

PMO GLOBAL AWARDS | 2018

AWARDS RULES

1 - PMO GLOBAL AWARDS OVERVIEW

The PMO Global Awards is an annual non-profit initiative hosted by PMO Global Alliance in a partnership with Wellington Project Management.

The PMO Global Awards intends to inspire organizations around the world to evolve their Project Management Offices and project management practices to achieve the best results.

It encourages organizations from all over the world to share knowledge and experiences, acknowledging best results, and allowing the evolution of the PMO worldwide community.

2 - PMO GLOBAL AWARDS STAGES

The PMO Global Awards is organized into five stages:

2.1 - DESIGN STAGE

In this stage, the Organizing Committee selects the participating countries. The continents are divided into four regions: Africa, Americas (North, Central, The Caribbean, and South), Asia-Pacific (including Oceania), and Europe. The countries in each region (16 per region) are selected considering the following criteria:

- a) The top 12 economies in the region.
- b) The remaining 4 spots are drawn among the other countries in the region.

If no organization from a particular country applies to the PMO Global Awards, the Organizing Committee may hold a new draw to replace the country with another one from the same region.

The first round matches schedule is defined from a draw made by the Organizing Committee. See the complete match schedule at www.pmoawards.org.

2.2 - ENTRY STAGE

In the Entry phase, the Nominating Committee identifies the organizations that will represent each country. They may be nominated in two ways:

- a) If the PMO has been awarded “PMO of the Year” in a regional or global award (recognized by PMO Global Alliance), it would be automatically nominated to represent its country in the PMO Global Awards. If the PMO’s organization waives its right to participate, the nomination will be defined as described below.
- b) Each country has a representative as a member of the Nominating Committee, selected from professionals with significant experience and knowledge about their local PMOs community and Regional Partners of PMO Global Alliance. These members are responsible for nominating PMOs in their countries.

All corporate, non-profit, and government PMOs are eligible for the PMO Global Awards.

All PMO types (Enterprise PMOs, IT PMOs, New Product Development PMOs, or other Business Unit PMOs) are eligible for the PMO Global Awards.

PMOs will be accepted in the PMO Global Awards only after Entry Package submission and approval.

The Entry Package consists of:

- a) The **Entry Form (Annex 1)**.
- b) The company logo in high definition (PNG format).

The Entry Package should be sent to pmoawards@pmoga.com. The submission approval will be communicated to the Lead Nominator by email up to five (5) working days after submission.

The deadline for the Entry Package submission is Apr 15th, 2018.

2.3 - NOMINATION STAGE

After the Entry Package approval, the organization must submit the Nomination Package to pmoawards@pmoga.com.

The deadline for the Nomination Package submission is May 15th, 2018.

The Nomination Package consists of:

- a) A 50 to 60-minute video presentation in English Language covering the main points described in the **Video Specification Guidelines (Annex 2)**.

The Nominated PMO video presentation is a video where the presenter will not be on screen during the talk. It will be PowerPoint style presentation with the presenter's voice recorded.

This video will be recorded during a video conference coordinated by PMO Global Alliance.

When the Lead Nominator receives the Entry Package approval confirmation, instructions about how to schedule the video conference will also be sent.

The Lead Nominator will have five (5) working days after receiving the instructions to schedule the video conference. It may be scheduled at any available slot until the Nomination Package deadline.

- b) A PDF file with Supporting Documentation as described in the **Supporting Documentation Guidelines (Annex 3)**. It must be submitted to pmoawards@pmoga.com by the Nomination Package deadline.

The Nomination Package approval will be communicated to the Lead Nominator by email up to five (5) working days after submission.

Incomplete submissions will be subject to disqualification.

By completing this stage the Nominated PMO will be considered eligible and will proceed to the next stage.

2.4 - EVALUATION STAGE

In this stage, the Judging Committee will evaluate the Nominated PMOs to identify the recipient of the 2018 PMO of the Year Awards. The Nominated PMOs will be judged according to the **PMO Global Awards Criteria (Annex 4)**.

The Judging Committee Members are volunteers who are experienced practitioners and have successfully demonstrated PMO expertise and may be regional partners of PMO Global Alliance. The evaluation will be based exclusively on the material provided on the Nomination Package.

