



4. CATEGORY:

PROJECT OF THE YEAR

> EVALUATION CRITERIA

- Client needs are met as evidenced by a **client letter**.
- Cost and time performance have been achieved or improved compared to initial targets.
- The originality and intrinsic value of the project management techniques being applied, including the innovative practices or methods, are demonstrated.
- The technical aspects and advancement of the profession of project manager have been evidenced by the effective use of the knowledge areas advocated by the Project Management Institute (PMBOK®).
- The complexity of the project and the unusual conditions, challenges and obstacles that required interventions and special performance by the management team were demonstrated.

> SELECTION PROCESS

The selection process for the “**Project of the Year**” of the Élixir Contest is comprised of four steps:

- **STEP 1: NOMINATION**
Nominations must be sent by email to communications@pmimontreal.org no later than March 10, 2023 at 5:00 p.m.
- **STEP 2: JURY DELIBERATIONS**
The evaluation of the submitted projects will be carried out by experts, members of the jury, appointed by the PMI-Montréal. The jury will include five people recognized for their expertise and experience in project management.
- **STEP 3: UNVEILING OF THE FINALISTS**
At the end of the deliberations, the jury will designate finalists which names will be known and released April 17, 2023.
- **STEP 4: UNVEILING OF THE WINNER**
The jury will determine a winner among these finalists. The name of the winner will be revealed during the Élixir awards evening in May 9, 2023.



PMI® Global Project of the Year (“POY”) Award

The winner of the PMI-Montréal “**Project of the Year**” of the Élixir Contest will be invited to participate in the semi-final of the “**Project of the Year Award**” by submitting an English application and in accordance with the requirements of the international competition. Schedule C provides more details of the PMI Global “**Project of the Year Award.**”



SCHEDULE A – “PROJECT OF THE YEAR”

TYPICAL NOMINATION FILE PLAN

General requirements for the submission of nominations:

Nominations should be concise and contain enough information to effectively showcase the team’s efforts in carrying out the project. Nominations must be presented in 8.5 x 11 format and must not exceed 15 pages (Microsoft Word or Acrobat Reader format). A maximum of ten (10) additional pages of supporting documents will be accepted as a schedule.

Nominations may be written in French or in English.

It is essential to identify the names of the contact persons who can provide the group of experts (members of the jury) with additional information or clarifications, if required. Authorization to release this information must be provided by the group submitting the nomination and shall remain under its responsibility. In addition to the following details, the nomination must contain written consent or endorsement from the client/owner acknowledging the project’s nomination and stating that the project has been accepted as completed.

Applications for the “**Project of the Year**” of the Élixir Contest of the PMI-Montréal must contain the information listed below.

I. GENERAL INFORMATION AND PROJECT TEAM

Provide the name of the project, of the client/owner and of the project team exactly as you would like them to appear on the award.

1. Name and location of the project
2. Name of the client supporting the project team (include postal addresses, phone numbers and emails)
3. Company name of the team or members of the project (include the phone numbers and emails, links to the LinkedIn profiles of the project team).
4. A short summary of the project to be publicly disseminated (150 words maximum).

Provide an overview or description of the project team, including the roles and responsibilities of the project manager.

II. PROJECT PERFORMANCE

- **Project summary**
Provide a general description of the project including its complexity and any unusual conditions, challenges and obstacles that required special interventions and performance from the management team.
- **Specific management methods**
Summarize how project management is innovative and original in the application of project management techniques. Submit your observations on the practices and methods used and especially on any improvement in methods, lessons learned or significant products as part of the project. Describe how these methods advance the technical values and image of the profession of project manager.
- **Client/owner satisfaction**
Provide written proof bearing the client’s company letterhead that the project exceeded the client/owner’s expectations. It is also important that the evidence addresses both tangible and intangible benefits of the project results, project management best practices or contribution to the organization.
- **Mention your project budget category:**
 - Project over \$100 million
 - Project under \$100 million



SCHEDULE A – continued

III. PROJECT INTEGRATION MANAGEMENT

Briefly describe how the project integration management has been analyzed and applied. Explain how all management processes were coordinated and executed in order to achieve the objectives of the project. Also discuss development changes, as the case may be.

IV. PROJECT MANAGEMENT

Describe the processes in place to establish, manage and monitor the scope of the project (requirements, deliverables). Explain how you considered client/user needs and how you managed scope changes with regard to cost and schedule goals.

