2026 PMI Manitoba Project of the Year Submission Form

Please complete this submission form using the instructions in the POY Guidelines document and noted below.

1. **General Information and Project Team**
   1.1. Project Specifics
   - 1.1.1. Name of the project
   - 1.1.2. Location of the project
   - 1.1.3. Name of the Client / Sponsor
   - 1.1.4. Project Team members
   - 1.1.5. Summary of Project

   Provide a general description of the project, including complexity and unusual conditions, issues, and barriers requiring special management team action or performance. Please add drawings and photographs, if available, to illustrate the scope of the project.

2. **Owner's Satisfaction**

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

3. **Criterion 1: Did the project meet or exceed its stated objectives?**

   Describe how the project was able to meet or exceed stated objectives.

4. **Criterion 2: Did the project meet or improve on budget when compared with the last approved baseline budget?**

   Provide details of the latest approved baseline budget and actual budget at completion (actual dollar amounts are NOT required). Explain if it was challenging to meet or exceed the last approved budget baseline.

5. **Criterion 3: Did the project meet or improve on schedule when compared with the last approved baseline schedule?**

   Provide details of the last approved baseline schedule and actual schedule at completion. Explain how the schedule improvement was accomplished.

6. **Criterion 4: Project Management**

   Provide brief comments about how the project was managed in the categories listed below. When completing these sections, please respond to all relevant questions (some may not apply to your project). For each of these, please address the PMI based processes (if any), tools and techniques, or methods used for **Initiating, Planning, Executing, Monitoring/Controlling, and Closing**, when applicable. For specific methodologies, such as Agile, specify how you tailored the processes to your situation.

6.1. **Criterion 4A - Project Integration Management**

Includes the processes required to ensure that the various elements of the project are properly coordinated. It involves making trade-offs among competing objectives and alternatives to meet or exceed stakeholder expectations.

- Briefly describe how project integration management was considered and implemented in your project.
- What processes, tools and techniques did you use to manage the integration?
- Identify the challenges for managing project integration and how they were overcome.
- Identify the challenges of integrating the project with ongoing operations within the performing organization.

6.2. **Criterion 4B - Project Scope Management**

Includes the processes required to ensure that the project includes all of the work required, and on the work required, to complete the project successfully.

- Briefly describe how you defined and obtained agreement on the project scope.
- What processes, tools and techniques did you use to manage scope and scope changes?
- Identify the challenges for managing project scope and how they were overcome.

6.3. **Criterion 4C - Project Time Management**

Includes the processes required to ensure timely completion of the project.

- Briefly describe how you created and obtained an agreement on the project schedule.
- What processes, tools and techniques did you use to manage the project schedule and schedule changes?
- Identify the challenges for managing the project schedule and how they were overcome.
- What was the high-level milestone schedule variance of the target to actual for major milestones?

6.4. **Criterion 4D - Project Cost Management**

Includes the processes required to ensure that the project is completed within the approved budget.

- Briefly describe how you created and obtained agreement on the project budget.
- What processes, tools and techniques did you use to manage costs and budget changes?
- Identify the challenges for managing project costs to budget and how they were overcome.
- What was the budget variance % to actual once the project was complete?

6.5. **Criterion 4E - Project Quality Management**

Includes the processes required to ensure that the project will satisfy the needs for which it was undertaken.

- Briefly describe how you created and obtained agreement on the project quality.
- What processes, tools and techniques did you use to manage quality control?
- Identify the challenges for managing project quality and how they were overcome.

6.6. **Criterion 4F - Project Human Resource Management**

Includes the processes required to make the most effective use of the people involved in the project.

- Briefly describe how you created and obtained agreement on the human resource plan, and how resources were acquired for the project.
- What processes, tools and techniques did you use to manage the project human resources?
- Identify the challenges for managing the project's human resources and how they were overcome.

6.7. **Criterion 4G - Project Communications Management**

Includes the processes required to ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information.

- Briefly describe how you created and obtained agreement on the communication plan including what was communicated, and to whom it was communicated.
- What processes, tools and techniques did you use to communicate the project status, etc.?
- Identify the challenges for managing the execution of the communications plan how they were overcome.

6.8. Criterion 4H - Project Risk Management

Includes the processes concerned with identifying, analyzing, and responding to project risk.

- Briefly describe how you created the risk mitigation plan and what the key components of the plan were.
- What processes, tools and techniques did you use to prioritize and mitigate the different types of project risks?
- Identify the challenges in managing the risks and how they were overcome.

6.9. **Criterion 4I - Project Procurement Management**

Includes the processes required to acquire goods and services from outside the performing organization.

- Briefly describe how project contract/procurement management was considered and implemented in your project.
- What processes, tools and techniques did you use to procure goods and services?
- Identify the challenges for managing the contracts and how they were overcome.

6.10. **Criterion 4J – Project Stakeholder Management**

Project Managers accomplish work through the project team and other stakeholders. Effective project managers acquire a balance of technical, interpersonal, and conceptual skills that help them analyze situations and interact appropriately.

- Describe any interpersonal approaches that may have been used to motivate and maintain effective participation and high performance of team members.
- What processes, tools and techniques did you use to manage project stakeholders?
- Did you have to modify your leadership approach to respond to changing conditions or to improve performance?

7. **Criterion 5: Project Complexity**

    Describe any changes to the current business processes needed to implement project management processes.

    - Describe the number and diversity of project stakeholders
    - The project's technical complexity
    - Diversity and constraints of sub-projects
    - Other appropriate factors

APPENDIX I - Promotional Materials

To assist us in developing promotional materials that will enable the Committee to better highlight and convey key project points to the event audience and general public, please also provide a simplified summary as follows (**the Promotional Materials section will not be included for judging**):

1. Official name of project (as you would like them to appear on awards and materials)

2. Names of submitting organizations. (As you would like it to appear on Awards and materials)

3. A profile of:
    3.1. Submitting Organization(s) (approx. 150 words)
    3.2. Project Profile (approx. 150 words)

4. Top 3 Project Challenges (approx. 150 words)

5. Top 3 Lessons Learned (approx. 150 words)

6. Top 3 Success Factors (approx. 150 words)

7. Top 3 Project Outcomes (approx. 150 words)