All applications for consideration of the **PMI Award for Project Excellence** must use this form as a template and must address each of the criteria listed below in two pages or fewer (no more than 20 pages in total).

Criteria

1. **Introduction/Summary**

This section provides the project background as the basis for evaluating the answers to the following sections.
   1. Provide a brief overview of the project.
   2. Describe the organizational need addressed by the project.
   3. Briefly describe the solution that was implemented.
   4. Describe the outcomes of this project on the project stakeholders and on society in general.

2. **Sponsor Letter**

The sponsor letter must be signed by the project sponsor.
   1. Describe and confirm that the project outcomes were achieved to your satisfaction.
   2. Describe the business value that this project delivered to your organization and/or your organization's clients.
   3. As the project sponsor, describe and list the top three reasons why you believe this project is a worthy candidate for the **PMI Award for Project Excellence**.

3. **Benefits/Value**

Show that the benefits/value of your project were realized by answering the following:
   1. Identify the expected positive benefits/value of the project on the organization.
   2. Identify the expected positive benefits/value of the project on society.
   3. Describe what processes/tools were used to verify if the expected project benefits were achieved.
   4. Describe what benefits-related complexities had to be overcome.

4. **Schedule**

Show that the project schedule was effectively developed and managed by answering the following:
   1. Describe what processes/tools were used to develop and manage the schedule.
   2. Describe how these processes/tools were used to effectively manage the schedule's critical path.
   3. Describe how effective management of schedule contributed to the project's success.
   4. Describe what schedule-related complexities had to be overcome.

5. **Cost**

Show that the project cost was effectively developed and managed by answering the following:
   1. Describe what processes/tools were used to determine the project cost.
   2. Describe how these processes/tools were used to effectively manage the project costs.
   3. Describe how effective management of cost contributed to the project's success.
   4. Describe what cost-related complexities had to be overcome.

6. **Scope**

Show that the project scope was effectively developed and managed by answering the following:
   1. Describe what processes/tools were used to document the project scope.
   2. Describe how these processes/tools were used to manage the scope.
   3. Describe how effective management of scope contributed to the project's success.
   4. Describe what scope-related complexities had to be overcome.

7. **Stakeholders**

Show that stakeholder expectations and communications were effectively managed by answering the following:
   1. Identify the key stakeholders and why they were key to your project.

2. Describe what processes/tools were used to manage stakeholder expectations and communications.
3. Describe how these processes/tools were used to manage stakeholder expectations and communications.
4. Describe how effective management of stakeholders contributed to the project's success.
5. Describe what stakeholder-related complexities had to be overcome.

8. Risk

Show that risks were effectively managed during the project by answering the following:
1. Identify the key risks and explain why they were key to your project.
2. Describe what processes/tools were used to document risks.
3. Describe how these processes/tools were used to manage risk.
4. Describe how effective management of risks contributed to the project's success.
5. Describe what risk-related complexities had to be overcome.

9. Project Change Management

Show that proposed changes to project scope, cost, and schedule were effectively managed by answering the following:
1. Describe what processes/tools were used to document and approve changes.
2. Describe how these processes/tools were used to manage change.
3. Describe how effective management of change contributed to the project's success.
4. Describe what change-related complexities had to be overcome.
5. Identify the key changes during your project and why they were key to your project.

10. Lessons Learned

Show that lessons learned from previous projects (if any) and from the submitted project were effectively integrated into the project and/or organization by answering the following:
1. Describe what processes/tools were used to capture lessons learned.
2. Describe how the lessons learned were integrated into the project.
3. Describe how the integration of lessons learned contributed to the success of the project.
4. Identify the key lessons learned and why they were key to your project and/or organization.