CEJC/PMI Charleston Technical Project Team of the Year 2017

Purpose/Criteria

Purpose: Awarded to an exceptional technical project team that has exhibited the high performance tenets of project management to develop and implement a project that has been superbly well-managed and delivered stakeholder value demonstrating such elements as how objectives were met, products and/or services were improved, and/or greater cost and schedule efficiency was achieved. The winning project team will be evaluated against the criteria as listed in the Nomination Format Guideline.

The winning team nomination will show how the technical project team interacted, administered, and delivered a project fundamental to achieving its organizational goals for some practical value. The nomination should inform the reader about the team, the project, and emphasize the appropriate elements listed in each criteria description as well as any other pertinent information that highlights significant features of the project team and project to include photos and other awards/recognition or appreciation.

- Nominations may be submitted by individuals or any business or government agency through any CEJC member organization in the Charleston metropolitan area or PMI Charleston
- Nomination packages must be received by **January 19, 2018**, for project teams meeting eligibility in 2017. {Note: A non-winning project team from a previous year may be renominated if it meets the eligibility rules}
- Send nomination packages to: Charleston Engineers Joint Council, P.O. Box 61504, North Charleston, SC 29419-1504 or by e-mail to: charlestonejc@gmail.com or vp_communications@pmi-charleston.org

Other considerations:

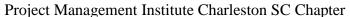
- Award announced at 2018 CEJC Engineers Week Banquet; a plaque will be provided to the project team owner and certificates to team members
- To be clear this is not a <u>project of the year</u> award rather "**project team of the year**"; emphasis is on the **team** aspects not the project based on criteria approved by both the CEJC and PMI Charleston
- Nominations will be judged by a joint panel comprised of CEJC and PMI Charleston evaluators

Please review the Nomination Request Package as follows:



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The Charleston Engineers Joint Council (CEJC) in conjunction with the Project Management Institute (PMI) Charleston Chapter is proud to announce its inaugural Technical Project Team of the Year Award. This award is given in recognition of an exceptional project team that has exhibited the tenets of project management indicative of high performance in developing and implementing a technical project that has been superbly well-managed and delivered stakeholder value. It is intended to reward a technical project team that employed sound project management and technological acumen to showcase how project objectives were achieved, greater work efficiency and productivity was attained, and products and/or services were improved to deliver tangible value. Technical project teams may be comprised of individuals from a single unit or from multiple entities producing a cross-functional team.

This exciting new initiative created to incentivize superior team performance and acknowledge the collaborative, often complex work environment in which technical project teams are forged to achieve transformational results in the Charleston metropolitan area. It is established to honor a burgeoning STEM professional community that continues to evolve and work together. Nominations for any eligible technical project team consisting of engineers or other technical professionals are welcome and will be evaluated based on the criteria as described below. To be clear, this award is focused on **project teams**, not projects.

MISSION

The objective of the Council is to promote the advancement and prestige of the engineering professions by encouraging cooperation among local engineering and scientific societies and educational institutions. The Council encourages joint cooperation of its member organizations for effective public service, mutual educational programs and assists them in the pursuit of their goals.

The Charleston Chapter of PMI exists to support the project management profession and promote the knowledge and professional standards of the internationally recognized Project Management Institute, Inc. The Chapter seeks to provide the Lowcountry with personal and professional development opportunities in the areas of leadership, education, recognition, awareness, networking, and community outreach while advancing the practice, science, and profession of project management in the Charleston Metro Region of South Carolina.

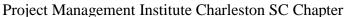
TECHNICAL PROJECT TEAM OF THE YEAR NOMINATION and SELECTION PROCESS

Nominations may be submitted by individuals, any business, or government agency through PMI Charleston or any CEJC member organization in the Charleston metropolitan area. This includes team members, key program or portfolio leadership, project sponsors, or other stakeholders with sufficient knowledge of the project and project team's role in the value delivered. Nominations must address each of the items listed in the Nomination Format Guideline. The nomination should inform the reader about the team primarily, the project as necessary to understand the team's achievements, and emphasize the appropriate elements listed in each criteria description of the Nomination Format Guideline as well as any other pertinent information that highlights significant features of the project team and project to include photographs. All nominations must be accompanied by a PMI Charleston or CEJC member society endorsement letter. The endorsement should briefly explain how the technical project team meets the award criteria and give a general description of the collective characteristics of the project team as related to the criteria.



