**ELIGIBILITY**

We encourage submissions of projects from within the region served by the Northern Alberta Chapter. PMI affiliation is not necessary. Projects of any size, type or industry are encouraged to submit to the competition provided that they meet the eligibility criteria.

Any project that demonstrates as having effectively applied project management principles and techniques is eligible to compete provided:

* The project or phase has an approved scope, schedule and budget.
* The project or phase has been completed by December 31, 2016 and has been accepted as complete by the owner prior to submission.
* Submitted material must be without restriction.
* The project owner must have publicly disclosed any research or development project, which may contain proprietary or confidential technical or commercial information.
* Although the project itself can be located anywhere in the world, the project manager and/or team directly responsible for the project must be located within the service area of the Northern Alberta Chapter.

**AWARD CATEGORIES**

Each year, organizations submit their project(s), based on type of project in one of the categories listed below *(for example, an Oil and Gas organization would submit their IT Project in the Information Management and Technology Project category).* From the category winners, one will be selected as the **Project of the Year**.

* Business Transformation and/or Strategy Project
* Construction and Infrastructure Project
* Environmental Management Project
* Information Management and Technology Project
* Innovation and Research Project
* Oil, Gas and Green Energy Project
* Student Project (Post Secondary)

The award winners will be announced at the 2017 Northern Alberta Chapter Conference on June 7th, 2017. In addition, the Project of the Year award winner will be announced in the Edmonton Journal.

***Please note:*** Winning projects will receive an award statue. *If your project is selected as a category winner, your organization can purchase additional awards for your project team members at cost. Orders need to be placed with advance payment to the* *POY Project Director* *within one week of being notified of project success.*

**GENERAL EVALUATION CRITERIA**

The projects will be evaluated based on the following criteria:

* Met or substantially met/client/owner needs as evidenced by a letter from the client/.
* Demonstrated originality and uniqueness of applied project management techniques, including innovative application of practices/methods.
* Demonstrated complexity of the project and unusual conditions, issues, and barriers requiring special management team action and performance.
* Follows the principles and methodology within PMBOK.

The project with the highest score will be considered as the category winner.

**GENERAL TERMS AND CONDITIONS:**

Applicants must agree that:

* All necessary clearances, releases and permissions needed for the individual submitting the material will be included with the submission in writing. PMINAC will not be held accountable or responsible for obtaining any clearances.
* Expenses will not be reimbursed for assembling the submission package nor for any presentation materials that may need to be created should the project be selected as the winner.
* Completed submission packages should be received by 11:59 pm on
April 13, 2017.

**SUBMISSION PROCESS**

1. Obtain the submission form on the PMINAC Website:

*http://www.pminac.com/index.php/project-of-the-year/2017poy*

1. Obtain Letter of Recommendation from the project sponsor.
2. Complete Project Submission form *(replace all Italic text with project content)*
3. Attach any appendices you feel are important to support your project’s excellence in project management, for example site photographs, team building events, change management strategies, etc.
4. Email the complete submission no later than April 24, 2017 (searchable PDF, or MS Word) to: directorpoy@pminac.com