

FAQ (Guidelines) for Award applicants

- **What do each of the categories mean?**

Project of the Year

The primary criteria for classification as Large, Medium, Small, or Micro will be the actual cost of the Project. However, if need be, the applicant's project may be re-classified (in exceptional cases) by PMI keeping in mind data furnished on project timeline and effort.

Large - A project or program or similar initiative which has an actual project cost of more than USD 0.14 Billion.

Project should have been completed between the period of April 1, 2021 and March 31, 2024

Medium - A project or program or similar initiative which has an actual project cost between USD 14 Million to USD 0.14 Billion

Project should have been completed between the period of April 1, 2022 and March 31, 2024

Small - A project or program or similar initiative which has a actual project cost between USD 700,000 to USD 14 Million

Project should have been completed between the period of April 1, 2023 and March 31, 2024

Micro - A project or program or similar initiative which has an actual project cost less than USD 700,000 but more than USD 70,000

Project should have been completed between the period of April 1, 2023 and March 31, 2024

Project of the Year - Contribution to Community (CSR)

A project or program or similar initiative is managed by a corporate body or organization as part of its initiatives toward Corporate Social Responsibility for the improvement and well-being of the community.

Project should have been completed between the period of April 1, 2023 and March 31, 2024.

Project of the Year - NGO

A project or program or similar initiative which is managed by a Non-Governmental Organization (NGO)/not for profit/non-profit body or organization as part of its projects or operations. This category excludes the initiatives undertaken by corporate bodies or organizations as part of their Corporate Social Responsibility (CSR) activities.

Project should have been completed between the period of April 1, 2023 and March 31, 2024.

- **Who is eligible to apply for 'Project of the Year' award?**

For Project of the Year - Small and Micro category, NGO and Contribution to Community projects, the project should have been completed between the period of April 1, 2023 and March 31, 2024

For Project of the Year - Medium projects, the project should have been completed between the period of April 1, 2022 and March 31, 2024

For Project of the Year - Large projects, the project should have been completed between the period of April 1, 2021 and March 31, 2024

The application for the award has to be made by a member of a project team or a representative of the organization. PMI affiliation is not necessary. The project may or may not have won awards or other recognition from other professional associations.

- **What is the nomination and award process?**

The process of evaluation will be in two stages - Preliminary and Final. The award applicant or nominee's project team member or representative will need to furnish information online using the nominee registration page. Those applicants who qualify at the Preliminary stage will be considered at the Final stage. At the Final stage, the applicants have to furnish more detailed information through a web link provided to them. For each category of award, there will be a winner and a runner-up. However, the jury in the final selection process depending on the quality and merit of the submissions may decide to not select a winner or runner-up. Their decision is final. There is no limit to the number of projects each applicant can submit.

- **Is there an application fee for the awards?**

There is no application fee for applying to any of the PMI South Asia Awards.

- **Who selects the winners?**

A panel of volunteer evaluators who are experienced practitioners and have successfully demonstrated project management expertise evaluate the submissions at both the Preliminary and Final stages. An eminent panel then selects the winner and runner-up from the Final stage shortlist.

- **Who administers the PMI South Asia Awards Program?**

The program is administered by PMI South Asia along with 'Leadership Team for Awards' (LTA) which is a volunteer group comprising senior project practitioners from the project management community in

- **When and where are the awards presented?**

The awards will be announced at the PMI South Asia Conference to be held in New Delhi in September 2024.

- **How does it help your organization and project team members to apply for an award?**

The award process involves evaluating the credentials with regard to various criteria such as project management practices, innovation, contribution to the community, etc. For any organization, this will mean revisiting many of their existing processes and practices and can therefore be a basis for further improvement. Team members who work on the application process get exposure to criteria and best practices followed for excellence in projects which they can replicate in their future work. It can also help bring visibility to your organization's processes and practices and benchmark with peers in the industry. Further, if your nomination qualifies for an award, it will be a matter of great pride, honor, and public recognition for your organization and project team.

