



TECHNICAL PROJECT TEAM OF THE YEAR AWARD

Sponsored by the
Charleston Engineers Joint Council
&

Project Management Institute Charleston SC Chapter



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

To inspire Lowcountry Youth, be an advocate of Lowcountry STEM programs, and be the catalyst that creates synergies between our professional member organizations, our local industry partners, and educational institutions.

WHAT WE DO

The Council hosts the Engineers Banquet, awards the Professional Achievement Award and awards a minimum two scholarships annually, in addition to providing a pool of engineering resources for the community. We act as a the "GoTo" source for judges for science fairs, technology and engineering related competitions such as FIRST® Lego® League, and other FIRST® Robotics Programs, the annual Citadel Engineers Week activities, that include the Robot and Stick Bridge competitions and the Trebuchet Competition.

The Council can be called upon for speakers, mentors and advisors for engineering and technology related needs. We offer joint events that provide continuing education benefits to engineers throughout the Charleston community.

Council members hold offices in their respective societies and act as coordinators between their respective societies and the Council to enable collaboration at the highest level.



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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.

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 **Friday, January 29, 2021** for project teams meeting eligibility in 2021 {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 total score must meet a minimum 70% of the total available points to be considered worthy of award. The winning team will be announced at the annual CEJC sponsored National Engineers Week Banquet on the campus of The Citadel, Buyer Auditorium, Tuesday, February 23, 2021 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, Continuing Education, Professional Development, Certification/Registration/Licensing associated with the Project	List any relevant project management, engineering, scientific, and technical degrees, active and inactive professional certifications/registrations/licenses, and training associated with project accomplishment, the institution(s)/company(ies) 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 Project(s)/Program(s):	Describe the engineering/technical aspects of the project(s) and program(s) associated with this submission and the role the team played
Resourcefulness in planning and solving project challenges	Describe any project challenges/opportunities and how the project team rose to the occasion to address them
Use and documentation of lessons learned	Explain how lessons learned from previous projects were used, if any, and what major lessons learned were captured by the project team from this project(s)/programs(s)
Customer requirements and expectations met or surpassed	Briefly illustrate how customer satisfaction was achieved to reach or exceed customer driven quality goals or objectives
Innovation, if any, throughout the project administration to facilitate team effectiveness and accomplish objectives (to include application of products or methods)	Novel application of tools, techniques, approaches or processes to meet team and project objectives, foster project team cohesion and describe (quantify where able) any improvement in project execution and deliverables as a result; 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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Item	Item Narrative
Measurable outcomes achieved for the project during the past 12 months	List quantifiable results obtained as a result of project team effectiveness and implementation of project management and technical expertise
Communication – internal/external (to include stakeholder management)	Describe how communication was structured and implemented for effective and timely reporting within the team and out to 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 stakeholders and communities of interest	List and discuss how the project team’s management and delivery of stakeholder value provided a positive impact to recipients and those involved to include any civic/humanitarian impacts
Benefits to Job, Member Organizations, Profession, and/or Community	Explain how all the above accomplishments benefited the company/agency, profession, member society/PMI chapter, 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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SELECTION PROCESS

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

Eligibility (must satisfy all):

- a) Nomination package received on time?
b) Nomination complies with format guideline; all required items addressed?
c) Endorsed by PMI Charleston or CEJC member organization?
d) Project team is technical in nature and composed of at least a project/program/ portfolio manager, career engineer, scientist, or technical professional?
e) Managed or implemented in the greater Charleston area?

Note: If any of these eligibility criteria is answered "NO" the nomination may be disqualified or points deducted at the discretion of the evaluation committee, but may be appealed if extenuating circumstances exist.

Education, Formal Training, Continuing Education, Professional Development, and Certification/Registration/Licensing associated with the Program:

(No extra points for certifications in multiple states or multiple single state certifications)

- a) For active professional registration/certification/license (max 2)
b) For inactive professional registration/certification/license (max 2)
c) College degrees/levels (max 2)
d) Formal Training (max 2)
e) Professional Development Training (max 2)
f) Impact of team training and education on Project (max 2)

Project Leadership:

- a) Clear project objectives developed and achieved (max 5)
b) Supervision/oversight contributed to team efficiency & positive outcome (max 5)

Awards & Honors:

- a) Any individual, team, or project awards/honors received related to the project (max 4)

Engineering or Technical Projects/Programs:

- a) Engineering/technical project(s)/program(s) worked (max 5)
b) Impact of role project team played in the technical accomplishments (max 5)

Resourcefulness in planning and solving project challenges:

- a) Difficulties or opportunities identified and described (max 5)
b) Acts of creativity or ingenuity resolving difficulties or grasping opportunities (max 5)

Use and documentation of lessons learned:

- a) Review and application of lessons learned (max 5)
b) Lessons learned gleaned from project management and implementation (max 5)

Customer requirements/expectations met or surpassed:

- a) For requirements/expectations met for quality and value (max 5)
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: