 Award receipts will be invited to the PMINAC Conference to a special session on   
June 7th, 2017 where the winner will be announced!***