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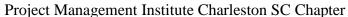
Nomination packages (endorsement letter and nomination documents) can be mailed to Charleston Engineers Joint Council, P.O. Box 61504, North Charleston, SC 29419-1504 or sent via email to charlestonejc@gmail.com or vp_communications@pmi-charleston.org. Packages must be received no later than Tuesday, January 19, 2018 for project teams meeting eligibility in 2017 {Note: A non-winning technical project team from a previous year may be re-nominated if it meets the eligibility rules}.

Following the receipt deadline, a panel of CEJC and PMI Charleston representatives will perform an independent review of the nomination packages and rate each based on the award criteria listed on the score sheet. The winning team will be announced at the annual CEJC sponsored National Engineers Week Banquet on the campus of The Citadel, Buyer Hall, Tuesday, February 13, 2018 and receive the award in recognition of this prestigious honor denoting their achievement.



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NOMINATION FORMAT GUIDELINE

Name of Submitter: Company/Organization:

Contact Info: {E-mail address and Phone Number}

Project Team Title:

Professional Society Endorsing Nomination: {CEJC Member Society or PMI Charleston}

Please address each of the following items in the chart below. Nominators should provide specific supporting examples that are substantive, tangible, quantifiable, and verifiable when/where appropriate. Use Times New Roman 12 Font with 1.5 spacing {10 pages max}

Item	Item Narrative	
Project Description	Briefly describe the project(s)/program(s) supported by the nominated project team to include project objectives	
Project Team Composition	List and describe the makeup of the project team; note whether	
	the team is a homogeneous or cross-functional team or some	
	other hybrid	
Education, Formal Training,	List any relevant project management, engineering, scientific,	
Continuing Education, Professional	and technical degrees, active and inactive professional	
Development,	certifications/registrations/licenses, and training associated	
Certification/Registration/Licensing	with project accomplishment, the institution(s)/company(ies)	
associated with the Project	where obtained, and describe the benefit to the team, the	
	project, and outcome.	
Project Leadership:	Briefly note and describe project team objectives and how	
	team supervision aided team efficiency and a positive outcome	
	for the project	
Awards & Honors:	List any project or team awards or honors received	
Engineering or Technical	Describe the engineering/technical aspects of the project(s) and	
Project(s)/Program(s):	program(s) associated with this submission and the role the	
	team played	
Resourcefulness in planning and	Describe any project challenges/opportunities and how the	
solving project challenges	project team rose to the occasion to address them	
Use and documentation of lessons	" 1 J /	
learned	if any, and what major lessons learned were captured by the	
	project team from this project(s)/programs(s)	
Customer requirements and	Briefly illustrate how customer satisfaction was achieved to	
expectations met or surpassed	reach or exceed customer driven quality goals or objectives	
Innovation, if any, throughout the	Novel application of tools, techniques, approaches or	
project administration to facilitate	processes to meet team and project objectives, foster project	
team effectiveness and accomplish	team cohesion and describe (quantify where able) any	
objectives (to include application of	improvement in project execution and deliverables as a result;	
products or methods)	discuss any notable adjustments or refinements that	
	measurably enhanced team productivity and efficiency, as	
	well as quality delivered to project sponsor or end users	



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Project Management Institute Charleston SC Chapter

Item	Item Narrative	
Measurable outcomes achieved for	List quantifiable results obtained as a result of project team	
the project during the past 12	effectiveness and implementation of project management and	
months	technical expertise	
Communication – internal/external	Describe how communication was structured and implemented	
(to include stakeholder	for effective and timely reporting within the team and out to	
management)	key project stakeholders to achieve project/program objectives;	
	note any measurable improvement in interactions with	
	internal and external stakeholders based on project	
	communications management initiatives	
Impact on the well-being of	List and discuss how the project team's management and	
stakeholders and communities of	delivery of stakeholder value provided a positive impact to	
interest	recipients and those involved to include any civic/humanitarian	
	impacts	
Benefits to Job, Member	Explain how all the above accomplishments benefited the	
Organizations, Profession, and/or	company/agency, profession, member society/PMI chapter,	
Community	and community; discuss any professional society or PMI	
	affiliations or interaction, if any.	
Team Diversity	Discuss how diversity in its various forms was present on the	
	project team, then applied to maximize team utility and help	
	achieve project objectives and deliver stakeholder value. It is	
	not necessary to focus or limit discussion to ethnic, cultural, or	
	racial attributes.	

