

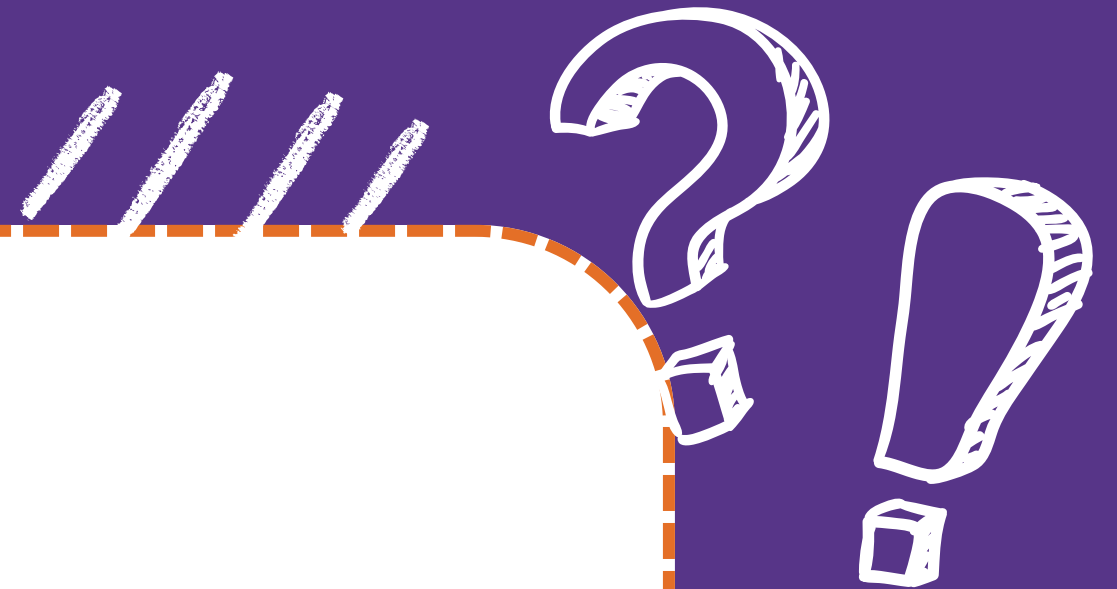


Ireland Chapter of
Project
Management
Institute®

National Project Awards 2024

Turbo Tips

In association with



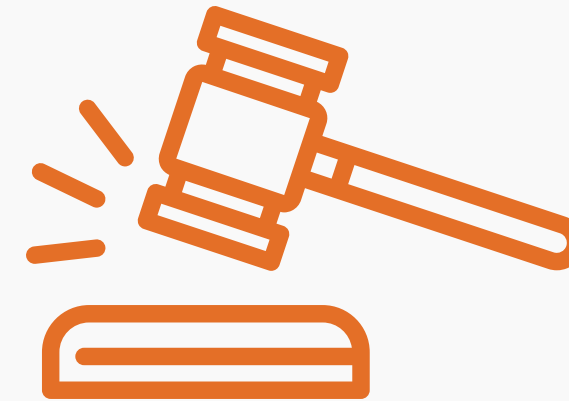
Process



Nominations may originate from within the project team themselves, or by the project organisation's management, colleagues, team members or customer. Review the eligibility requirements and select the most relevant award category(ies). You can apply for more than one.



The nominations deadline for all main Awards categories is the 4th September 2024 and submissions can be made online. This year's special category is the Excellence in Innovation: Projects of the Year: Construction and Capital Project of the Year; Sustainability Impact; Project of the Year; Healthcare and Medical Devices Project of the Year



Judging Process, Each applicant's eligibility is determined on the basis of their completed application form. Eligibility is measured against rigorous criteria, that determines a Best Practice Winner in each award category.



A Black-tie Awards night in the PwC Dublin offices on 14th November 2024. Winners across the categories, selected by our team of leading industry experts, will be awarded at the prestigious black-tie gala dinner. The Ireland Chapter of PMI wishes all of our entrants every success.

