

## ANNEX 2 – VIDEO SPECIFICATION GUIDELINES

The video presentation is part of the Nomination Package and must be recorded by April 26<sup>th</sup>, 2019.

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

The video presentation will be recorded by the nominated organisation. We suggest any software like Camtasia to do that. They can record your screen and your voice in a microphone.

It is important to highlight that the video presentations of all participating organizations will be made available to our global community, since this is one of the main ways to share experience and knowledge, the true spirit of this initiative.

Therefore, record your presentation as if you were speaking at a conference, sharing only the information that can be fully disclosed, avoiding using any confidential information and replacing it with examples that can give a broad and objective view of the work done by your PMO.

We remind you that you will also have access to the video presentations of other competitors, thus allowing you to learn about the good practices that the other companies in the world are using in their PMOs.

By submitting your Nomination Package, we understand that your organization has full knowledge of the rules of the 2019 PMO Global Awards and that your Lead Nominator has obtained all the internal permissions necessary to comply with the established awards rules.

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.