



**Project Management Institute
Indonesia Chapter**

**Project of The Year
2022**

Official Guidelines and Format for Years Project Nomination
Submittal

Thank you for your interest in applying for a PMIIC Project of the Year 2022 Award. This document provides additional submission guidelines for your nomination. Please read each section carefully, and sign where directed on the Contact Information form, that you have read and have complied with these directives. This is a must-read document for your application.

PURPOSE

The PMI Indonesia Chapter Project of The Year award (POTY) recognizes the large and complex project that best delivers:

- Superior performance of project management practices
- Super organizational results
- Positive impact society

KEY DATES

Activity	Date
PMIIC POTY 2022 Announcement	15 APR 2022
Registration Open	18 APR – 15 JUN 2022
Screening Process	16 – 29 JUN 2022
Screening Result Announcement	30 JUN 2022
Evaluation Process	1 – 15 JUL 2022
Finalist Announcement	18 JUL 2022
Interview Session with Judges	2 AUG 2022
Winner Announcement	5 AUG 2022

APPLICATION DEADLINE

The deadline to submit nominations is **June 15th 2022**.

ELIGIBILITY

- The project must be completed between January 2020 and March 2022.
- The project must be implemented in Indonesia or carried out by a company based in Indonesia or originated from Indonesia.
- The total size of the project must meet following conditions for the categories:
 - Business & Information Systems (Category A) :
 - Minimum Project Budget of 500K USD
 - Engineering & Construction (Category B) :
 - Project Budget between 500K USD and 5 million USD
 - Engineering & Construction (Category C) :
 - Minimum Project Budget of 5 million USD

- An organization cannot submit more than 2 projects per category, but may submit projects in multiple categories.
- PMI affiliation is not necessary for nomination.

NOT ELIGIBLE

- A project which has either won or has been previously nominated for the PMI Project of the Year Award or the PMI Award for Project Excellence.
- Project which was completed outside of the designated period.

NOMINATION PROCEDURES

- Submission Form must be sent electronically to poty2022@pmi-indonesia.org and must be received by the application deadline **June 15th 2022**.
- One Lead Nominator shall be designated with whom PMI will communicate regarding the nomination.
- The Lead Nominator does not require PMI affiliation.
- The Lead Nominator shall submit the PMI Project of the Year Award Application document addressing each of the criteria in two pages or fewer and listing the relevant criteria title and description at the top of each page.
- All submitted material shall not exceed thirty pages.
- The Lead Nominator shall ensure that all documentation is accurately completed and submitted. Incomplete nomination packages will not be evaluated.

EVALUATION PROCESS

The evaluation process is governed by the following independent bodies comprising of experienced industry leaders:

Governance	Members	Roles & Responsibilities
Evaluation Committee	Senior Project Managers/Directors from the relevant industry	<ul style="list-style-type: none"> ▪ Review and approve the evaluation criteria and process. ▪ Obtain necessary guidance from Judges Panel and perform an objective evaluation of the submitted projects. ▪ Prepare the evaluation report and submit to the Judges Panel
Judges Panel	Senior Executives from the relevant industry	<ul style="list-style-type: none"> ▪ Govern the overall program. ▪ Provide guidance to the Evaluation Committee and the program team in designing and executing the program. ▪ Review the evaluation reports submitted by the Evaluation Committee and select the finalists & winners.

The PMIIC POTY selection process consists of a document review. Candidate projects must be submitted to the current members of the PMIIC Project of the Year 2022 Committee Members (poty2022@pmi-indonesia.org).

Nomination:

A project may be nominated by anyone for award consideration. Submittals must be received by the POTY Committee by **June 15th 2022**.

Screening:

1. Evaluation is carried out by the designated screener(s). The nomination package will be reviewed and verified for completeness according to the eligibility criteria set forth. If required, the screener(s) may contact one or more of the project team for clarification or more information. Evaluation Committee evaluates the project nominations according to the eligibility criteria and provides the evaluation report to the Judges Panel.

