



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**]** |
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| 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.
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| **Q2. Governance [**Maximum 500 words**]** |
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| 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?
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| **Q3. Benefits/Value Details [**Maximum 500 words**]** |
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| 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.
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| **Q4. Stakeholders [**Maximum 500 words**]** |
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| 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. |
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| **Q5. Scope [**Maximum 500 words**]** |
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| 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.
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| **Q6. Cost [**Maximum 500 words**]** |
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| 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.
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| **Q7. Schedule [**Maximum 500 words**]** |
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| 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.
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