



PMI - Washington DC Chapter
Building Professionalism in Project Management

2009 Project Manager of the Year Award (PMOTY)

Nomination Submission Form

Closing Date: October 1, 2009

SELECTION CRITERIA

1. PM is a member of PMIWDC in good standing. Good standing means that current year dues at the national and chapter level are paid.
2. PM has made a significant positive difference to the outcome of a project (or a section of a major project) in the year preceding the award application cut off date; October 1, 2008 – October 1, 2009. The success of the project is NOT a primary criterion; instead the award is for the PM's capability and contribution to that project.
3. PM's contribution is recognized and supported by his/her management, customer or end user, and project team.
4. The PM has a good track record of delivering successful projects and/or making a positive contribution to project outcomes
5. The PM has a demonstrated knowledge and understanding of Project Management theory and preferably holds a PMI certification (e.g., PMP, PgMP)

THE AWARD

The Awardee will receive Recognition via:

- Monetary Honoraria
- Public presentation of award at the December 2009 monthly dinner meeting
- Bio and Picture on the PMI Washington, DC Chapter website
- Press release from the PMI Washington, DC Chapter
- A letter from the Washington, DC Chapter to the Awardee's employer or customer (if self-employed)

Two Runner Ups will receive:

- Monetary Honoraria
- The opportunity to present their project at the December 2009 PM Tools
- Mention at PMOTY Award Presentation
- A letter from the Washington, DC Chapter to the Awardee's employer or customer (if self-employed)
- A letter from the Washington, DC Chapter to the Awardee's employer or customer (if self-employed)

APPLICATION PROCESS

AUTHENTICITY REVIEW AND APPLICATION SCORING

- The Verification committee shall complete verifications with the nominee's company, customer/end user, and project team.
- The nominee's company, customer/end user, and project team will be asked to evaluate and score the nominee's abilities.
- In the event that a verbal verification cannot occur, a verification form shall be developed to complete the verifications. It shall be delivered to the verifying parties and returned via email.
- Only the top 3 Nominees will proceed to the final candidate selection.

FINAL CANDIDATE SELECTION

- Only the top 3 Nominees for the award shall have verbal interviews with the Selection Committee.
- After verbal interviews, the Selection committee will choose the PM of the Year Award winner.

SCHEDULE

- July 15, 2009 – Nomination Period Opens
 - Verification Committee reviews authenticity and scores application.
 - References will be contacted during the Nomination period.
- October 1, 2009 – Nomination Period Closes
 - Top 3 Nominees are determined
- October 1-November 1, 2009
 - Top 3 Nominees are interviewed
 - Awardee selected
- November 1-31, 2009
 - Letters to employers
 - Invitation of Nominator (s) to the Awards Presentation
- December 2009 PM Tools
 - Top Three Nominees present their projects
- December 2009 Monthly Dinner Meeting
 - Presentation of Award
- 2010
 - PM of the Year may be asked by the chapter to speak at PMI Conferences (paid for by the chapter)

NOMINATION FORM

NOMINEE DETAILS

1. Nominee Name:
2. Mailing Address:
3. Phone:
4. Mobile:
5. Email:
6. Company Name:
7. Position/Title:
8. Company Address:
9. Washington DC Chapter Member? (Yes, no)
10. PMI Member Number:
11. PMI Credential Holder? (PMP, CAPM, PgMP)
12. Credential Certification Number:

REFERENCES

SUPERVISOR OR CLIENT PROJECT SPONSOR

Note: self-employed individuals – please provide a Client project sponsor as a supervisory reference

Current Supervisor or Client Project Sponsor Name:

Current Supervisor or Client Project Sponsor Title:

Current Supervisor or Client Project Sponsor Phone:

Current Supervisor or Client Project Sponsor Email:

PROJECT END USER STAKEHOLDER 1

Project Stakeholder 1 Name:

Project Stakeholder 1 Title:

Project Stakeholder 1 Phone:

Project Stakeholder 1 Email:

PROJECT END USER STAKEHOLDER 2

Project Stakeholder 2 Name:

Project Stakeholder 2 Title:

Project Stakeholder 2 Phone:

Project Stakeholder 2 Email:

PROJECT TEAM MEMBER 1

Project Team Member 1 Name:

Project Team Member 1 Title:

Project Team Member 1 Phone:

Project Team Member 1 Email:

PROJECT TEAM MEMBER 2

Project Team Member 2 Name:

Project Team Member 2 Title:

Project Team Member 2 Phone:

Project Team Member 2 Email:

PROJECT DETAILS

1. Project Name:
2. Briefly describe Project Objectives:

3. Describe aspects of Project Management that were invoked to enable the project difference and how these were handled day to day.

SUPPORTING STATEMENTS:

Support for the Nominee's contribution to the described project must be supported by employer, customer/client and team. The verification team will seek supporting statements from each reference provided in the nomination form.

REFERENCE STATEMENT

1. Please tell us how much you agree with this statement:
This PM has made a significant positive contribution to the project s/he has worked on (2)
 - 1) Greatly Disagree
 - 2) Disagree
 - 3) Neither Agree or Disagree
 - 4) Agree
 - 5) Greatly Agree
2. Please comment on the contribution made by the Nominee to the project:
3. For the project [name of project], on a scale of 1-5 how would you rate the nominee's:
 - a. Commitment to the project (2)
 - 1) Poor
 - 2) Fair
 - 3) Good

4) Very Good

5) Excellent

b. Ability to gain team trust (3)

1) Poor

2) Fair

3) Good

4) Very Good

5) Excellent

c. Ability to motivate team members (3)

1) Poor

2) Fair

3) Good

4) Very Good

5) Excellent

d. Ability to gain stakeholder trust (3)

1) Poor

2) Fair

3) Good

4) Very Good

5) Excellent

e. Ability to negotiate and gain consensus (3)

1) Poor

2) Fair

3) Good

4) Very Good

5) Excellent

4. In general, on a scale of 1-5, how would you rate the nominee's:

a. Ability to takes ownership and display a will to succeed (4)

1) Poor

2) Fair

3) Good

4) Very Good

5) Excellent

b. Ability to handle stress (4)

1) Poor

2) Fair

3) Good

4) Very Good

5) Excellent

c. communication Skills (4)

1) Poor

2) Fair

3) Good

4) Very Good

5) Excellent

d. Ability to tailor communications to various stakeholder audiences (4)

1) Poor

2) Fair

3) Good

4) Very Good

5) Excellent

e. Ability to set achievable project milestones and communicate the path to those milestones (4)

- 1) Poor
- 2) Fair
- 3) Good
- 4) Very Good
- 5) Excellent

f. Ability to communicate bad news (4)

- 1) Poor
- 2) Fair
- 3) Good
- 4) Very Good
- 5) Excellent

5. How often does the nominee incorporate project management processes into all aspects of the project?(5)

- 1) Never
- 2) Rarely
- 3) Inconsistently
- 4) Consistently
- 5) Has encouraged permanent process change

6. Please describe how the nominee improved and or encouraged repeatable project management processes in the project(5)

7. To what degree does the nominee teach others about project management processes(5)

- 1) Never
- 2) Rarely
- 3) Inconsistently
- 4) Consistently
- 5) Is a Mentor to Others