Introduction

Welcome to the 2024 Project Awards Guide! This document is designed to assist you in completing the questions for the various award categories. Inside, you'll find detailed instructions and tips to help you provide the best possible responses and ensure your project is accurately represented. Whether you're a first-time applicant or a returning participant, this guide will support you throughout the application process.

Please note that the categories related to projects have identical questions, while the categories for Professional of the Year and PMO of the Year have distinct questions. This guidance document contains comprehensive information to assist you with all types of categories, ensuring you have the necessary support for a successful application

Project Categories

In the next 4 pages, you will find guidance on the 4 questions for the categories listed below:

- Private Sector Project of the Year
- Public Sector Project of the Year
- Project Management for Social Good
- AI and Technology Project of the Year
- Special Category "Excellence in Innovation: Projects of the Year":
 - Construction and Capital Project of the Year
 - Sustainability Impact Project of the Year
 - Healthcare and Medical Devices Project of the Year

1. Provide a brief overview of the project briefly describing the solution that was implemented. Present your response as your elevator pitch to sell the project.

Max 300 words

Problem:

- Start by highlighting a common pain point your target audience faces.
- Example: "Are you struggling with inefficient workflows that delay project delivery ?"

Introduce Your Solution:

- Briefly introduce your project as the answer to the problem you just presented.

Emphasise the Benefits:

- Quickly showcase the key benefits your project offers. Focus on quantifiable improvements if possible.
- Example: "[Project Name] can boost productivity by 20% and reduce project completion time by 15%."

Impact:

- Quantify the positive impact of your project whenever possible: this could involve increased efficiency, reduced costs, or improved customer satisfaction.

2. Business Acumen - Strategic Business Management

This section should outline the business rationale for your project, the stakeholders and the expected benefits. Focus on the business aspects of your project, business case justification and the benefits that were identified and realised.

Max 900 words

Project Rationale and Business Case:

- Explain how this project aligns with the organisation's overall business strategy. Mention specific goals, initiatives, or metrics it supports;
- Briefly outline the key arguments in your business case that secured approval. Focus on cost savings, increased revenue, improved efficiency, or other quantifiable benefits

Stakeholders:

- List the key stakeholders who had a vested interest in the project's success. This could include executives, project team members, end-users, regulatory bodies, or community group;
- Briefly mention any challenges faced in keeping stakeholders informed. This could include managing diverse information needs, addressing resistance to change, or maintaining communication frequency.

Benefits:

- Highlight the expected positive benefits your project will deliver to the organisation or community;
- Focus on tangible outcomes like cost savings, improved efficiency, increased customer satisfaction, environmental benefits, etc.

Governance:

- Briefly outline your plan for tracking, measuring, and realizing the expected benefits of the project. This might involve defining metrics, establishing a benefits realisation team, or conducting post-implementation reviews ;
- Describe any challenges encountered in ensuring the project delivers the expected benefits. This could involve difficulties in measuring benefits, change management issues, or unforeseen dependencies.

3. Power Skills (Leadership)

This section should outline the leadership and governance for your project, highlighting where good practice was applied and summarising how the challenges were addressed. Focus on the structure of governance and the competency in guiding and motivating the team

Max 900 words

Governance:

- Describe how effective governance practices assisted in the successful delivery of your project. Mention specific examples of how clear governance structures, defined roles, and stakeholder engagement facilitated project progress. (e.g., timely decision-making, efficient resource allocation, mitigated risks) .

Leadership:

- Identify the Single Most Impactful Factor: Based on your project experience, pinpoint the single factor that made the most significant difference in your leadership approach. (e.g., fostering a collaborative environment, focusing on clear communication, empowering team members) ;
- Challenges Faced: Describe any leadership complexities you encountered while managing the project. This could include managing a diverse team, dealing with remote team members, handling scope creep, or motivating a team facing setbacks.

Innovation, project scope and managing complexity:

- Explain how you addressed leadership complexities. Did you implement specific strategies or communication approaches to navigate these challenges?
- Did you use a different approach or technology have helped address this challenge?

Motivation Strategies:

- Explain how you ensured the team stayed focused on the project's long-term goals while managing day-to-day tasks and potential distractions. Did you utilise project management tool?
- How did these strategies address your team's needs?
- What specific skills were developed or areas improved?

