
ITMC Information Technology Best Practices Awards

The ITMC Information Technology Awards recognize public sector information technology (IT) best practices that encompass what project has displayed proven best practices in an effective and efficient manner. Agency nominations may include vendors and interagency collaboration. Scoring is based on demonstrated best practices and provided measurable value in terms of budget, timeline, scope, methodologies, customer satisfaction, quality of work, and innovation.

Official ITMC agency representatives will make up the scoring committee. An agency may submit more than one nomination; and the selection committee may award more than one submission. Awards will be announced annually at the March ITMC meeting and kept on file by SITSD. Award winners may present their winning submissions at future ITMC meetings. All nominations will be kept on file at SITSD.

The project should have been completed within the past 2 years and the solution is actively being used. To make a nomination, provide the information requested below between October 1-December 31, 2019.

Include in form:

- Nomination/Project Title
- Name and contact information of person completing this nomination.
- A summary paragraph (no more than 50 words, to be read at the time of the award) that highlights the significance of the project, including the business needs fulfilled by the project and any innovative technology used.
- A project description including:
 - Initiation (10 points)
 - What was the purpose of this project? (5)
 - What need did it fulfill?
 - Who benefitted from it?
 - Include a copy of project charter.
 - Scope (5)
 - Describe the scope of the project.
 - What steps were taken to ensure the project stayed within scope guidelines?
 - Is this a single-agency or multi-agency project?
 - Provide names of all organization(s), vendor(s), project leader(s), and team members involved
 - Design (30 points)
 - Provide your baseline project plan/scope. (10)
 - Describe the technology utilized in the project. (5)
 - Describe how team and budgetary resources were utilized. (5)

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- How were team resources leveraged to ensure timely completion of project deliverables? (5)
- What risks did you identify prior to project implementation? (5)
- Implementation (20 points)
 - Communications (10)
 - Describe the tools and techniques used to ensure the effective exchange of information between the project team, key stakeholders, project sponsors, and the customer.
 - How did you ensure the information needs of the stakeholders were being met?
 - Stakeholders (10)
 - Describe how stakeholders were engaged in the project to meet expectations and maximize their impact on the project.
- Monitoring (20 points)
 - Quality (10)
 - How did you incorporate your quality requirements into this project?
 - Describe the evaluation and testing techniques used to ensure project or product deliverables met the quality standards agreed upon.
 - Risk (10)
 - How were project risks identified and monitored? How were realized risks mitigated to minimize negative impact and to ensure the continued success of the project?
- Closure (20 points)
 - Cost (4)
 - How much was the initial budget for the project?
 - Was your project completed within budget, under budget, or over budget?
 - Schedule (4)
 - Was your project completed on time?
 - How was the project measured for success? (2)
 - How did you evaluate and monitor project or product quality? (2)
 - Did the project meet or exceed the goals it was set out to achieve? (2)
 - Describe the positive impact the project outcomes have had on the organization/state/public etc? (2)
 - Has the project resulted in an innovative process/product that is new to the state? (2)
 - Has the project resulted in an innovative update to an existing process/product utilized by the state? If so, describe how the previous process/product has been streamlined as a result of this project. (2)

TOTAL: 100 points

- Answer all questions. Incomplete answers will not receive credit.
- Award(s) will be presented at the next ITMC meeting following the deadline.