



# 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 dockets are invited to submit awards applications if the chapter docket has met the eligibility requirements.

# Dockets

1. Presidents – Product Ambassadors/ Award & Recognition/ Strategic Liaison
2. Youth & Social Good
3. Finance
4. Secretary
5. Events
6. Education & Professional Development
7. Membership
8. Marketing
9. Communication
10. Volunteers

# Eligibility

1. All chapter volunteer dockets are eligible to be nominated.
2. The nominated docket must be nominated by at least one chapter docket (other dockets nominate).
3. The board has a decisive impact.
4. The nominated docket must have demonstrated service to the PMI Kenya Chapter as a whole.
5. Self-nomination is not permitted.

# Assemble and Submit the Nomination.

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

# Criteria

1. Contribution to the PMI Kenya Chapter in line with Vision & Mission
2. General achievement in line with docket role
3. Impact on the PMI Kenya Chapter
4. Management of the day-to-day activities – how organized is the docket, how do the others perceive it
5. Contributions to the project management profession are in line with this year’s theme

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

# a.) 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 Nominators and Nominees 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.

# 6. b.) Unsuccessful Nomination

1. If a nominated docket is not selected, they may be re-nominated for the next year’s awards.
2. A new nomination package must be submitted in order for the nominated docket to be considered in subsequent years.

# Deadline for Submission: 5pm 10th October 2023

**Nomination Form**

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

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

| **Nominees** | | | | |
| --- | --- | --- | --- | --- |
| **Full name:** |  | | | |
| **Full name:** |  | | | |
| **Full name:** |  | | | |
| **Full name:** |  | | | |
| **Full name:** |  | | | |
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| **Full name:** |  | | | |
| **Full name:** |  | | | |
| **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 docket done to the PMI Kenya Chapter? |
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| **Q2. Benefit to PMI Kenya Chapter community [**Maximum 500 words**]** |
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| Describe how the contributions that the docket has made have benefited the PMI Kenya Chapter community. |
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| **Q3. Leadership [**Maximum 500 words**]** |
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| Describe the docket’s contributions that demonstrate excellence in leadership. |
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| **Q4. Docket knowledge management and skill [**Maximum 500 words**]** |
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| Illustrate two specific examples that show how the nominated docket has contributed exceptionally to the chapter. |
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| **Q5. Innovation [**Maximum 500 words**]** |
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| Describe the docket’s contributions that demonstrate excellence in innovation (project, organisation or industry) 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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