



PMI Manitoba
2008
Project of the Year
(POY)

Guidelines

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Purpose

To recognize, honour and publicize the successful completion of projects in Manitoba whose team members have demonstrated superior performance in the application of project management principles and techniques.

Benefits

The benefits for entering a project into the PMI Manitoba POY are as follows:

- Great way to thank your team for a job well done
- A great way to celebrate success!
- Exposure and recognition for the project and participants within your organization
- Exposure and recognition for the project and participants outside your organization
- Let's your organization know that your project was also recognized as a success externally by the a respected professional organization
- Improved understanding of the principles and benefits of project management within your organization
- Increased visibility (with indirect benefits of attracting and keeping staff and clients) throughout your organization and the Manitoba business community
- Opportunity for the winning project team to present their project at a fall PMI Chapter meeting
- Looks good on your resume!

What projects qualify?

All project types, sizes, duration and sectors are encouraged to participate and compete. The project manager and/or team directly responsible for the project must be from Manitoba. PMI affiliation is not required. In addition, the following criteria must be met:

- The project was completed within approved scope, schedule and budget.
- The project must be essentially complete at the time of nomination (January 17th, 2008) and met or exceeded Owner/Client's needs as evidenced by a letter from the Owner/Client
- The Owner/Client must approve disclosure of project information

Evaluation Criteria

- Met or exceeded Owner/Client's needs as evidenced by a letter from the Owner/Client
- Demonstrated effective application of the principles set forth in A Guide to the Project Management Body of Knowledge (PMBOK® Guide)
- Met or improved on budget and schedule performance when compared with original established budget and schedule goals
- Original or innovative application of project management techniques

Process

Expression of Interest:

Email or letter sent to the Project of the Year Chair indicating your intent to submit your project for judging. This expression of interest must be received by November 30, 2007.

An information session will take place in mid-November. All projects that are considering submitting are welcome. You will be provided with information on how to complete the submission, discuss the benefits of submitting, confirm important dates, etc. as well as provide a forum for answering questions.

Letter:

PMI Manitoba
Attn: POY Chair
P.O. Box 1857
Winnipeg, Manitoba
R3C 3R1

Email:

poy@pmimanitoba.org

Submission:

A project may be nominated by anyone for award consideration. Submittals must be received by January 17th, 2008.

Evaluation:

Evaluation is carried out by a panel of judges designated by the POY Chair in conjunction with the PMI MB Chapter President. The panel of judges will include a minimum of three (3) individuals with a broad spectrum of project

management experience and who have been certified as PMPs.. The names of the judges are kept confidential by the POY Chair. All judges must have no direct affiliation with any of the nominated projects.

The winning project has the option of submitting an expanded application to the semifinalist regional level, for a review by an international panel of judges. There is a third level of review to determine the PMI International Project of the Year Award to be announced at the North American PMI Symposium and published in PM Network. At that level, there are further requirements for the release or clearance of documentation.

Selection:

The results will be announced and awards will be presented to all candidates at the February 19th, 2008 PMI Manitoba Chapter lunch meeting.

Awards

As previously mentioned, results of the judging will be announced at the PMI Chapter Meeting held February 19th, 2008. Each submission will be publicly recognized at the meeting with a summary provided of each project.

- ***Winner of the 2008 Project of the Year will receive:***
 - Dinner for your project team at 529 Wellington (gift certificate for \$1,000). Will also provide a limousine service within Winnipeg to make the event extra special! (Note - if winner is from outside of Winnipeg, alternate arrangements will be made for the same value.)
 - 2 one-day PMI Manitoba Conference/Workshop passes. Approximate value \$1,100.
 - A professionally framed photograph of your project team
 - A PMI Manitoba 2008 Project of the Year trophy
 - Picture of your team in the Free Press announcing your big accomplishment!
 - Opportunity to present your project at a fall PMI Chapter meeting

- ***Finalists will receive:***
 - A professionally framed photograph of your project team
 - A PMI Manitoba 2008 Project of the Year Finalist award

Format of Final Submissions

Entry into the Manitoba Chapter competition requires a written submission. PMI Manitoba has created a template for you to use when preparing your submission.

[2008 POY Submission Template](#)

The submission must follow the standards outlined below:

- Submissions should be in 8 ½” X 11” format, no more than 20 single sided pages in length
- Submissions should be typed in the font size of 12

All submissions will be kept confidential and will be returned shortly after the award is presented. All POY judges and organizers are required to sign a Confidentiality and Conflict of Interest Agreement prior to opening the submissions.

The written submission requires three sections to complete. All sections should be completed although some sections may not apply to all projects. They are as follows:

I. General Information and Project Team

A. Project Specifics

- Name and location of the project
- Name of the Owner/Client supporting the project team
- Identification of the project team (organization's name and address, team members' names and e-mail addresses)

II. Project Performance

A. Summary of Project:

A general description of the project, including complexity 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 any marked improvements of methods, lessons learned, and/or products during the course of the project.

C. Owner's Satisfaction:

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

III. Project Management

Provide brief comments about how the project was managed in the categories listed below. When completing these sections you may want to consider the following questions (identified in *blue/italics*) as a guide:

Project integration management - includes the processes required to ensure that the various elements of the project are properly coordinated. It involves making tradeoffs among competing objectives and alternatives in order to meet or exceed stakeholder expectations.