The evaluation process is entirely online and structured into five rounds. In the first four rounds, two PMOs representing different countries will be pitched against each other, being evaluated comparatively. Three judges will indicate which PMO should go to the next round.

The first, second and third round winners will be announced up to five (5) working days after each round closing date.

The results of the fourth round, appointing the winners from each region (Africa, Americas, Asia-Pacific, and Europe) will be announced on August 1st, 2018.

The fifth and last round will evaluate the four regional winners comparatively, appointing the recipient of the 2018 PMO of the Year Award, which will be announced at the Awards Ceremony on October 4th, 2018, at the FuturePMO Conference, in London, UK.

The Judging Committee Members allocation to each match will be defined by drawing. To avoid any conflict of interest, judges cannot be allocated to matches involving their countries of origin or residence.

The Judging Committee may request additional information, which has to be provided within five (5) working days from the request date.

The Judging Committee decisions are final and cannot be disputed by the applicants.

The nominations, evaluation process, and scores are proprietary to PMO Global Alliance and will not be disclosed to nominators or nominees.

2.5 – AWARDS STAGE

The PMO Global Awards offers five awards:

- a) 2018 Best PMO in Africa
- b) 2018 Best PMO in The Americas
- c) 2018 Best PMO in Asia-Pacific
- d) 2018 Best PMO in Europe
- e) 2018 Best PMO in The World - PMO of the Year (main award)

Following the announcement of the winners of each region on August 1st, 2018, the Organizing Committee will contact the four finalist Organizations to provide instructions on the Awards Ceremony.

The four regions winners are the finalists of the “PMO of the Year Award”. They must attend FuturePMO Conference on October 4th, 2018, in London, where their representatives will present a 40-minute session to talk about their PMO on an extended basis.

Each finalist organization will get one free ticket to FuturePMO 2018 Conference.

The four finalists will be honored at the Awards Ceremony in London. The awards recipients will be announced and presented a trophy. No cash awards are offered.

IMPORTANT: Applying for the PMO Global Awards, every organization agrees that, if it is the winner of its region, the presence of a representative in the Awards Ceremony in London is mandatory.

3 - PMO GLOBAL AWARDS SCHEDULE

STAGE	ITEM	DATE
1 - Design Stage	1.1 - Countries Selection	Jan 15 th , 2018
	1.2 - First Round Matches Draw	Jan 31 st , 2018
2 - Entry Stage	2.1 - Entry Form Submission Deadline	Apr 15 th , 2018
3 - Nomination Stage	3.1 - Nomination Package Submission Deadline	May 15 th , 2018
4 - Evaluation Stage	4.1 - First Round Closure	Jun 15 th , 2018
	4.2 - Second Round Closure	Jun 30 th , 2018
	4.3 - Third Round Closure	Jul 10 th , 2018
	4.4 - Fourth Round Closure	Jul 20 th , 2018
	4.5 - Fifth Round Closure	Jul 31 th , 2018
5 - Awards Stage	5.1 - Finalists Announcement	Aug 1 st , 2018
	5.2 - Awards Final Ceremony at FuturePMO Conference in London, UK	Oct 4 th , 2018

4 - GENERAL RULES

All applications and documents must be completed in English. Please use Business English, since it will be evaluated by an international Judging Committee who may not be familiar with acronyms and terms from your organization, industry, or country.

The Organization's Lead Nominator must obtain all permissions of use from his/her Organization.

Signing of the Entry Form and the Nomination Package grants PMO Global Alliance the non-exclusive right to use any submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies.

All submissions are made at the expense of the applicants. The participation of a representative of the four finalists in the Awards Ceremony in London is mandatory and made at the expense of the finalists. PMO Global Alliance will not reimburse any expenses for assembling the Nomination Package, for any materials that may need to be created, or for any expenses related to the Awards Ceremony at the FuturePMO Conference.

PMO Global Alliance reserves the right within its sole discretion, and at any time up to the time of the presentation of the award, to determine that a nominee is or has become ineligible for the award. In any such case, PMO Global Alliance will notify the Lead Nominator of its decision as soon as possible.

PMO Global Alliance reserves the right to accept or reject applications, and / or not make an award, as circumstances dictate.

PMO Global Alliance reserves the right to rescind an award if it is discovered that any information submitted as false or misleading.

