**PMI SE Volunteer Of The Year application**

***Recognizing 2017 Achievements***

**Component Name:** PMI Sweden Chapter

**Component Website**: www.pmi-se.org

**Component President/Chair Name:** Cecilia Svensson

**Award Submission Team Lead Name:**

**Volunteer of the Year Award Nominee Name:**

**PMI SE Volunteer of the Year Award**

**I, the undersigned, certify that:**

* **The information provided, as part of the PMI SE Volunteer of the Year Award nomination application, is complete and accurate to the best of my knowledge.**

grants PMI SE the right to publicize the program described in the award nomination application for the purpose of promoting and sharing the accomplished best practices.

**Name:   Title:**

**Signature:   Date:**

**PMI SE VOLUNTEER OF THE YEAR AWARD APPLICATION**

**Important Instructions and Submission Notes:**

* Complete all sections / boxes of the application.
* Applications must be in electronic format only with the files embedded into the application.
* Questions regarding the application should be submitted via e-mail address [therese.helander@pmi-se.org](mailto:therese.helander@pmi-se.org).
* Do NOT reference other boxes / areas of the application (Example, “See section above”) – each box must be self-contained. If referencing is used, that box will not be evaluated.
* If a document covers multiple topics, an explanation MUST be included in each section/box it addresses and contain the page number. Alternatively, only the appropriate subsection of the document can be embedded as a separate file.
* Do not include website links as part of documentation – website links will not be evaluated.
* To ensure that all files open properly, send the application to another PC and ask a colleague to review.
* Do NOT alter the application template in any way. Applications that do so will not be evaluated.
* All information MUST be applicable to the award submission year 2017.
* Use reasonable judgment in the number of supporting documents attached. Excessive documentation will detract from application quality. Uncompressed application **files greater than 75 MB in size will not be evaluated.**
* The application, including all embedded files and entries, MUST be in English with the exception of the files embedded in the Supporting Documents column. Supporting documents may be in the component’s national language.
* Submit the application to [sofia.krafft@pmi-se.org](mailto:sofia.krafft@pmi-se.org)

|  |  |
| --- | --- |
| **Nominee Name:** | |
| **Nominee Component Position:** | |
| **PMI SE Volunteer of the Year Award 2017 Part 1 of 3** | |
| **Summary Statement**  Why Does the Individual Deserve the Award? |  |
| **2017 Activities Description**  Enter or attach (maximum one page) a description of at least one activity during the 2017. |  |
| **Result**  Enter or attach (maximum one page) a summary of 2017 results. |  |
| **Optional Supporting Documents**  Attach supporting documents. (May not be evaluated) |  |
| \*\* The documentation presented must demonstrate the nominee’s leadership and initiative and that the acts were significant in nature and perceived as bringing recognition to the chapter and to the institute as the world’s leader in Project Management | |

The below table should be filled in by the nominator, to describe in what way the nominee fulfills the different perspectives.

|  |  |
| --- | --- |
| **Nominee Name:** | |
| **Nominee Component Position:** | |
| **PMI SE Volunteer of the Year Award 2017 Part 2 of 3** | |
| **Dedicated service to PMI SE and the profession** |  |
| **Strong mentor for new leaders** |  |
| **Demonstrates perseverance and leadership** |  |
| **Plays key role in leading and executing PMI SE programs** |  |
| **Organizes, manages and motivates teams of volunteers** |  |
| **Outstanding commitment to volunteer activities** |  |

This last table will be used by the nomination committee when scoring the nominee.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nominee Name:** | | | | | | |
| **Nominee Component Position:** | | | | | | |
| **PMI SE Volunteer of the Year Award 2017 Part 3 of 3** | | | | | | |
| **Scoring \*** | **NA \*\*** | **1** | **2** | **3** | **4** |  |
| **Leadership** |  |  |  |  |  |  |
| **Initiative** |  |  |  |  |  |  |
| **Significant act** |  |  |  |  |  |  |
| **Bringing recognition to the chapter/PMI** |  |  |  |  |  |  |
| **Helpfulness** |  |  |  |  |  |  |

\*Scoring from 1 to 5, where 5 is best. The lowest score to achieve the award is 15 points (3 in average).

\*\*NA = not applicable