# PMO Awards Nomination & Presentation Guidelines

Nominees of the PMO Awards Programme, who have been contacted by the adjudicators to submit a full entry, are required to note and adhere to the guidelines in this document, when submitting their entries.

Those invited to submit full entries will receive a link from which to submit the three documents by means of an electronic form.

Where file sizes prohibit the successful uploading of any document, entrants should make alternative arrangements to submit their material by contacting the PMSA National office at +27 11 257-8003.

# 1. PowerPoint Presentation

(label your document accordingly)
[Length: 50-60 minutes / approximately 22 slides]

*Guideline:* This is your opportunity to showcase your PMO using a presentation style and voice-over of the lead entrant or suitably qualified person. It should be structured according to the six sections detailed below, and prepared in English. The entrant should take care to ensure the quality of the audio and visual components.

There is no specific template for the presentation and entrants should factor readability and clarity into their choice of background. It must use Arial font with a minimum 14-point font size.

This presentation will be used by the adjudication panel, along with the supporting documentation, to make an evaluation according to the six topics.

Topic to be covered include:

0   **Cover**

Please include the Company name, City, Country, Presenter's name, and Lead Entrant's name (if the presenter is different)

1   **PMO Overview** (+/- 2 slides and +/- 5 minutes)

In this topic the company should be presented, as well as the PMO.

2   **PMO Historic** (+/- 6 slides and +/- 15 minutes)

In this topic a timeline should be presented, detailing the PMO history since it was created.

3   **PMO Structure** (+/- 4 slides and +/- 10 minutes)

In this topic the organizational structure of the PMO should be presented, its headcount, its mandate in the organization, and its relationship with other areas of the organization.

4   **PMO Objectives** (+/- 4 slides and +/- 10 minutes)

In this topic the PMO mission and its main objectives should be presented, its main functions and how they are provided in the organization.

5   **PMO Results** (+/- 4 slides and +/- 10 minutes)
In this topic the main benefits generated by PMO should be presented, the main results achieved in the last 12 months, and the impact of its work on the increase of the organizational project management maturity.

6   **PMO Next Steps** (+/- 2 slides and +/- 5 minutes)

In this topic the PMO evolution plans should be presented for the next 12 months, reporting actions planned to increase the maturity of the PMO and the organization

## 2. Supporting Documentation
(In PDF format and appropriately referenced)

**Guideline:** This document should enhance and explain aspects not detailed in the presentation. Together the presentation and PDF should paint the full picture of the glory that is your PMO and convince the adjudicators of its worth and stature in comparison to other contenders.

The first part of the document should be a PDF version of the PowerPoint slides. Then, the supporting information should be broken down into the topic areas or as referenced in the Presentation in the most appropriate / logical manner. It could comprise text, images, graphs, testimonials etc. Try limit it to 12 pages and use a minimum 11 point Arial font.

Use the following table as a reference when compiling the presentation. It also indicates the weight that adjudicators will associate with each component:

| Criteria | Description | Weight |
|---|---|---|
| PMO's Journey | This criterion evaluates the PMO's journey, evaluating its strategy, consistency, adaptability, leadership, and the path that made the PMO become what it is today. | 20% |
| Client Service | This criterion evaluates the set of services/functions the PMO provides to its clients and stakeholders, how much they are appropriate for the presented scenario, and how that mix of services is able to address the organization's results expectations. | 15% |
| Best Practices | This criterion evaluates how the PMO is delivering its services/functions, the methods and techniques are being provided, their alignment with best practices, and how the PMO continually improves its services. | 15% |
| Innovation | This criterion evaluates how the PMO used innovation to deal with challenges encountered throughout its journey, and what innovations were delivered to the organization, generating effective results. | 10% |
| Community | This criterion evaluates how the PMO actively works to create an engaged project management community within the organization, evolving the organization's culture, and encouraging people to share experiences and lessons learned. | 10% |
| Value Generation | This criterion evaluates the benefits and results delivered by the PMO to its customers, stakeholders, and the organization. It also evaluates how the promoted culture and organizational maturity evolution. Finally, it evaluates how the PMO acts to engage the organization's senior management and improve its the sponsorship. | 30% |
| | **Total** | **100%** |

## 3. Written Permissions

(original signed documents indicating permission to make submission)

**_Guideline:_** Consider all role-players in this PMO and their authority in terms of the information you have included being portrayed on a public platform. PMSA will verify permissions with the organisation.