

# PMI Columbia River Basin Chapter Project of the Year Application Template

**NOTE.** This template is only for use for the PMI Columbia River Basin Chapter Project of the Year Competition. The information requested largely reflects what is required for the PMI Project of the Year Award and PMI Project of Excellence Award application process, which is accomplished online via the PMI website. Details of the PMI awards and how to apply may be found at <https://www.pmi.org/awards>

## 1. Nominator

### a. Lead Nominator Contact Information

Provide name, organization, title, address, phone number and email address for the Lead Nominator, who is the person assembling and submitting the nomination package.

### b. Project Manager Contact Information

Provide name, organization, title, address, phone number and email address for the Project Manager. If this is the same as the Lead Nominator, then please state "See Above".

### c. Project Sponsor

Provide name, organization, title, address, phone number and email address for the Project Sponsor.

## 2. Project Overview

Please complete the information below.

- a. Project Name:
- b. Project Location:
- c. What was the original budget?
- d. What was the actual budget?
- e. What was the start date?
- f. What was the original completion date?
- g. What was the final approved completion date?
- h. What was the actual completion date?

## 3. Project Summary

In less than 1000 words provide a background of the project, which should provide a brief overview of the organization and the project, describe how the project contributed to the organizational strategy, and describe the benefit/value of this project on the general public. Graphics (no more than 5) may be used and do not count toward the word limit.

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## 4. Benefits Realization

In less than 1000 words, show that the benefits/value of your project were realized by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Identify the benefits/value of the project on the organization(s).
- b. Describe what processes/tools were used to verify if the expected project benefits were achieved or not.
- c. Describe what benefits-related complexities had to be overcome.

## 5. Leadership

In less than 1000 words, show that the leadership of the project was effective by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Describe the project leadership, including key stakeholder relationships and executive sponsorship.
- b. Describe what leadership practices were used and how they were used.
- c. Describe how effective leadership contributed to the project's success.
- d. Provide a letter signed by the project sponsor that will:
  - i. Describe the project benefits and confirm they were realized to your satisfaction.
  - ii. Describe your engagement with the project leadership.
  - iii. Describe and list the top three reasons why you believe this project is a worthy candidate for this award.
  - iv. Describe how this project aligns with the strategy of your organization.

## 6. Stakeholders

In less than 1000 words, show that stakeholder expectations and communications were effectively managed by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Identify the key stakeholders and why they were key to your project.
- b. Describe what processes/tools were used to manage stakeholder expectations and communications.
- c. Describe how these processes/tools were used to manage stakeholder expectations and communications.
- d. Describe how effective management of stakeholders contributed to the project's success.
- e. Describe what stakeholder-related complexities had to be overcome.

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## 7. Schedule

In less than 1000 words, show that the project schedule was effectively developed and managed by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Describe what processes/tools were used to develop and manage the schedule.
- b. Describe how these processes/tools were used to effectively manage the schedule's critical path.
- c. Describe how effective management of schedule contributed to the project's success.
- d. Describe what schedule-related complexities had to be overcome.

## 8. Cost

In less than 1000 words, show that the project cost was effectively developed and managed by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Describe what processes/tools were used to determine the project cost.
- b. Describe how these processes/tools were used to effectively manage the project costs.
- c. Describe how effective management of cost contributed to the project's success.
- d. Describe what cost-related complexities had to be overcome.

## 9. Scope

In less than 1000 words, show that the project scope was effectively developed and managed by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Describe what processes/tools were used to document the project scope.
- b. Describe how these processes/tools were used to manage the scope.
- c. Describe how effective management of scope contributed to the project's success.
- d. Describe what schedule-related complexities had to be overcome.

## 10. Risk

In less than 1000 words, show that risks were effectively managed during the project by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Identify the key risks and explain why they were key to your project.
- b. Describe what processes/tools were used to document risks.
- c. Describe how these processes/tools were used to manage risk.
- d. Describe how effective management of risks contributed to the project's success.
- e. Describe what risk-related complexities had to be overcome.

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## 11. Project Change Management

In less than 1000 words, show that proposed changes to project scope, cost, and schedule were effectively managed by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Describe what processes/tools were used to document and approve changes.
- b. Describe how these processes/tools were used to manage change.
- c. Describe how effective management of change contributed to the project's success.
- d. Describe what change-related complexities had to be overcome.
- e. Identify the key changes during your project and why they were key to your project.

## 12. Lessons Learned

In less than 1000 words, show that lessons learned from previous projects (if any) and from the submitted project were effectively integrated into the project and/or organization by answering the following. Graphics (no more than 5) may be used and do not count toward the word limit.

- a. Describe what processes/tools were used to capture lessons learned.
- b. Describe how the lessons learned were integrated into the project.
- c. Describe how the integration of lessons learned contributed to the success of the project.
- d. Identify the key lessons learned and why they were key to your project and/or organization.
- e. Complete and submit with your application the "PMI Professional Awards Program Permissions & Release Form", which is available at [https://pmicrb.org/Nomination\\_Criteria](https://pmicrb.org/Nomination_Criteria)