

The PMI UK National Awards 2020 Process

The PMI UK National Project Awards Programme consists of a four-stage process leading to a number of awards for best practice. The Judging Process is overseen by Pinsent Masons, who provide independent assurance of the process.

The four-stage process includes:

1. **Application / Nomination** - Participating organisations and individuals submit their applications by completing an application form on-line at: <https://pmi.org.uk/awards2020> All applications must be received by the published closing date. There are eight awards categories:
 1. Project of the Year [Large Private Enterprise]
 2. Project of the Year [Public Sector]
 3. Project of the Year [Small & Medium Enterprise]
 4. PMO of the Year
 5. Project Management for Social Good
 6. Early in Career Project Professional of the Year
 7. Project Professional of the Year
 8. Volunteer of the year - not open for public applications
2. **Initial assessment** - Each applicant's eligibility is determined by the National Project Awards team on the basis of their completed application form and the eligibility criteria that are clearly listed on the website.
3. The **Judging Panel draws up a shortlist** of up to three applicants that demonstrate the highest levels of Best Practice in each award category. The Judging Panel will nominate the finalists who have demonstrated outstanding achievements in the categories as outlined above, except the Volunteer of the Year Award which is designated by the PMI UK Board of Directors.
4. Winners will be announced at the **Awards Ceremony on 4th March 2021**

Judge selection

The judges are selected in a manner that covers a wide range of seniority in delivering and overseeing projects across multiple industries. The judges are not required to be PMI UK Chapter members.

Judging applicant must meet the following criteria:

- Have knowledge, skills and/or experience in delivering or sponsoring projects.
- Have a passion for the delivery of exceptional project performance
- The criteria must be clear to those involved so that decisions for the categories can be seamless in the award process.

- All entries will be reviewed to ensure that eligibility are met then directed correctly in order to go forward to be judged granting that entries have been submitted in appropriate categories.
- All judges will be issued with written instructions about as it relates to scoring the entries. Judges to score based on each entry their own experience and understanding of how organisations and individuals in the nominee's industry performed in the eligibility timeframe.
- Judges will be assigned categories based on experience, role and industry. Categories will be judged via an online portal issued with login details.

Disclosure

Conflicts of interest are deemed a potential threat and these are considered very seriously. At every stage, it will be attempted to do everything to minimise occurrences of conflicts while ensuring that the best work is recognised during the awards process. The awards body does not influence the judges in any shape or form and selects a diverse panel of judges that are objective, respected, and knowledgeable in their varied category. The Nominees and Winners are entirely in the hands of the judging panel who will select and assess the entries through an independent process based on the application criteria.

Judges must not vote for any entry with which they have a conflict of interest with such situations are closely monitored accordingly to ensure this does not occur. Judges will not be assigned any categories that entries might be affected by a conflict of interest. Judges are also asked to release themselves from a category which they have been assigned if they feel there may be a conflict.

Such will occur if:

- The member/judge is from the same organisation as the nominee.
- There is a family or close relation link between the member and the nominee.
- The member is a former research manager, colleague or student of the nominee within the past 5 years.
- The member has had or have contract relationship with the nominee within the past 5 years.
- The member is uncomfortable with participating in the deliberations of due to previous conflicts or any other reason.
- The member is a nominee.

Confidentiality:

- Judges must sign a confidentiality agreement regarding the Awards, nominations and scoring systems.
- Information that are provided in nominations including support material is confidential.
- Information may be used as part of the Awards process must be the responsibility of the person making the nomination to ensure that no material is included that is commercially confidential.

Allocation of judges per category

Each category will have allocated three or five judges. The allocation is made taking into consideration:

1. Judge's expertise in the given Awards category
2. No visible conflict of interest

The judging process

The nominations, evaluation process and scores are proprietary to PMI UK and will not be disclosed to nominators or nominees.

The judge will be asked to complete the score sheet provided for each category.

For the purposes of consistency in judging it is vitally important that each judge scores consistently across all nominations. To assist in the scoring process each judging criterion will be tabled in the scoring sheet, scored out of 10, and then an average will be calculated to come up with the score.

A follow-up meeting will be scheduled by the awards co-ordinator(s) after the judging process is complete, during which the following agenda items will be discussed:

1. To discuss the results of each award's scoresheet and any moderation / calibration required for finalists' and winners' scores.
2. Where there is not a clear winner, either through a lower standard of submissions or a lack of entries, to decide whether to award to the highest-scoring nominee or to withdraw the award for 2020
3. Summarise the factors making each award winner worthy into a message to read out during the presentation ceremony.