- **What are the benefits of winning an award?**

The 2024 PMI South Asia Awards Program is the 16th year in the running for PMI South Asia - it is well recognized by Industry, Government, and project practitioners as the most prestigious award for the project management community in South Asia. Besides great visibility, it is a fitting acknowledgment to the winning organization for its valuable contribution to the project management community and profession.

While there is no cash prize for the award, the project team representing the award-winning organization will be invited and publicly honored during the South Asia Project Management Conference to be conducted by PMI South Asia in New Delhi in September 2024. Award winners will be invited to showcase their project briefly through an audio-visual format at the National conference in the presence of conference delegates. In addition to the above, the award winners get tremendous media exposure and get promoted across various media channels as follows:

- o Exposure through extensive press coverage across national media
- o Publicity through PMI South Asia's bi-monthly e-newsletter, Manage South Asia
- o Promotion through a speaking opportunity to present the project case study at the PMI South Asia Conference in the following year
- o Promotion through photos and videos on the PMI South Asia website
- o Promotion through social media handles of PMI South Asia

- **What is the suggested profile of an award applicant?**

The award applicant could be a sponsor, a senior member of the Project team viz. equivalent of Project Manager, Program Manager, Project Director, or a senior representative of the organization or an NGO or the CSR division of the organization.

- **Who gets the award if two or more organizations are applying for it jointly or partnering with others?**

If the application is done jointly by one or more parties then the parties have to decide amongst themselves as to whom the award should be presented. If such information is not available or not furnished then the award will be presented to the sponsor of the project. This will also apply if organizations are applying for the same project, based on their involvement in it as a vendor/contractor or joint owner.

- **Explanatory notes for details to be furnished in the application**

Planned & Actual Start Dates:

The start date for the Project will be the date of the Project Charter. If such a document or equivalent does not exist in your organization then the date of the following documents can be taken as a basis for stating the start date:

- o Purchase Order/Contract or agreement with client/customer
- o Letter of Intent/Notice to Proceed
- o Approval document from Board/Sponsor/Financiers
- o Written directive from Senior Management/Executives in the organization
- o Applicant needs to provide both the Planned and Actual Start Date of the project.

Planned & Actual End Dates:

The end date of the project will be when the project close-out has been completed and all activities on the project have been closed out. This will be after the completion of the following:

- o Project output has been delivered to the acceptance of the Client/Customer
- o All human, equipment, and material resources are demobilized from the project location and site
- o Activities for transfer to the next phase of the project or operation are completed
- o Project has been closed with respect to all administrative, accounting, and contract activities
- o Lessons learned, project and procurement audits have been completed
- o Applicant needs to provide both the Planned and Actual End Date of the project.

Approximate number of people who worked on the project:

Applicant needs to provide the approximate number of people who worked as part of the project team. This includes the contractors, subcontractors, and members of outsourced parties and service providers who were involved in the project.

Cost of the Project:

Applicant needs to provide the Budgeted Cost as planned for the project during its business case approval and the Actual Cost incurred in completing the project.

Short Summary:

Applicant for the Project of the Year award category can provide an abstract of the project indicating the salient features with regard to the objectives of the project, and how they achieved it.

Sponsor:

A sponsor is a person or group who provides resources and support for the project and is accountable for enabling success. The sponsor may be external or internal to the project manager's organization.

Effort of the Project:

The "effort" includes the efforts of the project team as well as contractors (subcontractors) or outsourced parties/service providers and is the number of labor units required to complete the project, often expressed in hours, days or weeks.

Project Management Effort:

It is the number of labor units required to complete the project management of the project, often expressed in hours, days or weeks.

Success Criteria:

Specific objectives/goals that need to be achieved for the project to succeed. These are often quantified by measurable project objectives.

- Any other Additional Information you would like to provide, which is not covered above?

Applicant can provide any other additional information which they would like to furnish which is not falling under the category of questions listed on the website and/or when information that needs to be provided exceeds the word limit.

- Whom do I contact for more information?

Contact PMI South Asia Awards Committee at Email:

pmsaawards@pmi-india.org

Or visit: <http://www.pmi.org.in/awards>