



## **Terms of Reference CHES Manitoba Award for Excellence in Project Management**

### **Purpose:**

The purpose of the CHES Manitoba Award for Excellence in Project Management is to recognize outstanding achievement and performance in the Healthcare Project Management profession by a CHES Manitoba regular member. The award will be presented to the individual who has applied their experience and knowledge to produce exceptional results in healthcare. Any CHES Manitoba regular member working in Healthcare is eligible.

### **Criteria:**

Each Applicant will be scored on the following:

- Project Management – knowledge of design and construction, delivers projects with a high standard of professionalism, has delivered projects which have a positive impact to healthcare. Delivers projects on time and in budget.
- PM Processes – organizes, documents and controls all aspects of the projects. Has an excellent understanding of PM processes and consistently applies these in their work.
- Team building – involves facilities management, infection, prevention and control multi-disciplinary team, functional managers, and other stakeholders, and encourages a cohesive team environment with a focused purpose.
- Training and education – continuously strives to learn and improve knowledge and skills. Holds certification in project management, recognized in the Project Management profession.
- Additional Opportunities – volunteering, projects and other activities outside of normal duties that demonstrates achievements and / or impact to a healthcare facility.

Specifically, points will be given for demonstrated knowledge and execution of the duties in the individual's job. The scoring and points will be accumulated based on the attached chart.

### **Submission and judging:**

All nominations require a completed application form submitted to the Executive Liaison for the Awards Evaluation Subcommittee by April 1<sup>st</sup> of each year. The CHES Manitoba Awards Evaluation Subcommittee will score and verify the winning entry. After verification, the award winner will be notified and presented the award trophy at the CHES Manitoba AGM.

The Awards Evaluation Subcommittee will consist of the Executive Liaison, two CHES Manitoba Regular Members and two non-members from a related field (contracting or consulting firm, etc.). The two non-members will be selected by the three CHES MB subcommittee members. The Executive Liaison will be the CHES MB Past Chair.

### **Award:**

The award will have the CHES Manitoba member's name engraved on a plaque. The award will be presented at the AGM and the recipient will receive a printed certificate signed by the MB Chair.

### **Award Name:**

The award may receive sponsorship but will continue to be called the CHES Manitoba Award for Excellence in Project Management Award with the added tag line "sponsored by "xxx".