

**AWARD NOMINATION FORM  
PROJECT MANAGEMENT EXCELLENCE AWARDS PROGRAM 2005**

<b>Section 1. GENERAL PROJECT INFORMATION</b>	
<b>Managing Office</b>	
<b>Project/Facility Name</b>	
<b>Project ID</b>	
<b>Site Location</b>	
<b>Federal Project Director</b>	
<p><b>Brief Description &amp; Objectives</b> (This should be plain language, and understandable to a layperson. Avoid using agency-specific jargon &amp; no acronyms)</p>	
<b>Life-Cycle Cost/Total Project Cost</b>	
<b>Project Start Date</b>	
<b>Project Completion Date</b>	
<b>Website of Project</b>	(Please indicate the specific URL where information about your project is located, if applicable. Please do not simply indicate your site's homepage.)

<b>Section 2. APPLICANT INFORMATION</b>			
<b>Name:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Fax:</b>	
<b>E-mail Address:</b>			
<b>Organization:</b>			
<b>Mailing Address</b>	<b>Street:</b>		
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

<b>Section 3. NOMINEE'S IMMEDIATE SUPERVISOR.</b>	
<b>Name:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>E-mail Address:</b>	
<b>Organization:</b>	
<b>E-Signature</b>	<b>Date:</b>

<b>Section 4. APPROVING OFFICIAL (Federal Project Director)</b>	
<b>Name:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>E-mail Address:</b>	
<b>Organization:</b>	
<b>E-Signature</b>	<b>Date:</b>

<b>Section 5. AWARD CATEGORIES (Select Only One)</b>		
	<b>Individual</b>	<b>Team</b>
<b>The Secretary's Excellence in Project Management Award</b>		
<b>The Secretary's Project Management Award of Achievement</b>		

**Section 6. PROVIDE A 4-PAGE NARRATIVE DESCRIBING THE APPLICABLE EVALUATION CRITERIA.** The narrative shall not exceed four pages. Applicants may attach still pictures related to the project or project management activities. However, no other forms of media (e.g., films, videotapes, viewgraphs, etc.) will be accepted. *Please click the button to view four areas with suggested items to be considered when responding to the selection criteria. It is not necessary to respond to every item. Please click on each area to view the information.*

<b>NOMINATIONS:</b> Address the evaluation criteria below for each respective nomination category.	
<b>Individual Nomination</b>	<b>Team Nomination</b>
<b>TANGIBLE RESULTS</b>	<b>TANGIBLE RESULTS</b>
<b>TEAMWORK</b>	<b>TEAMWORK</b>
<b>MANAGEMENT/LEADERSHIP</b>	<b>MANAGEMENT/LEADERSHIP</b>
<b>PROCESS IMPROVEMENT</b>	<b>PROCESS IMPROVEMENT</b>
<b>INNOVATION</b>	<b>INNOVATION</b>
<b>INDIVIDUAL</b>	<b>TEAM MEMBERS (include name and organization)</b>
NAME:	
ORGANIZATION:	
NAME:	
ORGANIZATION:	
NAME:	
ORGANIZATION:	
NAME:	
ORGANIZATION:	
NAME:	
ORGANIZATION:	

**Section 7. FOR USE BY OECM ONLY**

Received Date:		
Nomination Complete: (√)	e-Signed Nomination Forms	
	Completed 2-page narrative	

Date Confirmation of receipt sent to Nominee(s) Supervisor:		
Award Notification Sent		
Date: _____	Acceptance	Non- acceptance

Any DOE employee (Federal or contractor) may electronically submit completed nomination(s) by November 30<sup>th</sup>, 2005.

**Narrative:**

**Narrative:**

**Narrative:**

**Narrative**

**SECTION II – NARRATIVE (not to exceed four pages) – Suggested item to be considered when responding to the selection criteria. It is not necessary to respond to every item.**

**1. TANGIBLE RESULTS:**

The project should demonstrate measurable, mission-oriented results, such as cost savings, schedule reductions, improved levels of performance or service, or documented improvements to organizational performance. The method used to measure the results should be specified. The project should demonstrate how it resulted in best value for the government, such as:

1. Originality and uniqueness of applied project management techniques, including innovative application of practices/methods;
2. Implementations of value management/value engineering;
3. Design features that resulted in lowest total cost to the agency over life of the project.



**SECTION II – NARRATIVE (not to exceed four pages) – Suggested item to be considered when responding to the selection criteria. It is not necessary to respond to every item.**

**2. TEAMWORK:**

The project should illustrate an effective collaboration of diverse parties/stakeholders, such as program, contracting, finance, legal, end-users/customers, industry partners, and agency's senior-level management. The project should describe the innovation/methods implemented; the tools used to measure improvements and/or success; and how these best practices were or can be disseminated complex-wide.

**SECTION II – NARRATIVE (not to exceed four pages) – Suggested item to be considered when responding to the selection criteria. It is not necessary to respond to every item.**

**3. MANAGEMENT/LEADERSHIP**

Describe how the Integrated Project Team (IPT) and DOE senior leaders set directions and created clear and visible values, and high expectations. Leaders should inspire and motivate the entire work force and encourage involvement, development, and learning, innovation, and creativity by all employees. May include a discussion of changing environmental needs and expectations, business and partnering opportunities, technological developments, evolving regulatory requirements, proactive risk management, etc

**SECTION II – NARRATIVE (not to exceed four pages) – Suggested item to be considered when responding to the selection criteria. It is not necessary to respond to every item.**

#### **4. PROCESS IMPROVEMENT**

The project should demonstrate implementation of improved project management processes, methodologies, or practices that were effective in delivering the project within cost schedule and performance objective.

**SECTION II – NARRATIVE (not to exceed four pages) – Suggested item to be considered when responding to the selection criteria. It is not necessary to respond to every item.**

**5. INNOVATION**

The project should reflect an innovative acquisition approach to satisfying an agency's requirement. It should represent a shift towards increased efficiency and effectiveness in doing business. The project should describe the methods implemented, the tools used to measure improvements and/or success, and the lessons learned.