



PMI Sydney Continuing Professional Education Provider of the Year Award

Purpose

The purpose of this award is to recognise and honour a Corporate/Government/Association, Individual/Business and/or an Academic Professional Development provider who has demonstrated exceptional skills in the delivery and implementation of a professional development program in project management.

Categories

- **Corporate/Government/Association Provider** – In-house training departments that deliver appropriate professional development programs focused on project management to their own employees/members.
- **Individual/Business Provider** – Those sole proprietors and organizations that charge a fee for the delivery of project management professional development. This includes for-profit training and development consultants and businesses.
- **Academic Professional Development Provider** – Those academic providers that charge a fee for project management professional development training that is separate from their formal degree-granting education curriculum.

Eligible

The nominee must have delivered the nominated project management training/instruction program within the previous calendar year.

Number of Awards

Only one PMI Sydney Continuing Professional Education Provider 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 Sydney 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 nominated professional development provider shall have demonstrated a significant positive impact on its trainees/students and shall have met the following criteria:

- **Criterion 1:** The nominee(s) selected and implemented instruction and related professional development materials that reflect the current state of professional practice.
- **Criterion 2:** The nominee(s) used a professional development framework consisting of a structured program development and delivery process that encourages student learning.
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- **Criterion 3:** The nominee(s) used post-activity evaluation to improve program content.
- **Criterion 4:** The nominee(s) conducted a structured needs assessment to determine specific learning requirements.
- **Criterion 5:** The nominee(s) displayed a commitment to quality delivery of professional development for project management.

Nomination Procedures

Nominator Eligibility and Restrictions

- Self-nomination is permitted.
- The nominator(s) shall be affiliated with PMI by membership, PMI certification, or as a Registered Education Provider (R.E.P.).
- 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
- Nominators must have personal knowledge of the program(s) offered by the continuing professional education provider.

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.
- Nomination packages can be submitted in two forms:
 - One unbound paper copy of the nomination package
 - A digital copy submitted by email
- 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 continuing professional education provider 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 public relations and marketing activities.

Nomination Package Content

The nomination package consisting of no more than fifteen (15) 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 five [5] pages) that must include the following as a minimum:
 - Category for which the nomination is being considered
 - Statement of how each of the criteria were clearly met or exceeded
 - Description of how the continuing professional education provider has demonstrated a significant positive impact on its trainees/students
- The supporting document (no more than ten [10] pages) must include the following as a minimum:
 - Documentation providing evidence of the results of the structured needs assessment
 - Documentation supporting summary information from post-activity evaluations
 - Documentation summarizing the quality performance of the provider (e.g., letter of recommendation[s], testimonial[s])

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 Selection Committee will review all submissions. Successful shortlisted submissions will be reviewed in person.

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

Additional Information

Please send all inquiries to awards@sydney.pmi.org.