



KC MID AMERICA CHAPTER

Kansas City Mid-America Chapter (KC PMI) Project of the Year Award

Thank you for your interest in applying for a KC PMI Project of the Year 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

KC PMI strives to offer a professional award program that encourages and recognizes the accomplishments of project management professionals and organizations in Kansas City area. KC PMI places a high regard and value on recognizing and honoring those who have made significant, memorable contributions to the Institute and to the project management profession. You can honor superior performance when you nominate excellent projects for KC PMI Project of the Year Award.

Application Deadline

The “Call for Nominations” begins May 1st each year. The deadline to submit nominations is July 31st.

Eligibility

- Project budget must be greater than \$300,000 US dollars.
- Project of any type, from any industry, in public or private sectors.
- Project must be from any company in chapter region
- The project must have been completed no more than 18 months before the application deadline.

Not Eligible

- Sitting members of KC PMI’s Board of Directors may not participate in the nomination or evaluation process of an award, nor are members of the Board eligible to receive an award.
- Individuals or organizations that have failed to comply with PMI policies and procedures, including but not limited to PMI's Code of Ethics and Professional Conduct, will not be considered.

Number of Awards

- One recipient will be awarded annually during PDD event.
- KCPMI reserves the right not to select any recipients for a particular year if the evaluations performed indicate that nominations do not meet the stated criteria.

Criteria

- Specific criteria are outlined in award Application.
- Submissions must address all of the criteria elements.

Nomination Procedures

- There shall be one designated lead nominator with whom KC PMI will communicate regarding the nomination.
- Lead Nominator's responsibilities:
 - Must have knowledge of the nominated project or nominee and the project management principles applied.
 - Must document any direct personal or professional relationship of the lead nominator to the nominated project or nominee.
 - Must ensure the nomination package is complete at the time of submission; incomplete nomination packages will not be evaluated.
 - Must review the specific eligibility, restrictions and content outlined on award document.
 - Must ensure the following documents are included with the submission. Failure to provide the necessary forms will eliminate the nomination from consideration.
 - **KC PMI Permissions and Release Form**

The nominee/client/owner of any body of work being considered for a KC PMI Professional Award must complete and sign the form confirming whether he or she did, or did not, use any PMI trademark, logo or copyrighted content from any PMI publication. Usage will require permission from PMI in the form of a permission agreement or license available at "<http://www.pmi.org/Forms-Permissions>". The award

nomination package must provide the PMI Permission Agreement Title or License Number in Box A of the PMI Permissions Form, available on each awards web page. If no PMI intellectual property has been used in the body of work being considered for a KC PMI Professional Award, please complete Box B on the KC PMI Permissions Form. Signing of the form also grants KC PMI the non-exclusive right to use any submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies. Lead Nominators (unless you are also the nominee/client/owner of the body of work) must forward this form to the nominee and ensure that the nominee signs, dates, and returns the form that must be included in the nomination package. The form will not count toward the stated page count maximum.

- **KC PMI Contact Information Form**

This document lists the contact information for the lead nominator and nominee, etc. This form, available on each awards web page, will not count toward the stated page count maximum.

Nomination Requirements

- Nominations must be sent electronically to awards@kcpmichapter.org and must be received no later than the due date shown under “Application Deadline.”
- Nomination packages that are incomplete or are received after the submission deadline will not be reviewed.
- There are no application fees to apply for any of the KC PMI Professional Awards.

Nomination Package Content

- All nominations must contain the following:
 - Application Documentation
 - KC PMI Permissions and Release Form
 - KC PMI Contact Information Form

Additional Nomination Package Content Details

- Nominations and all supporting material (if requested) must be in English.
- Web Pages, Video, CDs: The criteria should be answered in the nomination; review of any web pages, video and/or CDs would be at the option of the evaluator unless specifically requested by the nominee in relation to the criteria.

- KC PMI may use submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies.
- KC PMI will not reimburse any expenses for assembling the nomination package or for any presentation materials that may need to be created should the nomination be selected as a winner.

Verification, Evaluation and Selection

- The KC PMI Awards Administrator will contact the lead nominator to confirm receipt and eligibility of the nomination package.
- The KC PMI Awards Administrator will verify the nominations eligibility.
- The KC PMI Awards Administrator will send the nomination package to a designated panel of evaluators, who are subject matter experts, for evaluation.
- The nominations, evaluation process and scores are proprietary to KC PMI and will not be disclosed to nominators or nominees.
- The Lead Nominator and Nominee will be notified of the status of the nomination at the conclusion of the evaluation process.
- Selection and communication of nomination status shall take place no later than the end of August.

Presentation of the Award

- Three finalist will be invited to present at Professional Development Day. Winner will be announced and award will be presented on the last day of PDD.
- KC PMI reserves the right within its sole discretion, and at any time up to the time of the presentation of the award, to determine that a nominee is or has become ineligible for the award. In any such case, KC PMI will notify the nominee and/or lead nominator of its decision as soon as possible prior to the award presentation.
- The award recipient will be publicized through KC PMI communication channels and external media after the presentation of the award. A recipient may also coordinate additional publicity with KC PMI after the presentation event.

Program Inquiries

Thank you for your interest and support of the KC PMI Professional Awards Program.

- Please direct all inquiries, comments and submissions to awards@kcpmichapter.org.
- Web site address: www.kcpmichapter.org/Awards