4. Ways of Working (Technical Project Management)

This section should outline the approach to technical project management summarising the approach to scope, cost and schedule. Please outline the approach and give specific examples that bring your project to life for the judges.

• **Management of cost:**

- Cost Management Strategy: Explain your approach to cost management.
- Cost Challenges: Describe any cost-related complexities you faced.
- Strategies to Overcome Challenges: Explain how you addressed these cost challenges. Did you identify cost-saving opportunities? Did you implement cost-containment measures? Did you renegotiate contracts with vendors?

Management of timeline/schedule:

- Did you utilize project management software to track progress? Did you conduct regular schedule risk assessments? Did you hold team meetings to address potential schedule delays?
- Explain how you addressed these schedule challenges. Did you implement resource leveling techniques? Did you proactively manage dependencies to avoid delays?

Scope quality and change:

- How did you establish clear and measurable quality standards for the project deliverables?
- What quality control processes were implemented to continuously monitor and assess the project deliverables throughout the project lifecycle?
- Describe the specific quality control procedures used to identify and address any potential quality issues promptly. (This highlights the action taken to ensure quality throughout the project.)

Application of good PM practice:

- Key Strategies, Tools, and Skills Employed;
- Focus on Achievement;
- Specificity: the key areas you want to highlight.



Project Categories

In the next 4 pages, you will find guidance on the 4 questions for the categories PMO of the Year.

1. Give us your 'Elevator Pitch' for why this PMO should be nominated for an award

Max 300 words

- Start with an overview of the organization and PMO: Introduce the organization's size and the number of project managers the PMO supports. This provides context for the PMO's reach and impact.
- Impact: Open with a strong statement highlighting the PMO's significant achievement. Quantify the impact whenever possible (e.g., "reduced project costs by 20%")
- Highlight Key Initiatives: Briefly mention 1-2 key initiatives that drove the impact.
- Emphasize PMO's Value: Connect the initiatives back to the overall value the PMO brings. Did they improve company-wide project delivery success rate? Did they enhance employee skills and morale?

2. Functions of the PMO

Describe the function of the PMO by outlining the following:

Max 500 words

a) Does the PMO support project/program/portfolio management function for the business as an enterprise or as a functional /business unit? If so, please describe your PPM process for selection, balancing and management.)

b) Interfaces: How did the management of the PMO interface and collaborate with other areas and disciplines?

- Identify the PMO's Scope: Start by clarifying if the PMO supports project management at the enterprise level (all departments) or for a specific functional unit (e.g., Marketing).
- Briefly explain how the PMO selects projects. Highlight key criteria like strategic alignment, resource availability, and ROI.
- Outline how the PMO interacts with crucial areas for successful project delivery.
- Management: Touch upon the PMO's role in supporting project managers. Mention training, resource allocation, and standardized methodologies offered.
- Briefly mention how the PMO keeps leadership informed (e.g., regular reports on project health).
- Highlight the PMO's support for project teams (e.g., tools, resources, communication facilitation).
- Emphasize collaboration with departments like IT or finance to ensure project needs are met.
- Mention the PMO's role in managing stakeholder expectations (e.g., proactive communication).

3. Results and Benefits of the PMO

Consider the following:

Max 500 words

a) Contribution to successful outcomes for the organisation in terms of improved project management maturity.

b) Contribution to the organisation in terms of knowledge management and culture. What is the legacy that the PMO has established?

c) Contribution to the project management community in terms of capability and skills.

- Quantify the Improvement: Start by demonstrating how the PMO has elevated the organization's project management maturity. Use metrics like increased project success rates, reduced project costs, or faster project delivery times

- Highlight Specific Initiatives: Briefly mention key initiatives that contributed to this progress. This could involve implementing standardized methodologies, training programs, or risk management practices.
- Knowledge Sharing and Collaboration: Describe how the PMO fosters knowledge management and collaboration within the organization. This could involve establishing a central repository for project documents, lessons learned, or best practices.
- Skills Development: Explain how the PMO has contributed to the development of project management skills within the organization. Mention training programs offered, certifications encouraged, or mentorship opportunities provided.

