

**Utfärdare: Sofia Krafft**

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Datum: 2017-11-27

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Godkänd: Therese Helander

Projektnr/namn: PMI SE Volunteer of the Year

## **PMI SE Volunteer of the Year Program Description**

PMI Sweden Chapter (PMI SE) values and honors volunteers who have contributed to the members and/or development of the chapter during the year.

PMI SE annually recognizes volunteers for exceptional achievements and noteworthy contributions to PMI and PMI SE. PMI SE Volunteer of the Year Awards application forms are issued prior to the end of each year, and the deadline to submit applications is December 31<sup>st</sup>.

### **Minimum Award Eligibility Requirements:**

PMI SE members are invited to submit awards applications if the volunteer have met the following eligibility requirements.

- The volunteer must be in good standing with the Project Management Institute (PMI) and Sweden Chapter for the period covered by the nomination
- Working as a volunteer or a board member (except the President) in PMI SE

### **Application Procedure:**

Upon meeting the minimum award eligibility requirements, PMI SE members may continue with the application process as outlined below.

1. Review and complete award nomination application included in the Awards Application Kit. Each award nomination must be accompanied with an application for that award.
2. All processes, activity descriptions, results and additional supporting documents are to be embedded into the application.
3. Nomination application(s) must be concise, yet contain enough information to represent the award. Applications will be accepted in electronic format only with the files imbedded into the application (Note: to insert a word document into the application form, go to “Insert”, then “Object”, click on “Create from file” and then “Display as icon”. Use your browser to locate the file.)
4. The application and all process descriptions, activities descriptions, and results must be in English. Supporting documents may be in the component’s national language.
5. Nomination application(s) are due to PMI Sweden Chapter by December 31<sup>th</sup>.
6. All nomination applications will receive confirmation of receipt and eligibility from PMI SE within ten (10) business days.

### **Award Nomination Process**

#### **How is an individual nominated?**

Either PMI SE board of directors or PMI SE members are invited to submit award nomination applications for the PMI SE Volunteer of the Year. Self-nomination is not permitted.

### **Review Process**

A verification of the awards eligibility will take place by PMI SE upon receipt of nomination applications beginning of January. The PMI SE Award Review Committee will make the final determination on awards recipients.



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The PMI SE Awards Review Committee judges the awards applications independently using a scoring evaluation process based on the individual award criteria. PMI SE staff compile all scores. The PMI SE Awards Review committee then holds a meeting where the final award winners are determined based on the scores.

One or more award winners may be selected. The PMI SE Awards Review Committee is not obligated to select a winner for an award if none of the applications meet awards standards.

**Challenge**

Nominees or nominators are not allowed to participate in scoring.

**Notification of Award Recipient**

Award recipients will be notified no later than end of February. The announcement and presentation of awards will be made at the PMI SE Annual Meeting. Award winners are requested to keep confidential their award notification until that time.

**Presentation**

Recognition will be made at the PMI SE Annual Meeting.

**PMI SE Volunteer of the Year Awards Program Timeline**

Beginning December	PMI SE Awards Program Application will be posted on the PMI SE website and announced in the newsletter
14 January	Final application date
31 January	Eligibility and scoring
End of February	Award applicants and recipients notified by PMI SE
March	Awards recognition will be made at the PMI SE Annual meeting

**Administration of the PMI SE Volunteer of the Year Awards Program**

The VP of Volunteers and the PMI SE Awards Review committee administer the PMI SE Awards Program.

**Where to send Volunteers Awards application**

Please send your award application to [Sofia.Krafft@pmi-se.org](mailto:Sofia.Krafft@pmi-se.org)

**Other Important Information**

The Volunteer of the Year may also be nominated for the PMI Volunteer of the Year Award. If the recipient of PMI SE Volunteer of the Year award is nominated for the PMI Volunteer of the Year Award then additional application information will be needed. The application must then include signed testimonials - 3 recommendation letters must accompany the nomination and a description and supporting documentation of minimum three activities.