Judging:

2. The Judging Subcommittee will evaluate each of the screened nomination packages in more detail. Using a scoring sheet, each judge will evaluate the information provided and score a value to each category between 1 and 10. An average of all categories will provide the total project score. All judges scoring sheets will be collected and an average of all judge's scores will provide the project preliminary total score. Finally, a meeting with all judges will be convened to discuss and compare the preliminary scores and if justified, adjustments may be made to determine the final project score. Judges Panel selects the finalists (up to 3 participants) for each category.
3. The finalists will present their project in front of the Judges Panel and ready for Question & Answer session with the judges. Evaluation of ability to present the project will be added to the final score.

Announcement:

Each participant will be received their result through electronic mail. Formal announcement of the winner and any additional recognition will be made on **August 5th 2022**. All those who submitted nominations for consideration will be recognized by announcement prior to the awards presentation. The awarding will be given at SYMEX 2022 networking dinner & PMIIC anniversary on **October 5th 2022**.

PMIIC will guarantee the fairness and neutrality of the screening, evaluation, and judging process. PMIIC will ensure there is no conflict of interest from Screeners, Evaluation Committee and Judges Panel during the process.

EVALUATION CRITERIA

The projects considered for Project of the Year Awards shall have demonstrated the following criteria:

1. **Introduction/Summary.** This section provides the project background.
 - 1.1 Provide project information
 - 1.1.1 Project Name
 - 1.1.2 Project Location
 - 1.1.3 What was the original budget?
 - 1.1.4 What was the final approved budget?
 - 1.1.5 What was the actual budget used?
 - 1.1.6 What was the start date?
 - 1.1.7 What was the original completion date?
 - 1.1.8 What was the final approved completion date?
 - 1.1.9 What was actual completion date?
 - 1.2 Provide a brief overview of the organization and the project.
 - 1.3 Describe how the project contributed to the organizational strategy.
 - 1.4 Describe the benefit/value of this project on the general public.
- 2 **Benefits Realization.** Show that the benefits/value of your project were realized by answering the following:
 - 2.1 Identify the benefits/value of the project for the organization(s).
 - 2.2 Describe what processes/tools were used to verify if the project benefits were achieved or not.
 - 2.3 Describe what benefits-related complexities had to be overcome.
- 3 **Leadership.** Show that the leadership of the project was effective by answering the following:
 - 3.1 Describe the project leadership, including key stakeholder relationships and executive sponsorship.
 - 3.2 Describe what leadership practices were used and how they were used.
 - 3.3 Describe how effective leadership contributed to the project's success.

3.4 Provide a letter signed by the project sponsor that will:

- 3.4.1 Describe the project benefits and confirm they were realized to your satisfaction.
- 3.4.2 Describe your engagement with the project leadership.
- 3.4.3 Describe and list the top three reasons why you believe this project is a worthy candidate for this award.
- 3.4.4 Describe how this project aligns with the strategy of the organization.

4 **Stakeholders.** Show that stakeholder expectations and communications were effectively managed by answering the following:

- 4.1 Identify the key stakeholders and why they were key to your project.
- 4.2 Describe what processes/tools were used to manage stakeholder expectations and communications.
- 4.3 Describe how these processes/tools were used to manage stakeholder expectations and communications.
- 4.4 Describe how effective management of stakeholders contributed to the project's success.
- 4.5 Describe what stakeholder-related complexities had to be overcome.

5 **Schedule**

- 5.1 Describe what processes/tools were used to develop and manage the schedule.
- 5.2 Describe how these processes/tools were used to effectively manage the schedule's critical path.
- 5.3 Describe how effective management of schedule contributed to the project's success.
- 5.4 Describe what schedule-related complexities had to be overcome.