V. PROJECT DURATION/SCHEDULE MANAGEMENT

Briefly describe the project implementation schedule including timeframes as well as justifying causes such as change in scope of the project, owner demands, market reaction, as the case may be. Feel free to use tables (see below) to facilitate the presentation of information.

	Initial date	Actual date
Start of the project		
Project defined		
Project approval		
Project closure		

It is recommended to provide a copy of the “projected” schedule versus the “approved” schedule in the supporting documents of the nomination.

VI. PROJECT COSTS/RESOURCES MANAGEMENT

Explain how the project was carried out within budget or at a lower cost. Discuss the differences between the original budgeted costs and the actual costs.

VII. PROJECT QUALITY MANAGEMENT

Provide comments on the total quality management of the project including philosophy, quality assurance and quality control (provide schedules).

VIII. MANAGEMENT OF HUMAN RESOURCES ASSIGNED TO THE PROJECT

Provide a general description of how the project members were mobilized to form an effective team. Identify the individual(s) who have had a direct influence on the project as well as their duties outside the project.



SCHEDULE A – continued

IX. MANAGEMENT OF COMMUNICATIONS AND STAKEHOLDERS

Briefly identify the main stakeholders affected by the project. Comment on the techniques and communication conditions implemented to inform those third parties about the project, particularly in unusual circumstances. Attach all documents (written, pictures, video, etc.) relevant to the project.

X. MANAGEMENT OF RISKS ASSOCIATED WITH THE PROJECT

Identify the internal and external risks associated with the project and the means taken by the project and/or team manager to mitigate the issues.

XI. CONTRACT AND SUPPLY MANAGEMENT

Identify the contracting and procurement procedures. Comment on the administrative and control methods.



SCHEDULE B – REQUIREMENTS AND COMMITMENTS

Each participating team will have to designate a file holder to coordinate the presentation of the nomination.

COMMITMENTS OF PARTICIPANTS

1. Familiarize themselves with PMI-Montréal's "**Project of the Year**" Élixir Contest.
2. Represent the participating team and liaise with the "Project of the Year" committee in order to forward or receive all relevant information and documents.
3. Respect the deadline for the registration of nominations (**March 10, 2023**). To register, you must submit their documentation to the following address:

communications@pmimontreal.org

4. Be available to answer questions from members of the PMI-Montréal "Project of the Year" jury.

COMMITMENTS OF THE PMI-MONTRÉAL

1. PMI-Montréal undertakes to organize and coordinate the call for nominations for the PMI-Montréal Élixir Contest. A group of experts - the members of the jury - will be appointed to evaluate the nominations submitted to the PMI-Montréal and choose the winning project.
2. Files which comply with the regulations will be sent to the members of the jury.
3. PMI-Montréal will coordinate with the board of directors and the selection jury the announcement of the successful nomination and the tributes to be awarded to it during the Élixir awards evening 2023.



SCHEDULE C

“PROJECT OF THE YEAR AWARD” OF THE PROJECT MANAGEMENT INSTITUTE

The Project Management Institute (PMI®) has created numerous awards to recognize and honour contributions to the Institute and achievements in the field of project management. The PMI® Global Operations Centre administers the International Excellence Awards Program.

The Project of the Year “POY” was created in 1989. The selection process for this contest comprises three phases: the preliminary phase (open to all nominations); the semi-final and the final.

The evaluation is carried out by a group of international experts recognized for their expertise and experience in project management. Three finalists will be chosen to participate in the last phase of the competition. In recent years, several projects selected by the PMI-Montréal have won international awards.

The list of winners and the rules of the international competition are available on the following web Site:

<https://www.pmi.org/about/awards/professional/project-of-the-year>

GOOD LUCK!



PROJECT OF THE YEAR

> Campus Outaouais

Université McGill et CIUSSS de l'Outaouais

The Outaouais Campus contains several deliverables including: the creation of a Faculty of Medicine and a Group of family medicine, the recruitment of clinician teachers and francization of the program McGill University Medical School.

A full medical training of 7 years is now available to meet the needs of the region. This major project required leadership important to ensure the collaboration of two departments and two educational institutions, and ensure compliance with deadlines and budgets in a context of shortage and pandemic.

Centre intégré
de santé
et de services sociaux
de l'Outaouais

Québec 



Faculté de
médecine et des
sciences de la santé

