



# Overview

PMI Kenya Chapter values and honours volunteers who have contributed to the members and/or development of the chapter during the year. PMI Kenya members are invited to submit awards applications if the volunteer has met the following eligibility requirements.

# Eligibility

1. All chapter volunteers and board members are eligible to be nominated.
2. The nominee must be a PMI Kenya chapter member in good standing.
3. The nominee must be nominated by at least two individuals.
4. Must have served in the Chapter as an official volunteer in the last 1 year.
5. Must have served in the Chapter for more than 3 months.
6. Demonstrated service to the Chapter as a whole.
7. Self-nomination is not permitted.



# Nomination

1. The nominee must be nominated by at least two individuals.
2. The Volunteer Docket lead needs to give some feedback, in the case of a board member, the president needs to give feedback.

# Assemble and submit the nomination.

1. Ensure that the nomination package is complete at the time of submission. Incomplete nomination packages will not be evaluated.

# Successful Nomination

1. The PMI KENYA Awards & Recognition staff will send the nomination package to a designated panel of evaluators, who are subject matter experts, for evaluation.
2. The nominations, evaluation process, and scores are proprietary to PMI and will not be disclosed to nominators or nominees.
3. The Lead Nominator and one Nominee will be notified of the status of the nomination at the conclusion of the evaluation process.
4. Selection and communication of nomination status must take place no later than the third quarter of the year.

# Unsuccessful Nomination

1. If a nominee is not selected, he or she may be re-nominated.
2. A new nomination package must be submitted in order for the nominee to be considered in subsequent years.

# Deadline for submission: 5pm EAT, 10th October, 2023

**Nomination Form**

| **Submission** | |
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| **Award Category:** | **Volunteer of the Year** |

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

| **Nominee** | | | | |
| --- | --- | --- | --- | --- |
| **Full name:** |  | | | |
| **Phone:** |  | | **Mobile:** |  |
| **Email:** |  | | **Other:** |  |
| **Volunteering Docket:** | | * Presidents – Product Ambassadors * Presidents – Award & Recognition * Presidents – Strategic Liaison * Youth & Social Good * Finance * Secretary * Events * Education & Professional Development * Membership * Marketing * Communication * Volunteers | | |
| **Other description:** | |  | | |

| **Q1. Introduction/Summary [**Maximum 500 words**]** |
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| What exceptional contributions has the nominee exhibited and how have these contributions made a lasting positive impact on the volunteer work that they have worked on? |
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| **Q2. Benefit to PMI Kenya Chapter community [**Maximum 500 words**]** |
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| Describe how the contributions the nominee has made have benefited the PMI Kenya Chapter community. |
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| **Q3. Leadership [**Maximum 500 words**]** |
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| Describe the nominee’s contribution that demonstrates excellence in leadership. |
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| **Q4. Docket knowledge and contribution [**Maximum 500 words**]** |
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| Illustrate two specific examples that show where the nominee has demonstrated exceptional knowledge and significant contribution to the docket. |
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| **Q5. Innovation [**Maximum 500 words**]** |
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| Describe the nominee’s contribution that demonstrates excellence in innovation in line with this year’s theme “Seizing the moment: The now & future of innovation in project management”? |
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| **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 10th October 2023** |
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