



PMINZ Awards Information pack

Background

The New Zealand Project Management Institute (PMINZ) has established a number of awards to recognise and honour contributions to the Institute and achievements in the project management field.

The five PMINZ Awards within this prestigious programme are:

- PMINZ Project of the Year
- PMINZ Project Manager of the Year
- PMINZ Emerging Project Manager of the Year
- PMINZ Volunteer of the Year
- PMINZ Research Achievement Award

In 2010, the Awards will be presented at the formal dinner of the PMINZ National conference, held on Wednesday 25 August in Wellington.

Key dates

Entries open	Thursday 1 April 2010
Entries close	Wednesday 30 June 2010
Finalists announced	Friday 30 July 2010
Awards dinner, Wellington	Wednesday 25 August 2010

PMINZ Awards Contacts

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Categories and entry criteria

PMINZ Project of the Year

<i>Purpose:</i>	The Project of the Year Award recognises the success of a project and the involved project team, for the superior performance and execution of exceptional project management.
<i>Number of Awards:</i>	One annually
<i>Eligibility:</i>	<ul style="list-style-type: none"> • Projects from throughout NZ are eligible for application, regardless of size, industry type or location. • PMI affiliation is not necessary. • The nominated project must have been completed no earlier than one year from application.
<i>Criteria:</i>	<ul style="list-style-type: none"> • The project met the client's needs as evidenced by a letter from the client / project closure report. • The project met or improved on budget and schedule performance when compared with original established budget and schedule goals. • The project demonstrated originality and uniqueness of applied project management techniques (ie. tools), including innovative application of practices or methods. • The project exhibited technical aspects and advancement of the project management profession through effective application of the nine PMBOK Knowledge Areas. • The project demonstrated complexity and unusual conditions, issues, or barriers requiring special management team action and performance.

PMINZ Project Manager of the Year

<i>Purpose:</i>	The purpose of this award is to recognise a project manager for a significant achievement or sustained performance, in the project management of a project or multiple projects where PMBOK® principles have been applied and demonstrated in the previous year.
<i>Number of Awards:</i>	One annually
<i>Eligibility:</i>	<ul style="list-style-type: none"> • The nominee must be based in New Zealand. • The nominee must be a PMI in good standing or nominated by a PMI member. • The nominee may work in any field, such as business, government, academics, consulting, training, etc. • The nominee shall not be a member of PMINZ Conference Committee. • Self-nomination is not permitted.
<i>Criteria:</i>	<ul style="list-style-type: none"> • The achievement/performance was significant in nature. • The achievement demonstrated an understanding of PMI published standards and practices. • The achievement demonstrated leadership and initiative.

PMINZ Emerging Project Manager of the Year

<i>Purpose:</i>	The Emerging Project Manager of the Year recognises rising talent – those individuals who, despite being in the early stages of their project management careers, are already demonstrating that they can make a difference to the project management profession and the companies and clients for whom they work.
<i>Number of Awards:</i>	One annually
<i>Eligibility:</i>	<ul style="list-style-type: none"> • The nominee must be based in New Zealand. • The nominee must be a PMI in good standing or nominated by a PMI member. • The nominee may work in any field, such as business, government, academics, consulting, training, etc. • The nominee shall not be a member of PMINZ Conference Committee. • Self-nomination is not permitted. • The Emerging Project Manager of the Year award is open to project managers with up to five years' experience who are working on any project where their involvement has been greater than six months.
<i>Criteria:</i>	<ul style="list-style-type: none"> • The achievement/performance was significant in nature. • The achievement demonstrated an understanding of PMI published standards and practices. • The achievement demonstrated leadership and initiative.