Please remember all nomination packages must be accompanied by a PMI Charleston or CEJC member society endorsement under a separate letter or e-mail when the nomination package is submitted to the CEJC or PMI.



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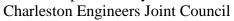
Project Management Institute Charleston SC Chapter

SELECTION PROCESS This form is to be completed by the CEJC/PMI Review Team only

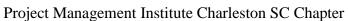
Eligibilit	y (must satisfy all):		
- 8	Nomination package received on time?	$\square Yes$	$\square No$
l	Nomination complies with format guideline; all required items addressed?	$\square Yes$	$\square No$
(e) Endorsed by PMI Charleston or CEJC member organization?	$\square Yes$	$\square No$
(d) Project team is technical in nature and composed of at least a project/program/		
	portfolio manager, career engineer, scientist, or technical professional?	$\square Yes$	$\square No$
6	Managed or implemented in the greater Charleston area?	$\square Yes$	$\square No$
	Note: If any of these eligibility criteria is answered "NO" the nomination is disqualified, appealed if extenuating circumstances exist.	, but may	y be
	on, Formal Training, Continuing Education, Professional Development, and	l	
	ation/Registration/Licensing associated with the Program:		
	points for certifications in multiple states or multiple single state certifications)	(max	. 2)
	n) For active professional registration/certification/license b) For inactive professional registration/certification/license	(max 2) (max 2)	
	c) College degrees/levels	(max 2) (max 2)	
	f) Formal Training	(max	(2)
	e) Professional Development Training	(max	(2)
1	() Impact of team training and education on Project	(max	2)
Project 1	Leadership:		
	Clear project objectives developed and achieved	(max	(5)
1	b) Supervision/oversight contributed to team efficiency & positive outcome	(max	(5)
Awards	& Honors:		
á	Any individual, team, or project awards/honors received related to the project	(max	(4)
Engineer	ring or Technical Projects/Programs:		
	a) Engineering/technical project(s)/program(s) worked	(max	(5)
_	n) Impact of role project team played in the technical accomplishments		(5)
Resource	efulness in planning and solving project challenges:		
	a) Difficulties or opportunities identified and described	(max	(5)
1	Acts of creativity or ingenuity resolving difficulties or grasping opportunities	(max	5)
Use and	documentation of lessons learned:		
	Review and application of lessons learned		(5)
1	b) Lessons learned gleaned from project management and implementation	(max	(5)
Custome	r requirements/expectations met or surpassed:		
	a) For requirements/expectations met for quality and value	(max	(5)
1	b) For requirements/expectations exceeded for quality and value	(max	: 5)



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Innovation, if any, throughout the project administration to facilitate team effectiveness and accomplish objectives (to include application of products or methods):				
a) Presented creative approach to enhance team cohesion and efficiency	(max 5)			
b) Exhibited creativity or ingenuity to deliver stakeholder value	(max 5)			
Measurable outcomes achieved for the project during the past 12 months:				
a) Quantifiable results presented and tangible	(max 10)			
Communication – internal/external (to include stakeholder management):				
a) For internal project team communications	(max 5)			
b) For external project team communications	(max 5)			
Impact on the well-being of stakeholders and communities of interest:				
a) Stakeholder benefits identified	(max 5)			
b) Any humanitarian positive impacts	(max 5)			
Benefits to Job, Member Organizations, Profession, and/or Community				
a) Giving back or providing benefit to the profession	(max 3)			
b) Civic/humanitarian positive impacts to the community at large	(max 3)			
c) Impact of accomplishments and contributions to member organization,				
profession, community or company	(max 4)			
Team Diversity				
a) Forms of diversity identified and harnessed to capitalize team expertise/				
experience, enhance cohesion and accomplish project aims	(max 5)			
b) Application of diversity to achieve objectives and deliver stakeholder value	(max 5)			
Total:	120			