

PMI Washington, DC Chapter Project Manager of the Year Award
Award Program Processes and Procedures

Selection Criteria:

- ✓ PM is a member of PMIWDC and PMI in good standing. Good standing means that current year dues at the national and chapter level are paid.
- ✓ 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 (August 31, 2007 – August 31, 2008). The success of the project is NOT a primary criterion; instead the award is for the PM's capability and contribution to that project.
- ✓ PM's contribution is recognized and supported by his/her management, customer or end user, and project team.
- ✓ The PM has a demonstrated knowledge and understanding of Project Management theory and preferably holds a PMI certification (e.g., PMP, CAPM, PgMP)

The Award:

The Awardee will receive Recognition via:

- Public Presentation of Award at International Project Management Day
- Bio and Picture on the PMI Washington, DC Chapter website
- A letter from the Washington, DC Chapter to the Awardee's employer or customer (if self-employed)

Two Runner Ups will receive:

- Mention at International Project Management Day Award Presentation
- A letter from the Washington, DC Chapter to the Awardee's employer or customer (if self-employed)

Nominations Forms:

- A nomination form will be created to include:
 - Questions derived from the selection criteria; essay, multiple choice, yes/no.
 - Application demographics (name, address, PMP certification, Chapter membership)
 - Reference information
- Forms should be available online at the PMIWDC website.
- Website functionality will be used to ensure accurate completion of the form.
- Nominees may be self-nominated or nominated by a professional colleague, co-worker, manager or another PMIWDC member in good standing

Verification Committee:

- A temporary awards committee will be created to consist of:
 - PMR Staff and/or International Project Management Day Volunteers
- The Verification committee will be tasked with:
 - Enforcing and adhering to the selection process
 - Verifying the authenticity of information in the nomination form
 - Scoring applications based on quantifiable criteria

Selection Committee:

- A temporary Selection committee will be created to consist of:
 - The Awards Committee Chair – Wendi Kirkham
 - A PMIWDC Board Member – Tom Bishop
 - A PMIWDC Board Member – Clay Myers
 - An Awards Committee Volunteer – Sam Harmon
 - An Awards Committee Volunteer – Chitra Dhayalan
- The Selection committee will be tasked with:
 - First year – Review and acceptance of criteria and nomination form
 - Following years – Updates to criteria and nomination form as necessary
 - Meeting as necessary in September to review nomination forms of final nominees
 - Enforcing and adhering to the selection process
 - Collaboratively selecting the superior nominee based on awards selection criteria
- Verification and Selection Committee Members will be expected to adhere to the PMI Code of Conduct and therefore will disclose any connection to Nominees to the full committee prior to the selection process.

Selection 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 nominee selection.

Final Nominee 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.

Award Presentation

- The PM of the Year award will be presented at the 2008 International Project Management Day celebration on November 6, 2008.
- The winner will not be announced prior to the awards dinner.
- Each of the top 3 nominees will be commended at the dinner. The two runners up awardees will receive PM of the Year Nominee plaques.
- The PM of the Year Awardee will receive the PM of the Year Award.

Sponsor:

- An awards sponsor will be solicited in collaboration with the International Project Management Day sponsor solicitations.
- The award sponsor will be included in all communications about the PM of the Year award.
 - “The PM of the Year Award sponsored by *sponsor name*”
- Sponsor funds will support the awards dinner.

PMR Support:

- PMR support for the PM of the Year Award shall consist of:
 - Creation of the PM of the Year Award website
 - Creation of the PM of the Year Award online nomination form
- Costs will be managed from the International Project Management Day budget