



PMI Community Advancement Through Project Management Award

Purpose

The purpose of this award is to recognise and honour a particularly significant achievement or sustained performance, in the categories of Individual or Organisation, that improves the well-being of a community by completing a project or multiple projects, or by applying project management principles to the pro bono delivery of goods and services.

Pro bono is defined as “volunteer work and related materials provided without any form of compensation, whether financial, in kind or business advantage”.

Categories

- **Individual** – A volunteer or leader in a community, industry, business, academia, not-for-profit organization, or any other movement, who is recognised for advancing the well-being of communities through the application of project management principles.
- **Organisation** – May be a business, a not-for profit organisation, government agency or any other entity that does not fall under any of the above categories but undertakes pro bono project(s) that contribute significantly to the social good

Eligible

- The pro bono project must be completed within the previous calendar year.

Number of Awards

Only one PMI Sydney Community Advancement Through Project Management Award may be given in each of the award categories defined above. Each nominated entry is evaluated and ranked only against other nominees under the same award category described above. Only one award per category will be granted annually.

PMI reserves the right not to select a recipient for a particular year for any category or all categories if the review performed indicates that nominations do not meet the stated criteria.

Criteria

The project should be accomplished by individuals volunteering time and energy, by practitioners working pro bono, a not-for-profit organization whose mission is social good, or by other organizations that deploy their resources without compensation. These project achievements or performances may be in local, regional, national or global communities. The project team may consist of PMI members, employees of other organizations, or volunteers from some other non-profit organisation. Specifically, the nomination packet should contain proof or information that the following criteria were satisfied:

Criterion 1: The application of project management principles resulted in a measurable improvement in the social well-being of a particular community and

benefited the people who delivered the community service. Documentation must be provided as to how the principles of project management were applied.

Criterion 2: The pro bono project had a positive impact on the quality of life within the community.

Criterion 3: The contribution or performance made a significant and lasting contribution to the well-being of a community.

Nomination Procedures

Nominator Eligibility and Restrictions

- Self-nomination is permitted.
- A person must be nominated by at least one and not more than six (6) individuals.
- When there is more than one person making the nomination, a lead nominator must:
 - Ensure that there are no restrictions on the use of submitted information and that permission has been obtained for the use of copyrighted materials included in the package
 - Assemble all supporting materials
 - Submit the nomination package
- Nominator(s) must be affiliated with PMI by membership or by PMI Certification.

Nomination Requirements

Nomination Package Format and Rules

- There are no prescribed PMI forms for this award.
- Nomination packages that exceed the stated page counts (see Nomination Package Content) will not be evaluated.
- The nomination package must be in English.
- Paper and electronic submissions will be accepted.
- All nominating letters shall be original documents signed by the nominators.
- Nomination packages that are incomplete or are received after the submission deadline will not be reviewed.
- If a nominee is not selected, the nominee may be re-nominated once for the same contribution with additional supporting evidence.
- By submitting this package, the nominator has given or obtained permission to use the submitted copyrighted materials in PMI Sydney public relations and marketing activities.

Nomination Package Content

The nomination package consisting of no more than ten (10) pages must contain the following (may be copies of originals unless otherwise stated):

- A cover letter that identifies all materials and documentation contained in the nomination and that ensures that the documentation meets all requirements
- An original document (no more than three [3] pages) that must include the following as a minimum:
 - Description/documentation of the contribution or service for which the individual, PMI Component or organization is being nominated
 - Category for which the nomination is being considered
 - Individual or entity delivering the community service
 - The community being impacted
 - Description of the identified need within the community

- Project or work accomplished
- Type and amount of resources dedicated to the project (time, budget, etc.)
- Project principles used
- Dates and durations of the effort
- Synopsis of the work, including a 50-word paragraph summarising the accomplishment
- Copies of any articles or media attention received as a result of the competition of the project, or any other form of community verification or acknowledgment of the service
- A document that identifies the pro bono project and provides documentation as to how the principles of project management were applied to provide humanitarian support
- A document that provides information regarding the number of people involved and their level of involvement
- A document that provides proof or information that the criteria stated above were satisfied
- A document that addresses the following:
 - Personal knowledge of the nominee's pro bono act(s) or contribution(s)
 - Length of association with person nominated
 - Type of relationship with person nominated (e.g., component member, business associate, etc.)
 - Frequency of communication during the nomination period
 - Statement of recommendation for the award

Nomination Submittals

Nomination packages must be received before 19 March and must be sent to:

PMI Sydney Chapter
Professional Awards Program
GPO Box 241
Sydney, NSW 2001

Electronic nomination must be sent to:

awards@sydney.pmi.org.au

Presentation of the Award

The award will be presented at a mid year Chapter event.

The award will be publicised through PMI communication channels and external media after the presentation of the award. The recipient may also coordinate additional publicity with PMI after the presentation of the award.

Additional Information

- In the event that more than one individual is to be nominated for the same contribution, separate nomination packages must be submitted.
- Please send all inquiries to awards@sydney.pmi.org.