6 **Cost.** Show that the project cost was effectively developed and managed by answering the following:

- 6.1 Describe what processes/tools were used to determine the project cost.
- 6.2 Describe how these processes/tools were used to effectively manage the project costs.
- 6.3 Describe how effective management of cost contributed to the project's success.
- 6.4 Describe what cost-related complexities had to be overcome.

- 7 **Scope.** Show that the project scope was effectively developed and managed by answering the following:
 - 7.1 Describe what processes/tools were used to document the project scope.
 - 7.2 Describe how these processes/tools were used to manage the scope.
 - 7.3 Describe how effective management of scope contributed to the project's success.
 - 7.4 Describe what scope-related complexities had to be overcome.
- 8 **Risk.** Show that risks were effectively managed during the project by answering the following:
 - 8.1 Identify the key risks and explain why they were key to your project.
 - 8.2 Describe what processes/tools were used to document risks.
 - 8.3 Describe how these processes/tools were used to manage risk.
 - 8.4 Describe how effective management of risks contributed to the project's success.
 - 8.5 Describe what risk-related complexities had to be overcome.
- 9 **Project Change Management.** Show that proposed changes to project scope, cost, and schedule were effectively managed by answering the following:
 - 9.1 Describe what processes/tools were used to document and approve changes.
 - 9.2 Describe how these processes/tools were used to manage change.
 - 9.3 Describe how effective management of change contributed to the project's success.
 - 9.4 Describe what change-related complexities had to be overcome.
 - 9.5 Identify the key changes during your project and why they were key to your project.
- 10 **Lessons Learned.** Show that lessons learned from previous projects (if any) and from the submitted project were effectively integrated into the project and/or organization by answering the following:
 - 10.1 Describe what processes/tools were used to capture lessons learned.
 - 10.2 Describe how the lessons learned were integrated into the project.
 - 10.3 Describe how the integration of lessons learned contributed to the success of the project.
 - 10.4 Identify the key lessons learned and why they were key to your project and/or organization.

SCORING

Allocation of these project specific points will make up 80% of the scoring in all award categories.

Evaluation Criteria	Weight
Introduction/Summary	8 %
Benefit Realization	8 %
Leadership	8 %
Stakeholders	8 %
Schedule	8 %
Cost	8 %
Scope	8 %
Risk	8 %
Project Change Management	8 %
Lessons Learned	8 %

The remaining of the scoring points are based on:

- 10% from the project complexity and the overall package application, including supporting documents
- 10% from during final project presentation from Judges Panel.

GENERAL TERMS AND CONDITIONS

Applicant must agree that:

- The nomination package will be completed in close conformance with the established format that follows.
- All necessary clearances, releases and permissions needed for public release of all submitted materials will be obtained in writing. Participant may inform PMIIC if certain part of the materials should not be included in public release.
- Expenses will not be reimbursed for assembling the nomination package nor for any presentation materials that may need to be created should the project be selected as the winner.

SUBMITTAL REQUIREMENTS

Nominations must be concise, yet contain enough information to adequately represent the project. Submission must follow the POTY Submission Template. Packages are not to exceed 30 pages, including supporting documentation such as work breakdown structure, project charter, communication plan, etc. Any additional

documentation in alternate media formats, such as multi-media, will not be evaluated. Any pages submitted beyond the 30-page limit will not be evaluated. Submittals shall be in **English** or **Bahasa Indonesia**. Submittals must include company logo(s) in at least one of the following formats (.png, .jpg, .pdf).

The nomination package should be sent to the PMIIC POTY Committee, at poty2022@pmi-indonesia.org. **Document must contain contact information for the nominated project manager, primary contact within the organization, and primary contact of sponsoring company including contact name, address, phone number and e-mail address.**

The submittals for the PMIIC POTY Award should address concisely, and in as much detail as possible, the categories listed above. **Missing categories can negatively affect your score! If the category doesn't apply, provide a detailed explanation in its place.** To help in the reviewing of each package received, the format of the submittal should adhere to the POTY Template.