

# Maine Project of the Year Entry Requirements

*The PMI Maine Project Team for POY will use this list to screen entries before accepting them for presentation to the judges.  
Please use the format for your Nomination documentation.*

## **The Nomination Cover Document states that the Project:**

- Was conducted in Maine, or by an organization based in Maine.
- Had recognizable scope, schedule and budget.
- Fits within the general description in the POY Guidelines.
- Was essentially completed on a specified date between 1/1 and 12/31 of the year.
- Was accepted by the client or sponsor prior to nomination.
- Can be publicized without disclosing confidential information.

## **The Document includes:**

- Formal notice of all necessary clearances, releases and permissions needed for publication.
- Names of contacts for securing additional Project information, with email addresses and telephone numbers.
- Written endorsement of the Project's success in meeting requirements, and of the POY submittal, by the client, owner or sponsor; signed and on an appropriate business letterhead.
- The signature, name and title of a representative of the nominating organization.

## **The Entry Title Page includes:**

- Project Title.
- Designation of the category, field or industry in which the Project was conducted.
- The name and a brief description of the client/owner/sponsor.
- Names of the Project Manager and Project Team Members.

## **The Narrative Description includes, in clearly marked sections:**

- Why the Project was considered successful, and why it should be considered for Project of the Year.
- A general description of the Project, including its complexity and any conditions, issues and barriers requiring special action or performance by the Project Management Team.
- Comment on practices and methods used, any marked improvements in process, lessons learned and/or products created during the Project.
- *(Optional)* Charts, drawings or photographs.

*(This Narrative Description can be any length. Its purpose is to permit the nominator to describe and explain the Project in ways not possible in the following Review Checklist section.)*

**The Project Review Checklist**, an additional document, is provided to ensure that the entry documentation uses Project Management concepts and terminology. It is a set of guidelines, and does not mandate information on every point.