



All nominations for consideration for the Project of the Year Award must use the nomination form as a template and must address each of the criteria listed below.

| **Nominator** | | | | |
| --- | --- | --- | --- | --- |
| ☐ Please check if self-nominated (leave section blank) | | | | |
| **Full name:** |  | | | |
| **Phone:** |  | | **Mobile:** |  |
| **Email:** |  | | **Other:** |  |
| **Relationship to the nominee:** | |  | | |

| **Nominee** | | | | |
| --- | --- | --- | --- | --- |
| **Full name:** |  | | | |
| **Phone:** |  | | **Mobile:** |  |
| **Email:** |  | | **Other:** |  |
| **Project Name:** | |  | | |
| **Organization Name:** | |  | | |
| **Start & End Dates of Project** | |  | | |
| **Organisation Industry types (please select best option):** | | ☐ Information Technology (IT)  ☐ Financial Services  ☐ Government & Public Sector  ☐ Manufacturing  ☐ Energy  ☐ Construction  ☐ Healthcare  ☐ Telecom | | |
| **Please indicate the project type:**  < Tick as required >  ☐ IT Technology Infrastructure  ☐ Business Transformation: Organisation and change projects  ☐ Engineering: Construction & Infrastructure  ☐ Digital Products  ☐ Research & Development  ☐ Other (Please describe) | | | | |
| **Other description:** | |  | | |

**IMPORTANT NOTE:**

* The judging panel may contact the nominator or nominee for additional information to support the application.
* Any visuals please add as an Appendix and make reference in the response.
* By submitting this document for the Project of the Year Award you are confirming that all the information submitted in this form are factual and can be corroborated by project stakeholders

| **Q1. Introduction/Summary [**Maximum 500 words**]** |
| --- |
| This section provides the project background as the basis for evaluating the answers to the following sections:   1. Provide a brief overview of the project. 2. Birefly describe the Objectives or Value addressed by the project for the organization or client / customer. 3. Briefly describe the solution that was implemented. 4. Describe the realized outcomes of this project on the project stakeholders ( and on community/organisation in general. |
|  |

| **Q2. Governance [**Maximum 500 words**]** |
| --- |
| Show how governance was tailored to your project:   1. Describe the governance approach. 2. How did the project ensure alignment with the organisation’s governance? 3. How did the Governance/Methodology assist successful delivery? |
|  |

| **Q3. Benefits/Value Details [**Maximum 500 words**]** |
| --- |
| Show that the benefits/value of your project were realised by answering the following:   1. Identify the expected positive benefits/value of the project on the organisation/community. 2. Describe what processes/tools were used to verify if the expected project benefits were achieved. 3. Describe what benefits-related complexities had to be overcome. |
|  |

| **Q4. Stakeholders [**Maximum 500 words**]** |
| --- |
| Show that stakeholder expectations and communications were effectively managed by answering the following:  a) Identify the key stakeholders and why they were key to your project.  b) Describe the Stakeholder communication strategies and the challenges. |
|  |

| **Q5. Scope [**Maximum 500 words**]** |
| --- |
| Show that the project scope was effectively developed and managed by answering the following:   1. Describe what processes/tools were used to document the project scope. 2. Describe how these processes/tools were used to manage the scope. 3. Describe how effective management of scope contributed to the project’s success. 4. Describe what scope-related complexities had to be overcome. |
|  |

| **Q6. Cost [**Maximum 500 words**]** |
| --- |
| Show that the project cost was effectively developed and managed by answering the following:   1. Describe what processes/tools were used to determine the project cost. 2. Describe how these processes/tools were used to effectively manage the project costs. 3. Describe how effective management of cost contributed to the project’s success. 4. Describe what cost-related complexities had to be overcome. |
|  |

| **Q7. Schedule [**Maximum 500 words**]** |
| --- |
| Show that the project schedule was effectively developed and managed by answering the following:   1. Describe what processes/tools were used to develop and manage the schedule. 2. Describe how these processes/tools were used to effectively manage the schedule’s critical path. 3. Describe how effective management of schedule contributed to the project’s success. 4. Describe what schedule-related complexities had to be overcome. |
|  |