PMINZ Volunteer of the Year

<i>Purpose:</i>	The purpose of this award is to recognise and honour a PMINZ member who has made a voluntary and significant contribution to the Project Management Institute and the project management profession within the last year.
<i>Number of Awards:</i>	One annually
<i>Eligibility:</i>	<ul style="list-style-type: none"> • The nominee must be based in New Zealand. • The nominee must be a current PMINZ member in good standing. • The nominee must have sustained service to PMI for a minimum of one year. • The nominee must have demonstrated service to the Institute as a whole, as well as to the project management profession. • Self-nomination is not permitted.
<i>Criteria:</i>	<ul style="list-style-type: none"> • The nominee has demonstrated significant progressive contributions on behalf of PMI that support the recognition of the Institute as the world's leader in project management. • The nominee has made significant achievements in the profession that expand and advance project management knowledge, use, and applications, and has also made significant contributions to the activities of the Institute.

PMINZ Research Achievement Award 2010

<i>Purpose:</i>	The purpose of this award is to recognise an individual who has advanced the concepts, knowledge, and/or practices of project management through professionally conducted and authored project management research.
<i>Number of Awards:</i>	One annually
<i>Eligibility:</i>	<ul style="list-style-type: none"> • The nominee must be based in New Zealand. • The nominee must have, through project management research, made a contribution to the advancement of the field of project management. • The nominee does not have to be a member of PMI. • More than one person can be nominated if the research/paper was jointly completed. • The nominee may work in any field, such as business, government, non profit, academia consulting, training etc. • The research must have been completed within the last year.
<i>Criteria:</i>	<ul style="list-style-type: none"> • Criterion 1: The nominee must have carried out research that has contributed to the advancement of the field of project management, and is consistent with the definition adopted by the PMI Research Program. <ul style="list-style-type: none"> – Project management research involves scholarly or scientific investigations and is based upon data from which general conclusions can be drawn. Both the data and the conclusions are focused on either the project management context or the management activities needed to complete a project successfully, but not on the technical activities of a project. – Research can include both theory and practice in the field of project/ program management, which may include: <ul style="list-style-type: none"> - Summaries and critical analyses of research results - Surveys of current practices - Critical analyses of concepts, theories, or practices - Development of concepts, theories, or practices - Analyses of successes and failures - Comparisons and/or analyses of case studies • Criterion 2: The research must have an enduring or practical value.

Entry process

1. Register to receive updates from the PMINZ conference website – this will let you know when nominations are open for the PMINZ Awards → <http://www.pminzconference.com/>
2. Download this Information Pack and the Word formatted entry form for the category of PMINZ Award you are putting forward a nomination for. If you are not sure of what category to enter, please contact the Awards team on awards.conf2010@pmi.org.nz.
3. Save your completed entry form as a .pdf and email it to: awards.conf2010@pmi.org.nz. Make sure you include any additional evidence that has been requested. **NOTE** do not send a file larger than 5MB.
4. Your entry will go straight from the entry coordinator to the Judges, and will not be sighted by any other party.
5. Your entry will be considered by a panel of Judges. Finalists will be selected from those nominations that the Judges determine have met all the entry criteria, and are of sufficient standard to be worthy of the Award. There is no limit to the number of finalists that may be selected.
6. Finalists will be announced on Friday 30 June 2010.
7. The Judges may require a site visit of the finalists between Monday 2 August and Friday 6 August 2010.
8. All nominees are encouraged to attend the Awards dinner, which will be held in conjunction with the PMINZ National Conference dinner on Wednesday 25 August 2010, in Wellington. We are expecting over 400 guests, and the conference and Awards evening will be the biggest project management event of the year.
9. In the event of any issues arising in the judging process, a respected Judging Adjudicator will be appointed and empowered to facilitate and preside over the resolution process.

Some helpful tips for the Awards process

- DO contact the Awards team if you have any questions about the process. While we can't comment on your individual nomination through the judging process, we can help you put together your nomination and make the process as clear and transparent as possible.
- DON'T contact any of the Judges about any of the nominations.
- DON'T leave it until the last minute to complete the nomination form. We hope that you will take advantage of the full three-month timeline and complete your entry early.
- DO let us know if there are any barriers to you entering or nominating someone. We can find people in your local PMINZ branch to help you out!

