

PMI SINGAPORE CHAPTER PROJECT OF THE YEAR AWARD

1. PURPOSE

To recognize and honor the accomplishments of the PMI Singapore Chapter Project of the Year, and the Project Team, involved for superior performance and execution of exemplary project management.

2. ELIGIBILITY

Projects from any industry sector in Singapore are encouraged to participate. Any project which is perceived as having effectively applied project management principles and techniques is eligible to submit for judgment providing:

- The project has an approved scope, schedule and budget.
- The project is essentially complete at the time of nomination and has been accepted as complete by the Client/Owner prior to nomination. There can be no restrictions on the use of the submitted information after the final date of submission.
- Research or development projects, which may contain proprietary or confidential, technical or commercial information, must be publicly disclosed by owner.
- The nominated project must have been successfully completed using processes and approaches consistent with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide – Third Edition)*.
- The project may or may not have won awards or other recognition from other professional associations.

3. GENERAL EVALUATION CRITERIA

- Met or exceeded Owner/Client's needs as evidenced by a letter from the Owner/Client.
- Met or improved on budget and schedule performance when compared with original established budget and schedule goals.
- Demonstrated originality and uniqueness of applied project management techniques, including innovative application of practices/methods.
- Exhibited technical aspects and advancement of the project management profession through effective application of the nine *PMBOK®* Knowledge Areas.
- Demonstrated complexity of the project and unusual conditions, issues, and barriers requiring special management team action and performance.

4. GENERAL TERMS AND CONDITIONS

Applicant must agree that:

- The nomination package will be completed in close conformance with the established format.
- All necessary clearances, releases and permissions needed for public release of all submitted materials will be obtained in writing.
- Expenses will not be reimbursed for assembling the nomination package nor for any presentation materials that may need to be created should the project be selected as the winner.

5. SUBMITTAL REQUIREMENTS

Nominations must be concise, yet contain enough information to adequately represent the project. Submittals shall be in A4 format, not to exceed twenty-five (25) pages, plus supporting documentation (i.e., Work Breakdown Structure, Organization Charts, etc.) not to exceed ten (10) additional pages. Submittals shall be in English.

Contacts for securing peripheral project information by the judging committee should be identified in the project application. The release or clearance of such peripheral materials should be provided by and will remain the responsibility of the nominating group.

In addition to other details below, the submittal must contain (a) written consent/support by owner and/or client recognizing the submittal of the project and stating that the project has been accepted as complete (b) written consent/support by owner and/or client that the submission will be used to apply for PMI Project Of The Year Award 2006 if they are selected as PMI Singapore Chapter Project Of The Year (c) written agreement of relevant stakeholders to assist in preparing a Showcase Project article to be published in the PMI Singapore Chapter website and PM Network®.

The original copy of the nomination should be received by the PMI Singapore Chapter by **31 December 2005**. Submission may be sent by email or electronically.

For electronic submission, please email the nomination to:

Goh Wei Koon (wkgoh@singnet.com.sg)

For snail mail submission, please mail the nomination to:

412 Jurong West St. 42
#10-863
Singapore 640412
Attn: PMI Singapore Chapter

(Document must contain contact information for the Preliminary Level project manager, primary contact within the organization, and primary contact of sponsoring company including contact name, address, phone number and e-mail address.)

The submittals for the PMI Singapore Chapter Project of the Year Award should address concisely, and in detail, the eleven categories listed on the following page.

PMI SINGAPORE CHAPTER PROJECT OF THE YEAR SUBMISSION FORMAT

I. GENERAL INFORMATION AND PROJECT TEAM

A. Project Specifics

Important: Type or print Project Name, Owner/Client, and Project Team below exactly as you would like it to appear on the award.

- a. Name and location of the Project:
- b. Name of Owner/Client supporting the Project Team. Include mailing addresses, phone numbers and e-mail addresses.
- c. Name of the Business of the Project Team/Members. Include mailing addresses, phone numbers and e-mail addresses for Project Team/Members:

Provide an overview and/or description of the Project Team including the roles and responsibilities of the Project Manager.

B. Support Project Documentation

Nomination package may include not more than ten (10) additional pages of supporting documentation. Examples of supporting documentation include Work Breakdown Structure chart, Project Organization, approved and as completed cost curves, schedules, etc.

II. PROJECT PERFORMANCE

A. Summary of Project

Provide a general description of the Project including complexity of the project 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 Project is distinctive, innovative or original in the application of Project Management techniques. Comment on the application of practices and methods and any marked improvements of methods, lessons learned, and/or products during the course of the Project. Describe how these methods advance the technical values and image of the Project Management profession.

C. Owner's Satisfaction

Provide written evidence on corporate letterhead that the management of the project exceeded the owner or client's needs. Evidence should address tangible as well as intangible benefits of the project outcomes, project management best practices or contribution to the organization.

III. PROJECT INTEGRATION MANAGEMENT

Briefly describe how project integration management was considered and implemented:
Briefly explain how overall project changes were managed and controlled:

IV. PROJECT SCOPE MANAGEMENT

Discuss the following:

- Project concept and objectives.
- Scope statement including cost, schedule, and performance criteria and work breakdown structure.
- Management Plan and Control Systems.

V. PROJECT TIME/SCHEDULE MANAGEMENT

Briefly summarize the project schedule including delays, if any, including legitimate causes such as change in the scope of service, owner's requests, and market response.

Original Date Actual Date
Commencement Date:
Project Defined:
Client Approval:
Project Closeout:

A copy of the "approved" planned project schedule versus the "actual" planned project schedule is recommended as part of the supporting documentation to the nomination package.

VI. PROJECT COST/RESOURCE MANAGEMENT

Explain how the project budget was met or improved:

Original budgeted cost for work/product/research:

Actual cost of work/product/research:

VII. PROJECT QUALITY MANAGEMENT

Comment on total quality management of the project including philosophy, quality assurance, and quality control (provide attachment).

VIII. PROJECT HUMAN RESOURCE MANAGEMENT

Provide a general description of how the project members developed into an effective team. Identify the individual(s) and their roles outside the project team who directly affected the Project.

IX. PROJECT COMMUNICATIONS MANAGEMENT

Briefly identify the major audiences of the project. Discuss the communication techniques and conditions to communicate the project to those audiences especially in special or unusual situations. Attach written materials and photographs, if available, showing community information/relationship of the Project.

X. PROJECT RISK MANAGEMENT

Identify external and internal risks to the project and how the project management and/or team mitigated the issues.

XI. PROJECT CONTRACT/PROCUREMENT MANAGEMENT

Identify contract procurement and acquisition procedures. Comment on their administration and control methods.