

## **PROJECT MANAGEMENT EXCELLENCE AWARDS 2023 GENERAL AWARDS GUIDELINES**

### **1. Introduction**

Thank you for your interest in the PMI ZIMBABWE CHAPTER Project Management Excellence Awards. This document provides General Awards Guidelines. Understanding this guide is critical for the submission process.

### **2. Purpose of the Project Management Excellence Awards**

Project Management Institute Zimbabwe Chapter (PMIZ) will be offering professional awards as a recognition of the accomplishments of project management professionals in Zimbabwe.

These noble awards are the PMI Zimbabwe Chapter's way of placing high regard and honour on those who significantly and considerably contribute to the project management profession.

Appreciating and respecting hard work and recognizing accomplishments is a powerful motivator that results in increased performance, productivity, and contribution to the project management profession.

### **3. a. Eligibility**

- Only Zimbabwean professionals may participate in the awards.
- The projects submitted should have been executed in Zimbabwe.
- Eligible projects are those that reached completion by 30 June 2023.
- Projects can be in an industry, in the private or public sector.

### **b. Not eligible**

- Projects performed under PMI Zimbabwe, directly or indirectly will not be considered.

- Current sitting members of PMI Zimbabwe's Board of Directors, or any Board Support Committees may not participate in the nomination process of an award, nor are those members eligible to receive an award.
- Current sitting members of the PMIZ Project Management Excellence Awards Committee may not submit applications for an award, nor are those members eligible to receive an award.
- Individuals who have failed to comply with PMI policies and procedures, including but not limited to PMI's Code of Ethics and Professional Conduct, will not be considered.

<https://www.pmi.org/about/ethics/code>

#### **4. Number of Awards**

- Three winners (Winner, first runner-up, second runner-up) will be honoured per category.
- Applicants may submit more than one entry and may be considered for different categories.
- The Awards Committee reserves the right not to select any winners for a particular category if the evaluations performed indicate that nominations do not meet the stated criteria and award rigour.

#### **5. Criteria**

- Specific criteria are outlined in the Submission Guidelines document.
- Submissions must address all the criteria elements stipulated.

#### **6. Requirements**

- Submissions must be sent by email and received no later than the due date of 30 October 2023. Submissions will not be accepted after the deadline.

- All submitted material must be in English. Please use global English as the adjudicators may not be familiar with acronyms and terms from your organization.

## **7. Fee Structure**

- Submission of applications is free of charge for PMI Zimbabwe Chapter members and a non-refundable charge of \$50 applies for non-members.
- PMI Zimbabwe Chapter will not reimburse any expenses for assembling the submission package or for any presentation materials that may need to be created should the submission be selected as a winner.

## **8. Verification, Evaluation, and Selection**

- The Project Management Excellence Awards Program Committee will contact applicants to confirm receipt of the submission.
- The Project Management Excellence Awards Committee will verify the applicant's and submission's eligibility.
- The Project Management Excellence Awards Committee will send the eligible submissions to a designated panel of adjudicators, who are subject matter experts, for evaluation.
- The applicants will be notified of the status of their submission at the conclusion of the evaluation process.
- Selection and communication of submission status shall take place no later than 30 November 2023.

## **9. Presentation of the Award**

- The Project Management Excellence Awards will be presented on the 14<sup>th</sup> of December at a venue to be advised.



- The award finalists/winners will be presented with a trophy/shield and a hamper or any other prizes, including cash provided by the sponsor.
- The Awards Committee reserves the right within its sole discretion, and at any time up to the time of the presentation of the award, to determine that an applicant is or has become ineligible for the award. In any such case, the committee will notify the applicant of its decision as soon as possible prior to the award presentation.
- The Awards Committee reserves the right to rescind the award if it is discovered that any information submitted is false or misleading.
- The award winner will be publicized through PMI Zimbabwe Chapter communication channels and external media after the presentation of the award. A winner may also coordinate additional publicity with PMI Zimbabwe Chapter after the presentation event.
- PMI Zimbabwe may use submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies.

## **10. Inquiries**

- Please direct all inquiries, comments, and/or feedback to [awards@pmizimchapter.org](mailto:awards@pmizimchapter.org)