



PMI Manitoba  
2011  
Project of the Year  
(POY)

Guidelines

Purpose.....	3
Benefits .....	3
What projects qualify? .....	3
Evaluation Criteria .....	4
Process .....	4
Awards .....	5
Format of Final Submissions .....	5
Submission Process.....	10
Submission Template.....	11

## **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 was essentially completed in 2010 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

### Submission:

A project may be nominated by anyone for award consideration. Submittals must be received by December 3rd, 2010.

### 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 8<sup>th</sup>, 2011 - PMI Manitoba Chapter Project of the Year Awards Banquet.

## Awards

As previously mentioned, results of the judging will be announced at the PMI Chapter Project of the Year Awards Banquet held February 8<sup>th</sup>, 2011. Each submission will be publicly recognized at the meeting with a summary provided of each project.

- ***Winner of the 2011 Project of the Year will receive:***
  - Dinner for your project team at 529 Wellington (gift certificate for \$1,000).
  - 1 one-day PMI Manitoba Conference/Workshop pass. Approximate value \$700.
  - A professionally framed photograph of your project team
  - The PMI Manitoba 2011 Project of the Year trophy
  - Opportunity to present your project at a PMI Chapter meeting
- ***1<sup>st</sup> Runner-up of the 2011 Project of the Year will receive:***
  - 1 one-day PMI Manitoba Conference/Workshop pass. Approximate value \$700.
  - The PMI Manitoba 2011 Project of the Year runner-up trophy
- ***All Nominations will receive:***
  - A PMI Manitoba 2011 Project of the Year Nomination 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.

[2011 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 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, 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**

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?*
- *Identify 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?*
- *Identify 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?*
  - *Identify 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?*
  - *Identify 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?*

# 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. An electronic version of your submission must be included should you chose to submit by hand/courier delivery. Submissions received after the deadline, will not be accepted and returned unopened to the sender. Send your submissions by either email or courier to:

- ❑ **EMAILED SUBMISSIONS** must be received by 3:00pm on December 3rd, 2010 to: [poy@pmimanitoba.org](mailto:poy@pmimanitoba.org). You will receive an email confirming receipt.
- ❑ **HAND/COURIER DELIVERED SUBMISSIONS** must be received by 3:00 PM on December 3rd, 2010 at:

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

## II. Who Can I Contact?

Contacts for questions related to submissions are:

- ❑ Allan Okano, PMP, Phone: 954-4390 or email: [aokano@wcb.mb.ca](mailto:aokano@wcb.mb.ca)
- ❑ Kathie Allardyce, PMP, Phone: 954-4656 or email: [kallardy@wcb.mb.ca](mailto:kallardy@wcb.mb.ca)
- ❑ Chapter email: [poy@pmimanitoba.org](mailto:poy@pmimanitoba.org)

### III. KEY Dates for you to remember:

- **Information Session:** forum to provide information regarding your submission and to answer questions - September 21st, 2010
- **Submission Deadline:** December 3rd, 2010
- **Announcement of Winner/Runner-up(s):** announced at the February 8<sup>th</sup>, 2011 - Project of the Year Awards Banquet
- **2011 Project of the Year Winner** – option to present the winning project - 2011 Chapter Meeting

## Submission Template

Please use the template provided to complete your submission [2011 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.*