

Project of the Year (POY) Award 2014 – 2015 Judging Guidelines

SPMI-POY Award: Business and Information Systems category.

The judging criteria are aligned to the PMBOK methodology covering the Project Management Process Groups and Knowledge Areas, as well as considering the results and benefits of the project.

PROJECT RESULTS & BENEFITS:

Projects are undertaken to address specific business needs of the organizations. The success of the project is tied to:

- The results and business value delivered by it.
- The objectives of the project and how successfully they were achieved.
- The effectiveness of the Project Management in terms of the application of practices and methods, and any innovation and/or marked improvements of methods, lessons learned, and techniques during the course of the Project.
- The success of the project and benefits of the results perceived by the following stakeholders.
 - Project Sponsor
 - Project Customers
 - Project Team Members
 - Other Stakeholders

PMBOK KNOWLEDGE AREAS:

1. Project Integration Management

Project Integration Management includes the processes and activities needed to identify, define, combine and coordinate the various processes and project management activities within the Project Management Process Groups.

Project Integration Management processes are as follows:

- Develop Project Charter: Process of developing a document that formally authorizes a project or a phase and documenting initial requirements that satisfy the stakeholder's needs and expectations.
- Develop Project Management Plan: Process of documenting the actions necessary to define, prepare, integrate, and coordinate all subsidiary plans.
- Direct and Manage Project Work: Process of performing the work defined in the project management plan to achieve the project's objectives.
- Monitor and Control Project Work: Process of tracking, reviewing, and regulating the progress to meet the performance objectives defined in the project management plan.
- Perform Integrated Change Control: Process of reviewing all change requests, approving changes, and managing changes to the deliverables, organizational process assets, project documents, and the project management plan.
- Close Project or Phase: Process of finalizing all activities across all Project Management Process Groups to formally complete the project or phase:
 - Actions/activities necessary to satisfy completion or exit criteria for project or phase;
 - Actions and activities necessary to transfer the project's products, services, or results to the next phase or to production and/or operations; and
 - Activities needed to collect project phase records, audit project success or failure, gather lessons learned and archive project information for future.

2. Project Scope Management

Project Scope Management includes the processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully. Managing the project scope is primarily concerned with defining and controlling what is and is not included in the project.

Project Scope Management processes include the following activities:

- Collect Requirements: Process of defining and documenting stakeholders' needs to meet the project objectives.
- Define Scope: Process of developing a detailed description of the project and product.
- Create WBS: Process of subdividing project deliverables and project work into smaller, more manageable components.
- Validate Scope: Process of formalizing acceptance of the completed project deliverables.
- Control Scope: Process of monitoring the status of the project and product scope and managing changes to the scope baseline.

3. Project Time Management

Project Time Management includes processes required to manage the timely completion of the project.

Project Time Management processes are as follows:

- **Define Activities:** Process of identifying the specific actions to be performed to produce the project deliverables.
- **Sequence Activities:** Process of identifying and documenting relationships among the project activities.
- **Estimate Activity Resources:** Process of estimating the type and quantities of material, people, equipment, or supplies required to perform each activity.
- **Estimate Activity Durations:** Process of approximating the number of work periods needed to complete individual activities with estimated resources.
- **Develop Schedule:** Process of analyzing activity sequences, durations, resource requirements, and schedule constraints to create the project schedule.
- **Control Schedule:** Process of monitoring the status of the project to update project progress and managing changes to the schedule baseline.

4. Project Cost Management

Project Cost Management includes the processes involved in estimating, budgeting, and controlling costs so that the project can be completed within the approved budget.

Project Cost Management processes:

- **Estimate Costs:** Process of developing an approximation of the monetary resources needed to complete project activities.
- **Determine Budget:** Process of aggregating the estimated costs of individual activities or work packages to establish an authorized cost baseline.
- **Control Costs:** Process of monitoring the status of the project to update the project budget and managing changes to the cost baseline.

5. Project Quality Management

Project Quality Management includes the processes and activities of the performing organization that determine quality policies, objectives, and responsibilities so that the project will satisfy the needs for which it was undertaken.

