**SPMI POY 2016 –2017**

**Nomination Form**

**Category: Business and Information Systems**

**Eligibility Verification**

The requirements for the SPMI POY:

* The project must have been completed between September 01, 2014 and September 30, 2016.
* The project must be implemented in Singapore or carried out by a company based in Singapore or originated from Singapore.
* The total size of the project must meet following conditions:
	+ - * Minimum budget of S$2mil, and
			* 20 or more team members.
* An organization cannot submit more than 3 projects per category, but may submit projects in multiple categories.
* The project has not won any PMI Distinguished Project Awards.
* The project has neither been a Finalist nor won the SPMI POY 2014-2015 and 2015-2016.
* PMI affiliation is not necessary for nomination.
1. Name:
2. Position/Title:
3. Email:
4. Telephone:
5. Terms and Conditions:
* Application shall factually represent all project data relevant to the evaluation criteria.
* Application shall contain only information the submitting organization has authorized the nominator to release.
* Application shall be written in English.
* The decision of SPMI and/or the Judges Panel will be final and binding on the participants.

**Confidentiality:**

The information provided in this form is confidential between SPMI and the nominator, and shall not be disclosed to anyone else, except as may be necessary to effectuate the processing of the SPMI POY.

**Proposed number of words per question: 300.**

1. Project title
2. Briefly describe the Project (e.g. project’s goals/ objectives, scope, budget, duration, project team size, organizational impact, complexity).
3. **Project Integration Management:** Provide details to explain how Integration Management was considered and implemented on the project (e.g. governance, coordination, challenges in integrating it into the environment, culture, tools and techniques to manage integration) as well as project closure (e.g. lessons learned).
4. **Project Scope/Cost/Time Management:** Provide details of how the Scope, Budget and Schedule were managed and how the project performed against the baseline (e.g. agreement, issues, change control, reasons for changes, tools and techniques).
5. **Quality Management:** Describe how the Quality was managed throughout the project. Comment on the tools, techniques, processes and measures used to manage quality.
6. **Human Resource Management:** Briefly describe how Human Resources was managed throughout the project (e.g. organizing, managing, leading, and motivating the project team; if on-boarding: process for project team, training, challenges, tools and techniques used, lesson learned, etc).
7. **Communication Management:** Briefly describe how the Communication was managed throughout the project (e.g. generation, collection, distribution of information to: stakeholders, project team members and sponsors, etc).
8. **Risk Management:** Describe how the Risks were managed throughout the project. Comment on how the risk management process was conducted; outline assessment tools, methods and processes used to approach, prioritize and mitigate the project risks.
9. **Procurement Management:** Describe how purchases, contracts and acquisitions were managed, as well as, the process and procedures used in the project. Please make reference to the type of contracts used for the project (e.g. time and materials, fixed-price, cost-reimbursement), effectiveness and efficiency of the acquisitions, administration and control methods, and major challenges encountered.
10. **Stakeholder Management:** Describe how you identified the people, groups, or organizations (stakeholders) that could impact or be impacted by the project. And how you managed and controlled/monitored the relationship to the stakeholders incl. the adjustment to changed requirements to and the related expectation management.
11. Briefly present outcomes and benefits of the Project as well as tools and techniques used to evaluate benefits (e.g. using SMART criteria).

If available, please provide customer / sponsor references or testimonials.

1. Describe why the project was a success and should be considered as SPMI POY.
2. If applicable, please provide any additional legal forms required by my company.