The award winner will be publicized through PMO Global Alliance (and its partners) communication channels and external media after the presentation of the award. A winner may also coordinate additional publicity with PMO Global Alliance.

If you have any questions, please check out our FAQ page or send an inquiry to pmoawards@pmoga.com.

ANNEX 1 - ENTRY FORM

Please, submit this form to pmoawards@pmoga.com in PDF format by April 15th, 2018.

All submitted material must be in English, Arial font, with a minimum of a 11-pt. font, in 8 1/2" x 11" letter size or A4 format.

Lead Nominator Information			
First Name:			
Last Name:			
Job Title:			
Primary Email:			
Secondary Email:			
Primary Phone Number:			
Secondary Phone Number:			
Linkedin Personal Profile:			
Twitter Personal Account:			
Company Information			
Company Name: (How it will be published)			
Industry:			
Address:			
City:			
Country:			
Zip/Post Code:			
Website:			
LinkedIn Profile:			
Twitter Account:			
PMO Information			
PMO Type:	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Departmental	<input type="checkbox"/> Project/Program
	For Departmental or Project/Program PMOs, please, specify:		
Years of Existence:			
Subordinated to:			
PMO Headcount:			

By submitting this Entry Form to the 2018 PMO Global Awards, **I confirm that I have read, understood and accepted** the Awards Rules.

Lead Nominator
Signature

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.

ANNEX 3 - SUPPORTING DOCUMENTATION GUIDELINES

The Supporting Documentation is part of the Nomination Package and must be submitted by May 15th, 2018.

It will be used by the Judges in conjunction with the video presentation, to clarify and enhance the necessary points for the evaluation. It is consisted of:

1 - Presentation File

It is the MS-PowerPoint/Google Slides file used in the video presentation.

It must contain exactly the same slides as shown in the video and it must be converted to PDF format (one full slide per page) for submission.

2 – Supporting Material

It is an MS-Word/Google Docs file, which may detail or present evidence of some point mentioned in the presentation.

It must be in English, Arial font, with a minimum of an 11-pt. font, in 8 1/2" x 11" letter size or A4 format.

The information should be organized following the same six presentation topics, clearly identifying their relationship to what was mentioned in the video.

This document may present text, images, diagrams, tables, etc.

This document should have up to 12 pages and it must be converted to PDF format for submission.

ANNEX 4 - PMO GLOBAL AWARDS CRITERIA

The main objective of the PMO Global Awards is to honor and celebrate PMOs capable of generating effective value for their organizations, becoming business partners, which is essential for their sustainability.

The Nomination Package (Video Presentation and Support Documentation) contains all the information that will be used by the Judges to evaluate the Nominated PMO.

The evaluation will be performed based on criteria, which should allow identifying which PMOs are delivering an exceptional service to their organization.

The Judges' evaluation will be as objective as possible. Therefore, it is crucial that the following points are addressed during the Video Presentation or/and in the Support Documentation. They will do their best to identify evidence that relates directly to the evaluation criteria. So, organizations can use the following table as a reference when assembling their presentation.

Criteria	Description	Weight
1 - PMO's Journey	This criterion evaluates the PMO's journey, evaluating its strategy, consistency, adaptability, leadership, and the path that made the PMO become what it is today.	20%
2 - Client Service	This criterion evaluates the set of services/functions the PMO provides to its clients and stakeholders, how much they are appropriate for the presented scenario, and how that mix of services is able to address the organization's results expectations.	15%
3 - Best Practices	This criterion evaluates how the PMO is delivering its services/functions, the methods and techniques are being provided, their alignment with best practices, and how the PMO continually improves its services.	15%
4 - Innovation	This criterion evaluates how the PMO used innovation to deal with challenges encountered throughout its journey, and what innovations were delivered to the organization, generating effective results.	10%
5 - Community	This criterion evaluates how the PMO actively works to create an engaged project management community within the organization, evolving the organization's culture, and encouraging people to share experiences and lessons learned.	10%
6 - Value Generation	This criterion evaluates the benefits and results delivered by the PMO to its customers, stakeholders, and the organization. It also evaluates how the promoted culture and organizational maturity evolution. Finally, it evaluates how the PMO acts to engage the organization's senior management and improve its the sponsorship.	30%
Total		100%