The Judging panel

The Judging panel will be published on the PMINZ National Conference website in May 2010 (<http://www.pminzconference.com/>)

Judges are chosen for their depth and breadth of their knowledge. All Judges work under a non-disclosure agreement and are asked to identify any potential conflict of interests prior to judging.

Sponsors

We invite you to be a sponsor of this superb event. The 2010 Conference invites organisations to consider the benefits and opportunities associated with sponsorship of this unique forum. We are offering a wide range of options for sponsorship and trade exhibits and can tailor a package to suit your 2010 budget. Full details are on the conference website sponsorship page www.pminzconference.com.

Sponsoring a PMINZ Award is an occasion for your organisation to be associated with celebrating excellence. There are five sponsorship opportunities, one for each award.

PMINZ Award sponsorship benefits include:

- Your company name associated with the Award, eg, “The *Bloggs Company* PMINZ Project of the Year”
- 1 Conference Dinner ticket
- Verbal acknowledgement of your sponsorship at the awards ceremony during the conference dinner
- Acknowledgement of your sponsorship in the Conference Handbook, Conference website, and the PMINZ Awards page of the PMINZ website.

Email sponsorship.conf2010@pminz.org.nz To work through your specific sponsorship requirements.

Make the most out of entering

- Use writing the entry as an opportunity to refine your key messages and update the information on your website and other communication channels about your project and project team.
- Let us know you are entering. If a publicity opportunity comes up, we will do our best to point a journalist in your direction - not to discuss the fact you are entering but about the Awards in more generic terms.
- Have an outside pair of eyes read your entry. It is all too easy to assume that everyone understands our company as well as we do – you could be using jargon or making assumptions that only someone from inside the company would understand.

Make the most out of being a finalist

- If the Judges seek to visit you to finalise their decisions, don't underestimate the importance of how you front up to the judging panel. Make sure each member of your team understands their role and the part that each of you will play individually. Anticipate the questions the judges are likely to ask and go prepared with any supporting material you think could be relevant.
- Appoint a spokesperson and make sure they are prepared for any and every media opportunity that we are able to offer you.
- We will send you a copy of the press release announcing your company as a finalist – make sure it is put up on your website and sent to your stakeholders
- The PMINZ Awards & conference dinner is your chance to celebrate. Make sure you are there and involve as many of your team as possible in your success. Previous finalists have told us that it has been one of the most rewarding team-building experiences they have had. It is not a stuffy black tie event - everything from dress jeans to a tuxedo will be worn. It is about being there and sharing the moment.
- Make sure you get photos of your team at the event and follow up afterwards to ensure you get copies for your website and company records.

Make the most out of winning

- Come to the Awards dinner. You don't want someone else getting up on that stage and accepting the award on your behalf if you can possibly avoid it.
- If you are a finalist, have your winner's speech prepared. This is your moment and you want to make the most of it. Keep it short (two minutes max.), from the heart and make it memorable.
- Make sure the photographer captures a shot of all of your team with the trophy – plus any clients/stakeholders/family that happen to be there. You won't get the moment back again – so make sure that it is preserved.
- Look after your trophy. Make sure it is prominently displayed where both staff and visitors can see it. Contact the Awards team if you want more trophies made up for your other offices around the country (this will be at your own cost)
- Get the fact that you have won a PMINZ Award up on your website as soon as possible.
- Email your company's database and let them know they are dealing with one of New Zealand's most successful project management teams
- Maximise the public relations opportunities for your company. Contact your local PMINZ branch for ideas. You may also have specific niche industry and local publications that will also be interested in your success
- Update your marketing material. If you don't have a company profile – write one – and incorporate information on the award(s) you have won.
- Mention the award in your recruitment advertisements - everyone likes to be associated with a successful person or company.
- Enjoy it.