Thank you for your interest in applying for the PMINAC Project of the Year Award. This document provides submission guidelines for your application. Please read each section carefully to make sure that you complete all mandatory requirements and that your project submission demonstrates your accomplishments. Please visit [*https://pminac.com/index.php/project-of-the-year/2018poy*](https://pminac.com/index.php/project-of-the-year/2018poy) to review the Awards program.

PMINAC encourages and recognizes the accomplishments of project management professionals and organizations. By offering the Project of the Year Award, PMINAC honours project management excellence and superior performance.

**New This Year**

This year PMINAC has aligned the Award submission form with the PMI Project Awards programs. This means that Chapter participants can be on their way to initiate and fine-tune their applications and submit them to PMI without major changes. For more information about the PMI Awards programs please visit <https://www.pmi.org/about/awards/professional>.

Also new this year, PMINAC has introduced the optional Letter of Intent form. This form is intended to provide a channel for project professionals to indicate their sincere interest and engage with the Project of the Year team to get more information and assistance with the Awards program.

Finally, all project submissions this year must fill out and submit the Project Information and Release form as a separate document as part of their submission package.

**Key Dates**

* Competition opens January 29, 2018
* The Deadline for the optional Letter of Intent is March 31, 2018.
* Competition closes April 13, 2018, 11:59 PM - no submissions will be accepted after this deadline
* Winners will be notified the week of May 7, 2018
* Awards will be presented on June 6, 2018 during the Annual PMINAC Conference

**Eligibility**

We encourage submissions of projects from within the region served by the PMI Northern Alberta Chapter. PMI affiliation is not necessary. Projects of any size, type or industry are encouraged to submit provided that they meet the following eligibility criteria:

The project or phase has an approved scope, schedule and budget.

The project or phase has been completed by December 31, 2017 and has been accepted as complete by the owner prior to submission.

The completion date for **Student Projects** can be extended as long as the project has been substantially completed by the April 13, 2018 submission deadline

Submitted material must be without restriction.

The project owner must have publicly disclosed any research or development project, which may contain proprietary or confidential technical or commercial information.

Although the project itself can be located anywhere in the world, the project manager and/or team directly responsible for the project must be located within the service area of the Northern Alberta Chapter.

**Not Eligible**

* Current PMINAC staff, contractors and/or consultants are not eligible to apply for an award.
* Acts performed under contract to PMINAC, directly or indirectly, will not be considered.
* Current sitting members of PMINAC Board of Directors, or any PMINAC directors or committee chairs may not participate in the application or evaluation process of the Award, nor are those members eligible to receive an award.
* Individuals or organizations that have failed to comply with PMINAC policies and procedures, including but not limited to PMI's Code of Ethics and Professional Conduct, will not be considered.

**Award Categories**

Organizations should submit their project(s) based on the type of project in one of the categories listed below (for example, an Oil and Gas organization would submit their IT Project in the Information Management and Technology Project category). Projects can be submitted for ONLY one category.

1. Business Transformation and/or Strategy Project
2. Construction and Infrastructure Project
3. Environmental Management Project
4. Information Management and Technology Project
5. Innovation and Research Project
6. Oil, Gas and Green Energy Project
7. Student Project (Post-Secondary)

From the category winners, one will be selected as the Project of the Year.

**Fee Structure**

* There is no fee to apply for the PMINAC Project of the Year Award.

**Criteria**

The projects will be evaluated based on the following criteria:

* Having met or substantially met client/owner needs as evidenced by a letter from the sponsor.
* Demonstrated complexity of the project including but not limited to unusual conditions, issues, and barriers requiring special management team action and performance.
* Followed the principles and methodology within PMBOK.
* The project with the highest score will be considered as the category winner.
* Please refer to the PMINAC Project of the Year Submission Form for specific Award criteria.
* Submissions must address all the criteria elements.
* For additional information, visit <http://pminac.com/index.php/project-of-the-year/2018poy>

**Submission Procedures**

* Obtain the submission form on the PMINAC Website:

<http://www.pminac.com/index.php/project-of-the-year/2018poy>

* Obtain your Sponsor Letter for inclusion in the Project Submission form.
* Complete the Project Submission form.
* Attach any appendices you feel are important to support your submission, for example photographs, team building events, change management strategies, etc.
* Please note that the submission must be completed in the order of the Submission form
* The Submission form must be completed in searchable PDF or MS Word, using at least 10pt font in 8½” x 11” letter size, 2 pages maximum per criteria and 20 pages maximum in total including supporting documents (see below).
* Complete the separate Project Information and Release Form, signed and dated.
* The separate Project Information and Release Form *does not* count toward the 20 pages.
* Email the complete submission package no later than April 13, 2018 to directorpoy@pminac.com:

Applicants must agree that:

* All necessary clearances, releases and permissions needed for the individual submitting the material will be included with the submission in writing. PMINAC will not be held accountable or responsible for obtaining any clearances.
* PMINAC may use submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies
* Expenses will not be reimbursed for assembling the submission package nor for any presentation materials that may need to be created should the project be selected as the winner.
* Completed submission packages must be received by 11:59 pm on April 13, 2018.

**Additional Submission Package Content Details**

* Submissions and all supporting material (if requested) must be in English.
* Supporting documents (photographs, newspaper articles, organizational charts, appendices, etc.) count toward the page count maximum of 20 pages.
* Submissions may include an optional glossary of no more than 1 page
* Submissions that exceed the page count maximum will not be evaluated.

*For additional information, please refer to the PMINAC 2018 Project of the Year web page at* [http://pminac.com/index.php/project-of-the-year/2018poy](https://pminac.com/index.php/project-of-the-year/2018poy).

**Verification, Evaluation, and Selection**

* The PMINAC Project of the Year Team will contact the submitter to confirm receipt and eligibility of the submission package.
* The PMINAC Project of the Year Team will verify the submission eligibility.
* Applications will be evaluated by a team of PMINAC Past Presidents.
* The evaluation process, guidelines and scores are proprietary to PMINAC and will not be disclosed.
* The submitter will be notified of the status of the submission at the conclusion of the evaluation process.

**Presentation of the Awards**

* The PMINAC Project of the Year Awards are presented at the PMINAC Annual Conference. Each Category Award winner will be presented with a certificate and a trophy. No cash awards are offered.
* The overall Project of the Year will receive an additional certificate and trophy.
* PMINAC reserves the right within its sole discretion, and at any time up to the time of the presentation of the award, to determine that a submission is or has become ineligible for the award. In any such case, the PMINAC Project of the Year Director will notify the submitter of its decision as soon as possible prior to the award presentation.
* The award winners will be publicized through PMINAC communication channels after the presentation of the award. Winners may also coordinate additional publicity with PMINAC after the presentation event.
* The Overall Project of the Year Award winner will also be announced in the Edmonton Journal.
* Please note: Winning projects will receive at least one award trophy. If your project is selected as a winner, your organization can purchase additional individual sized trophies for your project team members at cost. Orders need to be placed with advance payment to the Project of the Year Director within one week of being notified of project success.

**Program Inquiries**

Thank you for your interest and support of the PMINAC Project of the Year. Please direct all inquiries, comments, and nominations to directorpoy@pminac.com.