

Judging Guidelines for Single Project Entries

(Single Project Entries (SPE) contain the Project Management Guide (PMG) and supporting documents/appendices as noted in question 10 of the PMG).

The following are the basic criteria that will be considered by the judges when selecting the most outstanding Single Project Entries. The **overall judging will be based on the impact of the project**. Questions one, two and nine will be examined **first** so as to assist in “narrowing down” the field of entries in an Awards Category. They will **not** be the **sole** questions used for judging or in determining the overall best projects in a Chapter Division or Awards Category.

Remember: When writing and judging a SPE – either on the State or National level – the IMPACT accomplished by the project is always far MORE important than actual format of the entry.

When evaluating SPEs, initial items the judges will consider include:

1. What was the impact on the chapter and/or the community?
 - a. Did the project accomplish its goals?
 - b. Did the Project Manager and committee members learn leadership and management skills through the project?
 - c. Did the project reflect a sincere effort to fulfill specific needs?
 - d. Was the project based on needs rather than ease of undertaking?
 - e. Did the project address a concern of the chapter and/or community?
 - f. Did the project reflect a sincere effort to get involved in problem areas?
2. How well was the project managed?
 - a. Was the Project Manager given the proper training and/or authority for his or her responsibilities?
 - b. How well did the committee plan for the achievement of its goals as they related to the chapter's objectives?
 - c. Was adequate concern given to the financial management of the project?
 - d. Did the committee's management reflect a consideration of the individual talents of its members?
 - e. Was proper communication utilized such as committee meetings, committee structures and public relations?
3. How successful was the project?
 - a. Was the PMG used as an ongoing management tool?
 - b. Does the substantiating material adequately document the committee's actions?
 - c. Were the evaluations taken seriously and used as learning experiences?
 - d. Was the project well managed?
 - e. Were specific, detailed, sincere and helpful suggestions made for future project chairs?
4. How well were resources used?
 - a. Were possible community resources identified?
 - b. How well did the chapter utilize the time, talent, and other resources of non-members in the following areas:
 - i. Problem or need determinations
 - ii. Goal setting (Were “SMART” goals utilized?)
 - iii. Committee planning
 - iv. Project success
 - c. Were the resources used to benefit the participating individuals?