Project Quality Management processes, which include:

- Plan Quality: Process of identifying quality requirements and/or standards for the project and product, and documenting how the project will demonstrate compliance.
- Perform Quality Assurance: Process of auditing the quality requirements and the results from quality control measurements to ensure appropriate quality standards and operational definitions are used.
- Perform Quality Control: Process of monitoring and recording results of executing the quality activities to assess performance and recommend necessary changes.

6. Project Human Resources Management

Project Human Resource Management includes the processes that organize, manage, and lead the project team.

Project Human Resource Management processes are as follows:

- Develop Human Resource Plan: Process of identifying and documenting project roles, responsibilities, and required skills, reporting relationships, and creating a staffing management plan.
- Acquire Project Team: Process of confirming human resource availability and obtaining the team necessary to complete project assignments.
- Develop Project Team: Process of improving the competencies, team interaction, and the overall team environment to enhance project performance.
- Manage Project Team: Process of tracking team member performance, providing feedback, resolving issues, and managing changes to optimize project performance.

7. Project Communications Management

Project Communications Management includes the processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposition of project information.

Project Communications Management processes are as follows:

- Identify Stakeholders: Process of identifying all people or organizations impacted by the project, and documenting relevant information regarding their interests, involvement, and impact on project success.
- Plan Communications: Process of determining the project stakeholder information needs and defining a communication approach.
- Distribute Information: Process of making relevant information available to project stakeholders as planned.
- Manage Stakeholder Expectations: Process of communicating and working with stakeholders to meet their needs and addressing issues as they occur.

- Report Performance: Process of collecting and distributing performance information, including status reports, progress measurements, and forecasts.

8. Project Risk Management

Project Risk Management includes the processes of conducting risk management planning, identification, analysis, response planning, and monitoring and control on a project. The objectives of Project Risk Management are to increase the probability and impact of positive events, and decrease the probability and impact of negative events in the project.

Project Risk Management processes are as follows:

- Plan Risk Management: Process of defining how to conduct risk management activities for a project.
- Identify Risks: Process of determining which risks may affect the project and documenting their characteristics.
- Perform Qualitative Risk Analysis: Process of prioritizing risks for further analysis or action by assessing and combining their probability of occurrence and impact.
- Perform Quantitative Risk Analysis: Process of numerically analyzing the effect of identified risks on overall project objectives.
- Plan Risk Responses: Process of developing options and actions to enhance opportunities and to reduce threats to project objectives.
- Monitor and Control Risks: Process of implementing risk response plans, tracking identified risks, monitoring residual risks, identifying new risks, and evaluating risk process effectiveness throughout the project.

9. Project Procurement Management

Project Procurement Management includes the processes necessary to purchase or acquire products, services, or results needed from outside the project team. The organization can be either the buyer or seller of the products, services, or results of a project.

Project Procurement Management processes include the following:

- Plan Procurements: Process of documenting project purchasing decisions, specifying the approach, and identifying potential sellers.
- Conduct Procurements: Process of obtaining seller responses, selecting a seller, and awarding a contract.
- Administer Procurements: Process of managing procurement relationships, monitoring contract performance, and making changes and corrections as needed.
- Close Procurements: Process of completing the project procurement.

10. Project Stakeholder Management

Project Stakeholder Management includes processes required to identify the people, groups, or organizations that could impact or be impacted by the project:

Project Stakeholder Management processes are as follows:

- Identify Stakeholders: Process of identifying all people or organizations impacted by the project, and documenting relevant information regarding their interests, involvement, and impact on project success.
- Plan Stakeholder Management: Process of developing appropriate management strategies to effectively engage stakeholders throughout the project..
- Manage Stakeholder Engagement: Process of communicating and working with stakeholders to meet their needs and addressing issues as they occur.
- Control Stakeholder Engagement: Process of monitoring overall stakeholder relationships.

OVERALL PROJECT PRESENTATION:

Each online nomination submission shall:

- Be concise yet provide sufficient information to adequately represent the project.
- Shall factually represent all project data relevant to the judging criteria.
- Contain only information the submitting organization has authorized the nominator to release.
- Be written in English.