- *Briefly describe how project integration management was considered and implemented on your project.*
- *What tools &/or processes did you use to manage the integration?*
- *Identify the challenges for managing the project integration and how were they overcome?*
- *Identify the challenges integrating the project with ongoing operations within the performing organization.*

- A. *Project scope management* - includes the processes required to ensure that the project includes all of the work required, and on the work required, to complete the project successfully.

- *Briefly describe how you defined and obtained agreement on the project scope.*
 - *What tools &/or processes did you use to manage scope and scope changes?*
 - *Identity the challenges for managing project scope and how they were overcome?*
- B. *Project time/schedule management* - includes the processes required to ensure timely completion of the project.
- *Briefly describe how you created and obtained agreement on the project schedule.*
 - *What tools &/or processes did you use to manage the project schedule and schedule changes?*
 - *Identity the challenges for managing the project schedule and how they were overcome.*
 - *What was the high level milestone schedule variance of target to actual for major milestones?*
- C. *Project cost/resource management* - includes the processes required to ensure that the project is completed within the approved budget.
- *Briefly describe how you created and obtained agreement on the project budget.*
 - *What tools &/or processes did you use to manage costs and budget changes?*
 - *Identity the challenges for managing project costs to budget and how they were overcome.*
 - *What was the budget variance % to actual once the project was complete?*
- D. *Project quality management* - includes the processes required to ensure that the project will satisfy the needs for which it was undertaken.
- *Briefly describe how you created and obtained agreement on the project quality.*
 - *What tools &/or processes did you use to manage quality control?*
 - *Identity the challenges for managing project quality and how they were overcome.*
- E. *Project human resource management* - includes the processes required to

make the most effective use of the people involved within the project.

- *Briefly describe how you created and obtained agreement on the human resource plan, and how resources were acquired for the project.*
- *What tools &/or processes did you use to manage the project human resources?*
- *Identify the challenges for managing the project human resources and how they were overcome.*

F. *Project communications management* - includes the processes required to ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information.

- *Briefly describe how you created and obtained agreement on the communication plan including what was communicated, and to whom it was communicated.*
- *What tools &/or processes did you use to communicate the project status, etc.?*
- *Identify the challenges for managing the execution of the communications plan how they were overcome.*

G. *Project risk management* - includes the processes concerned with identifying, analyzing, and responding to project risk.

- *Briefly describe how you created the risk mitigation plan and what were the key components of the plan.*
- *What tools &/or processes did you use to prioritize and mitigate the different types of project risk?*
- *Identify the challenges in managing the risks and how they were overcome.*

H. *Project contract/procurement management* - includes the processes required to acquire goods and services from outside the performing organization.

- *Briefly describe how project contract/procurement management was considered and implemented on your project.*
- *What tools &/or processes did you use to procure good and services?*
- *Identify the challenges for managing the contracts and how they were overcome.*

I. Other

- *Briefly describe challenges the project team faced in the project.*
- *Briefly describe tools and techniques used to overcome and manage these challenges.*

IV. Why was the project a success?

- A. Describe the success factors for the project, were they met, and why the Project Team considered the project a success.
- B. Lessons Learned
- *What lessons learned from previous projects were used in planning this project?*
 - *What are the lessons learned from this project?*
 - *How did you document and communicate lessons learned from this project?*

V. Company information that may be required for actual POY ceremony

- A. Additional information is required to be included along with the submission:
- Company profile (brief description)
 - Company logo - 150 dpi, JPEG (8x10" max)
 - 3-5 project pictures - 150 dpi, JPEG (8x10" max)
 - Any key illustrations - 150 dpi, JPEG (8x10" max)

Submission Process

I. Mailing/Delivering the Submission

You must submit 1 copy of your entry in a sealed envelope and postmarked by the specified deadline date. Submissions received after the deadline, will not be accepted and returned unopened to the sender. Send your submissions by either mail or courier to:

- **MAILED SUBMISSIONS** must be received on or before January 17th, 2008 at:

PMI Manitoba
Attn: POY Chair
P.O. Box 1857
Winnipeg, Manitoba
R3C 3R1

- **HAND/COURIER DELIVERED SUBMISSIONS** must be received by 3:00 PM on January 17th, 2008 at:

PMI Manitoba
Attn: Allan Okano
8th floor, 363 Broadway
Winnipeg, Manitoba
R3C 4W3

II. Who Can I Contact?

Contacts for questions related to submissions are:

- Allan Okano, Phone: 954-4390 or email: aokano@wcb.mb.ca
- Kathie Allardyce, Phone: 954-4656 or email: kallardy@wcb.mb.ca
- Chapter email: poy@pmimanitoba.org

III. KEY Dates for you to remember:

- **Information Session:** forum to provide information regarding your submission and to answer questions - mid-November, 2007
- **Expression of Interest:** letter or email indicating your intent to submit your project - November 30th, 2007
- **Submission Deadline:** January 17th, 2008
- **Announcement of Winner/Runner-up(s):** announced at the February 19th, 2008 Chapter Meeting
- **2008 Project of the Year Winner** - presentation of the winning project - Fall 2008 Chapter Meeting

Submission Template

Please use the template provided to complete your submission [2008 POY Submission Template](#)

Final note - for the PMI Manitoba award, submission length should be no more than 20 pages. If the winner chooses to apply for the regional semi-finals, that submission length is a maximum of 25 pages.