



# Purpose

1. The PMI Kenya Project of the Year Award recognizes all projects from small to large and complex projects that best deliver:
* Superior performance of project management practices
* Superior organizational results
* Positive impact on society
1. This year’s theme (2023) is:

 ***“Seizing the moment: The now & future of innovation in project management.”***

# Categories

When submitting your application for this award, ensure that you select the category that aligns best with your organization's size and governance structure. If you're uncertain, please take a moment to examine the various project of the year award categories and determine which one is the most suitable for your project. The other available project of the year categories include Project of the Year (budget more than KES 10 million) and Social Impact Project of the Year.

## Small & Medium Enterprise

This category showcases outstanding project management in Small & Medium Enterprises with 250 or fewer employees. It can cover Information Technology, Business Transformation, Engineering, Product Development, or other areas.

Revenue range: **KES. < 10,000,000**

# Eligibility

* Project of any type, from any industry, in public or private sectors.
* The project must have been completed no more than 12 months before the nomination deadline.
* Both the nominator and nominee do not require PMI affiliation.

***Not Eligible***

* Projects completed more than 12 months from the nomination deadline.
* Current PMI and PMI Kenya Chapter staff, contractors, and/or consultants are not eligible to apply for this award. However, volunteers under the PMI Kenya chapter can apply.

# Deadline for submission: 5pm EAT, 31st October 2023

**Nomination Form**

| **Submission** |
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| **Award Category:** | **Project of the Year** |
| **Company/Organisation:** |  |
| **Contact email:** |  |

| **Nominator Details** |
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| **Full name:** |  |
| **Phone:** |  | **Mobile:** |  |
| **Email:** |  | **Other:** |  |
| **Relationship to the nominee:** |  |
| **Signature:** |  |

| **Nominee Details** |
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| **Full name:** |  |
| **Phone:** |  | **Mobile:** |  |
| **Email:** |  | **Other:** |  |

| **Project Details** |
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| **Project budget:**  | *<< Tick the most applicable option; only ONE>>** < KES. 1,000,000
* KES. 1,000,000 – 3,000,000
* KES. 3,000,001 – 5,000,000
* KES. 5,000,001 – 10,000,000
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| **Categories:** | *<< Tick the most applicable option; only ONE>>** Large private enterprise
* Small & medium-sized enterprise
* Social Impact (Public Sector, NGOs, missionaries, charities)

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| **Please indicate the project category***<< Tick the most applicable option >>***Food & beverage*** Edible oil
* Salt
* Baked products & other processed cereals
* Confectionery & snack foods, spreads & condiments
* Dairy & dairy derivatives
* Meat & fish products
* Alcoholic beverages
* Non-alcoholic beverages

**Agro-processing*** Sugar & sweeteners
* Grain processors & animal feed
* Fresh produce
* Tea & coffee
* Agricultural farm inputs & equipment
* Non-food based
* Floriculture

**Plastic & rubber sector*** Plastic converter – packaging
* Plastic & rubber converter – other products
* Pet sub-sectors
* Non-woven

**Automotive sector*** Vehicle assemblers (4 wheelers)
* Bus body builders
* Vehicle parts manufacturer
* Motorcycle assemblers

**Chemical & allied*** Agro-chemical
* Paints & resins
* Cosmetics & personal care & hygiene
* Chemical converters

**Timber sector*** Timber converter
* Wood
* Furniture

**Energy, electrical, and electronics sector*** Petroleum products
* Energy and renewable energy
* Electrical & accessories
* Electronics, equipment and accessories

**Metal & allied*** Smelting & hot rolling
* Cold rolling & allied products
* Hollow section convertors
* Wire product convertors
* Steel fabricators
* Aluminium extrusion & fabricators

**Building, mining and construction sector*** Cement & allied products
* Quarry products
* Building accessories
* Mining

**Paper sector*** Paper manufacturer
* Paper convertors
* Printers & allied industries

**Leather and footwear sector*** Tanneries
* Footwear
* Leather products

**Textile & apparel sector*** Epz apparel sub-sector (apparel exports)
* Textile manufacturers (local textiles and apparels)
* Apparel/garment manufacturers

**Pharmaceutical sector*** Medicine
* Medical equipment

**Services sector*** ICT
* Education
* Professional services
* Financial services
* Consumer discretionary
* Utilities
* Consumer staples
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| **Other description:**  |  |
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| **Q1. Introduction/Summary [**Maximum 500 words**]** |
| This section provides the project background as the basis for evaluating the answers to the following sections: 1. Provide a brief overview of the project.
2. Describe the organisational need addressed by the project in line with this year’s theme “Seizing the moment: The now & future of innovation in project management.”
3. Briefly describe the solution that was implemented.
4. Describe the outcomes of this project on the project stakeholders and on community/organisation in general.
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| **Q2. Governance [**Maximum 500 words**]** |
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| Show how governance was tailored to your project: 1. Describe the project governance approach.
2. Suggesting - “*describe how the project manager/ leader was identified and the roles and responsibilities assigned*
3. How did the project ensure alignment with the organisation’s governance?
4. How did the Governance/Methodology assist in successful delivery of the project?
5. What were the challenges experienced with the project governance and how were they overcome?
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| **Q3. Benefits/Value [**Maximum 500 words**]** |
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| Show how the outcomes/benefits/value of your project were realised by answering the following: 1. what were the expected positive benefits/value of the project on the organisation/community.
2. Describe what processes/tools were used to verify if the expected project benefits were achieved.
3. Describe what if any, benefits-related complexities had to be overcome.
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| **Q4. Stakeholders [**Maximum 500 words**]** |
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| Describe how stakeholder expectations and communication were effectively managed by answering the following: 1. How were the key stakeholders identified (describe any tools used)
2. Describe the Stakeholder communication strategies employed in the project
3. Describe any stakeholder challenges experienced in the project and how they were overcome
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| **Q5. Scope [**Maximum 500 words**]** |
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| Show that the project scope was effectively developed and managed by answering the following: 1. Describe what processes/tools were used to document the project scope.
2. Describe how these processes/tools were used to manage the scope.
3. Describe how effective management of scope contributed to the project’s success.
4. Describe what scope-related complexities had to be overcome.
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| **Q6. Cost [**Maximum 500 words**]** |
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| Outline how the project cost was effectively developed and managed by answering the following: 1. Describe what processes/tools were used to determine the project cost.
2. Describe how these processes/tools were used to effectively manage the project costs.
3. Describe how effective management of cost contributed to the project’s success.
4. Describe what cost-related complexities had to be overcome.
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| **Q7. Schedule [**Maximum 500 words**]** |
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| Describe how the project schedule was effectively developed and managed by answering the following: 1. Describe what processes/tools were used to develop and manage the schedule.
2. Describe how these processes/tools were used to effectively manage the schedule’s critical path.
3. Describe how effective management of schedule contributed to the project’s success.
4. Describe what schedule-related complexities had to be overcome.
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| **How did you hear about the PMI KENYA National Project Awards (check as many as required)?** |
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| * PMI KENYA Website
* Word of mouth
* PMI KENYA Whatsapp group
* PMI KENYA LinkedIn
* Other – Please specify:
 |
| Other: |  |

| **Do you have any suggestions for improvement for the PMI KENYA National Project Awards programme in the future?** |
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| **IMPORTANT NOTES:*** Please read the information available on the awards website for complete information and requirements about your application.
* The judging panel may contact the nominator or nominee for additional information to support the application.
* Make sure that you submit your application before the deadline, **5pm EAT, 31st October 2023**
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