4. Innovation

Consider the following:

Max 500 words

a) Challenges overcome: What difficulties were anticipated and/or unforeseen during the delivery of this PMO? How were these challenges overcome?

b) Managing innovation: What innovations were there in the way the PMO was delivered for your organisation? What makes your PMO.

Challenges Overcome:

- Anticipated Difficulties: Briefly mention potential challenges foreseen during the PMO setup (e.g., resistance to change, lack of resources).
- Unforeseen Obstacles: Discuss any unexpected challenges encountered (e.g., integration with existing systems, cultural differences).

- Overcoming Obstacles: For each challenge mentioned, explain how it was tackled. Highlight specific strategies or solutions implemented (e.g., stakeholder engagement plan, change management initiatives).

Innovation and Uniqueness:

- PMO Delivery Innovations: Describe innovative approaches used in setting up or running the PMO. This could involve technology-driven solutions.
- Hybrid PMO structure: Combining centralized and decentralized elements for flexibility. Agile project management practices: Adapting to a more iterative and responsive approach.
- Unique Value Proposition: Explain what makes your PMO stand out. Is it the focus on a specific industry, the use of a particular methodology, or a strong emphasis on continuous improvement?



Project Categories

1. In the next 4 pages, you will find guidance on the 4 questions for the categories Project Professional of the Year.



1. Give us your 'Elevator Pitch' for why this Person should be considered for this award - detailing a summary of their contribution to the PM profession throughout their career to date. Please also attach a CV of the Nominee

**(Maximum 300 words excluding word count on CV.
Maximum length of CV 3 pages)**

- Open with a powerful statement highlighting the nominee's significant contributions to the PM profession. Quantify achievements whenever possible (e.g., "increased project success rates by 20%").
- Briefly mention 2-3 key milestones in the nominee's career that demonstrate their impact.
- Showcase the nominee's dedication to the profession.
- Do they hold prestigious project management certifications?
- Have they actively mentored or trained other project managers?

2. Describe what the exceptional contributions are and how these have made a lasting positive impact on the projects that they have worked on throughout their career?

Max 500 words

- Whenever possible, quantify the impact of their contributions. Use numbers, percentages, or concrete examples to showcase the positive difference they made. Explain how these contributions have had a lasting positive impact on the projects they worked on.
- Did their innovative solution lead to a permanent change in project approach?
- Did their mentorship program leave a legacy of skilled project managers within the organization? Provide specific examples to illustrate your points. Briefly describe a particular project where their contribution made a significant difference.
- What was the challenge? How did they address it? What was the positive outcome? Keep the focus on the positive outcomes achieved through their contributions. This could be improved project performance, increased team morale, or higher customer satisfaction

3. Describe exceptional contributions the nominee has made have benefited the project management community within their organisation and/ or community throughout their career?

Max 500 words

- Knowledge Sharing and Mentorship: Highlight how the nominee has fostered knowledge sharing and mentorship within the organization.
- Process Improvement and Best Practices: Describe how the nominee has contributed to improving project management processes and establishing best practices.
- If the nominee has been actively involved in the broader project management community, highlight their contributions.
- Did they participate in industry conferences or events?
- Did they contribute articles or presentations to industry publications?
- Did they hold leadership positions in professional organizations?

4. Describe what is the contribution that demonstrate excellence in leadership/ innovation/ mentoring and initiative? In your response please provide two specific examples that show where the nominee has demonstrated exceptional contribution to the organisation and PM professional community in these areas

Max 500 words

- This could involve inspiring and motivating teams, fostering collaboration, or making sound decisions under pressure.
- Provide a concrete example where the nominee demonstrated exceptional leadership.
- Describe a challenging project they led, the leadership qualities they displayed, and the positive outcome achieved.
- Quantify the impact whenever possible (e.g., "increased team morale by 20%").
- Highlight a specific instance where the nominee demonstrated exceptional innovation: describe the challenge they faced, the innovative solution they implemented, and the positive impact it had on the project or the organization.

Any questions regarding the application?

Please contact us at
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