**PMI Singapore Chapter Project of the Year 2025 Awards  
Nomination Form** **in category Business & Information Systems**

**Eligibility Verification**

Here are the official requirements for PMI Singapore Chapter POY 2025 Awards:

* **The project must have been completed between** **1 September 2022 and 30 September 2025**
* The project must be implemented in Singapore or carried out by a company based in Singapore   
  or originated from Singapore
* The total size of the project must meet following conditions:

|  |  |  |
| --- | --- | --- |
| Description  \*POY – Project of the Year  \*PMOY – Project Manager of the Year | POY\*  Participation  Indicate  X | PMOY\*  Participation Indicate  X |
| Sub - Category A (Large):  more than SG$ 2 mil in project value |  |  |
| Sub - Category B (Medium):  between SG$ 500k and SG $2 mil in project value |  |  |
| Sub - Category C (Small):  between SG$ 200k and SG$ 500k in project value |  |  |

* An organisation cannot submit **more than 3 projects per main award category**
* The nominated project has not won any PMI distinguished project awards
* The nominated project has neither been a finalist nor participated in the last 5 years of POY Awards
* PMI affiliation is not necessary for nomination
* Completed Nomination submission to be sent to the PMI Singapore Chapter POY Committee email by the deadline: [**poy@pmi.org.sg**](mailto:poy@pmi.org.sg?subject=POY%20Nomination%20Form%20-%20BIS)
* Project attachments / pictures relevant in supporting your nomination write-up are allowed

|  |  |
| --- | --- |
| Company Name: |  |
| Project Nomination Title: |  |
| Submitted by: |  |
| Position/Title: |  |
| Email: |  |
| Mobile: |  |
| Telephone: |  |

**Terms and Conditions**

* Application shall factually represent all project data relevant to the evaluation criteria
* Application shall contain only the information the submitting organisation has authorised the nominator to release
* Application shall be written in English
* The decision of Judges Panel to the PMI Singapore Chapter will be final, including number of awards in each category, and binding on the participants
* Companies shall optionally nominate their Project Managers to participate in the “Project Manager of the Year (PMOY) awards. Do note, on top of POY Awards, the project manager will be accessed by the Evaluation & Judges panel.
* For PMOY award nominations, candidates are expected to submit their resume as well as an essay not exceeding 1000 words to illustrate their contribution
* Optionally, companies shall attach supporting documents / Appendix in addition to the nomination form as deemed necessary
* Prior to Nomination(s) submission, companies shall write to the POY committee ([**poy@pmi.org.sg**](mailto:poy@pmi.org.sg?subject=POY%20-%20BIS%20question)) for any clarifications including category of submission
* PMI Singapore Chapter started this program in year 2014-15 with the sole purpose and objective to create a merit-based platform to recognise projects executed in Singapore, those distinguished through project management processes & practices, innovation, value creation, complexity and impact
* **Confidentiality:** The information provided in this form is confidential between PMI Singapore Chapter and the nominator, and shall not be disclosed to anyone else, except as may be necessary to effectuate the processing of the PMI Singapore Chapter POY Awards

**Project Details**

1. **Project title**
2. **Briefly describe the Project** (as applicable, e.g. project’s goals / objectives, budget, scope, duration, project team size, organisational impact, complexity, technology)

1. **Project Integration Management:** Provide details to explain how Integration Management was considered and implemented on the project (e.g. governance, coordination, challenges in integrating it into the environment, culture, tools and techniques to manage integration) as well as project closure (e.g. lessons learned).

1. **Project Scope / Cost / Time Management:** Provide details of how the Scope, Budget and Schedule were managed and how the project performed against the baseline (e.g. agreement, issues, change control, reasons for changes, tools and techniques).

1. **Quality Management:** Describe how the Quality was managed throughout the project. Comment on tools, techniques, processes and measures used to manage quality.

1. **Human Resource Management:** Briefly describe how Human Resources were managed throughout the project (e.g. organising, managing, leading, and motivating the project team; if on-boarding: process for project team, training, challenges, tools and techniques used, lesson learned, etc).

1. **Communication Management:** Briefly describe how Communication was managed throughout the project (e.g., generation, collection, distribution of information to stakeholders, project team members and sponsors, etc).
2. **Risk Management:** Describe how Risks were managed throughout the project. Comment on how the risk management process was conducted; outline assessment tools, methods and processes used to approach, prioritise and mitigate the project risks.
3. **Procurement Management:** Describe how purchases, contracts and acquisitions were managed, as well as the process and procedures used in the project. Please provide reference to the type of contracts used for the project (e.g. time and materials, fixed-price, cost-reimbursement), effectiveness and efficiency of the acquisitions, administration and control methods, and major challenges encountered.
4. **Stakeholder Management:** Describe how you identified people, groups or organisations (stakeholders) that could impact or be impacted by the project. And how you managed and controlled / monitored the relationship with the stakeholders incl. the adjustment to changed requirements and related expectation management.

1. Briefly present **outcomes and benefits** of the Project as well as tools and techniques used to evaluate benefits (e.g. using AI, Digitization, Automation, SMART criteria).
2. If available, please provide customer / sponsor references or testimonials.

1. Describe **why the project was a success** and should be considered for PMI Singapore Chapter POY Awards?

1. Describe **why the Project Manager** should be considered for PMI Singapore Chapter PMOY Awards with regards to the contribution in the project? Submission to be in an essay not exceeding 1000 words. In additions, candidates are expected to submit a resume as a separate attachment.
2. If applicable, please provide any additional legal forms required by your company / organisation. Please provide a list of those additional attachments below.