ANNEX 2 – VIDEO SPECIFICATION GUIDELINES

The video presentation is part of the Nomination Package and must be recorded by May 15th, 2018.

It will be used by the Judges in conjunction with the Support Documentation, to clarify and enhance the necessary points for the evaluation.

Please, schedule your video conference according to instructions received after the Entry Package approval and record your video presentation.

The Lead Nominator is expected to be the presenter, however, this is not mandatory.

The presentation must be structured into six topics, which should be covered by the presenter in English only.

The presentation content must be in English and how it will be presented is a decision of the presenter.

There is no specific template for the presentation but it must use Arial font, with a minimum of a 14-pt. font.

The topics to be covered are as follows:

0 - Cover
Please include the Company name, City, Country, Presenter's name, and Lead Nominator's name (if the presenter is different).

1 - PMO Overview (+/- 2 slides and +/- 5 minutes)
In this topic the company should be presented, as well as the PMO.

2 - PMO Historic (+/- 6 slides and +/- 15 minutes)
In this topic a timeline should be presented, detailing the PMO history since it was created.

3 - PMO Structure (+/- 4 slides and +/- 10 minutes)
In this topic the organizational structure of the PMO should be presented, its headcount, its mandate in the organization, and its relationship with other areas of the organization.

4 - PMO Objectives (+/- 4 slides and +/- 10 minutes)
In this topic the PMO mission and its main objectives should be presented, its main functions and how they are provided in the organization.

5 - PMO Results (+/- 4 slides and +/- 10 minutes)
In this topic the main benefits generated by PMO should be presented, the main results achieved in the last 12 months, and the impact of its work on the increase of the organizational project management maturity.

6 - PMO Next Steps (+/- 2 slides and +/- 5 minutes)
In this topic the PMO evolution plans should be presented for the next 12 months, reporting actions planned to increase the maturity of the PMO and the organization.

The suggestion of number of slides (+/- 22 slides) and time (+/- 55 minutes) are just an orientation. It will be up to the presenter to control the time, so that the presentation should be between 50 and 60 minutes long.

The video conference recording will be edited, keeping only the effective presentation time.
Recording the Nominated PMO presentation, the Lead Nominator confirms that all the information presented is true and all the necessary permissions were obtained.

Tips for your video conference session:

- Be Punctual: connect 10 minutes before the scheduled time and ensure the system is ready;
- Speak in a strong, clear voice but do not shout;
- Avoid unnecessary noise and movement: activities such as tapping pens, moving in your chair, chewing gum, shuffling papers, coughing or moving the microphone are all possible distractions to the judges;
- The microphones are sensitive and any noise made on the presenter end will be amplified;
- Switch off mobile phones.