

<name of project>

2010 PMI MB Project of the Year Submission

Please 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 and comments (identified in *blue/italics*) as a guide.

I. General Information and Project Team

Project Specifics:

A. Project Name

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B. Name of Owner / Client Supporting the Project Team

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C. Identification of the Project Team

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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, signed by the owner/sponsor, 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

A. 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.*
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B. Project scope

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?*
- *Identify the challenges for managing project scope and how they were overcome?*
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C. 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?*
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D. *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?*
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E. *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.*
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F. *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.*
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G. *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.*
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H. *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.*
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I. *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?*
- *Identity the challenges for managing the contracts and how they were overcome.*
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J. Other

- *Briefly describe challenges the project team faced in the project.*
- *Briefly describe tools and techniques used to overcome and manage these challenges.*
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IV. Why was the project a success?

- *Describe the success factors for the project, were they met, and why the Project Team considered the project a success.*
- *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?*
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V. Company information that may be required for actual POY ceremony (not required for project submission but shortly after)

K. *Additional information that can be used to assist in the creating of the project presentation by the POY committee to be shown at POY awards ceremony (not used for judging purposes).*

- *Company profile (brief description)*
- *Company logo - 150 dpi, JPEG (8x10" max)*

- Project pictures - 150 dpi, JPEG (8x10" max)
- Any key illustrations - 150 dpi, JPEG (8x10" max)
- Project Profile – template provided