



PMI Manitoba 2024

Project of the Year (POY) Guidelines

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1. Purpose

To recognize, honour and publicize the successful completion of projects in Manitoba whose team members have demonstrated superior performance in the application of project management principles and techniques.

2. Benefits

The benefits of entering a project into the PMI Manitoba POY are:

- Exposure and recognition for the project and organization, both within your organization and externally, by PMI Manitoba, a respected professional organization.
- Opportunity to make a monetary donation to the charity of your choice on behalf of the chapter and your organization.
- Publicity and coverage of the event by local media, social media and PMI Global Newsletter.
- A great way to thank your team for a job well done and to celebrate project success. A perfect opportunity to gain buy-in.
- Opportunity to advance the Project Management profession in the province.
- Promote the understanding of the culture, principles and benefits of project management within your organization.
- Opportunity for the winning project team to submit for the PMI Global awards for Project Excellence, sponsored through the Manitoba Chapter.
- Opportunity for the winning project team to present their project at a fall PMI Chapter meeting.
- Demonstrates your project management skills, experience and success to your current employer/client and potential future employers/clients. Looks good on your resume of RFP responses and takes your career to the next level.
- Free passes for the awards gala.

3. Qualifying projects

All project types, sizes, duration and sectors are encouraged to participate and compete. PMI affiliation is not required.

The following criteria must be met:

- The project manager and/or team directly responsible for the project must be from Manitoba.
- The organization executing/owning the project must operate in Manitoba.
- The project was essentially completed in 2023 and met or exceeded Owner/Client's needs as evidenced by a letter from the Owner/Client.



- The Owner/Client must approve disclosure of project information. The client must provide a letter of disclosure for this purpose.

4. Process

4.1. Submission

A project may be nominated by anyone who meets the eligibility criteria for award consideration. Nominations must be received by December 15, 2023.

If your project is selected as a finalist for the POY award, a project team member must be available for videotaping in January-February 2024 (exact date to be announced).

4.2. Evaluation

Evaluations are based solely on the written submissions and are judged by a panel of judges as selected by the POY Judging Chair. The panel of judges will include a minimum of three (3) individuals with a broad spectrum of project management experience and who have been certified as PMPs. The names of the judges are kept confidential by the POY Judging Chair. All judges must have no direct affiliation with any of the nominated projects.

All POY judges and organizers are required to sign a Confidentiality and Conflict of Interest Agreement prior to opening the submissions.

4.3. Selection

The results will be announced, and awards will be presented at the 2024 PMI Manitoba Chapter Project of the Year Awards Banquet.

5. Awards

Each submission will be recognized with a brief project profile in the POY Awards Program as well as with a presentation of a Project of the Year nominee award. Additionally, POY finalists will be profiled with a brief video presentation.

5.1. Winner

Winner of the Project of the Year will receive:

- A CAD \$1,000 donation on behalf of your organization to the charity of your choice.
- 1 one-day PMI Manitoba Conference/Workshop pass (Approximate value CAD \$500).
- A framed photograph of your project team.
- The PMI Manitoba Project of the Year trophy.

- Opportunity to present your project at a PMI Chapter meeting.

5.2. 1st Runner-up

1st runner-up of the Project of the Year will receive.

- A CAD \$500 donation on behalf of your organization to the charity of your choice.
- The PMI Manitoba Project of the Year runner-up trophy.

5.3. Finalist

The finalist will receive:

- A PMI Manitoba Project of the Year finalist trophy.

5.4. Charities

Charities from the winner and 1st runner-up will receive the above-mentioned awards. The charitable organization selected must meet the following criteria:

- Must be a registered charity in the province of Manitoba.
- Must operate or be based in Manitoba.
- Must be for the benefit of the people of Manitoba.

6. Submission Requirements

6.1. Written Submission

Entry into the Manitoba Chapter competition requires a written submission using the Project of the Year Submission Form Template (available online at <https://pmimanitoba.org/project-of-the-year-poy>) and must follow the Submission Requirements described here.

- Submissions must be in 8 ½" X 11" format and **no more than 15 pages in length** (Word or PDF)
 - Owner's Satisfaction letter is not included in the maximum length.
 - An unlimited number of appendices can be added. These should be used to provide imagery, diagrams, charts or other supporting information. Appendices will not be considered for judging.
- Submissions must be typed in font no smaller than size 10 and no larger than size 12.

The written submission requires multiple sections to complete. All sections must be completed (unless it does not apply to your project, in which case you must indicate that as appropriate). **Appendix I – Promotional Materials** must be completed.

All projects submitted for the POY awards will be recognized at the POY awards event. This recognition will include a brief project profile in the POY Awards Programme and a Project of the Year submission

award.

6.2. Videotape Session*

*Will not be included for judging.

The three Project of the Year finalists, as selected by the judges, will be profiled via video presentation¹. The video segments on each finalist will be developed using photos and logos provided with submissions, along with on-camera footage of an assigned project spokesperson who will be expected to attend a studio session held on: (Mid-January, date to be confirmed)

6.3. Photographs and/or Graphic Illustrations and Logos*

*Will not be included for judging

Photographs **3 MB in size (minimum)** of project activities and, ideally, of the project team, are preferred, but illustrations or graphics are acceptable. These will be used in the video presentation at the Awards Night. Please do not insert the photos into your Word document (submission), rather, send them as separate files.

An EPS file of your logo is required as well. If you do not have an EPS file of your logo, please provide a high-resolution JPEG or TIFF.

If any of the files are too large to email, please upload them to Google Drive or similar cloud services. Please provide the files or links along with your submission.

7. Submission method

7.1. Delivering the submission

Send your submissions by email. It must be received by **5:00 p.m. on December 15, 2023**, to poy@pmimanitoba.org. If your submission file size exceeds 10MB, you will need to submit a request to poy@pmimanitoba.org at least one week prior to the deadline, to have a Google Drive folder set up for you.

You will receive an email confirming receipt and the next steps.

7.1.1. Contact Information

Contact for questions related to submissions:

- Abhi Sharma
- Phone: 204-698-5975
- Email: poy@pmimanitoba.org

¹ A link to the examples on our YouTube channel <https://www.youtube.com/user/PMIManitobaPOY/>

8. Key dates to remember

- **Information session:** forum to provide information regarding your submission and to answer questions – Thursday, October 12, 2023 (visit the [Events](#) page for updates).
- **Submission deadline:** Friday, December 15, 2023.
- **Picture, graphics, etc. deadline** (for the POY presentation): Friday, December 15, 2023.
- **Videotape session:** (January-February 2024, date to be confirmed - details regarding the session will be sent to you upon receipt of your submission).
- **Announcement of Winner/Runner-up(s):** will be announced at the 2024 Project of the Year Awards Banquet (Date TBD).
- **2024 Project of the Year Winner:** opportunity to present the winning project at a 2024 Chapter Meeting.