

# Time Schedule 2018



## APPLICANT

## ASSESSORS

## JUDGES

## AWARDS PMO

### PREPARATION AND APPLICATION

**23 Jan, 7 Feb, 9 Mar 2018** Participate in a Webinar Introduction to the PE Model and Assessment process

**2 Apr 2018** Submit an Application Form

**11 Apr 2018** Participate in a webinar How to write an Application Report and prepare the Site Visit

**4 May 2018** Prepare and submit an Application Report\*

Participate in the IPMA PE Assessment Training

Potential Assessors:

**9–11 Mar 2018**, Amsterdam;  
**23–25 Mar 2018**, Jinan;  
**20–22 Apr 2018**, Mexico;

Training participants 2016 or 2017:

**24 Feb 2018**, PE Assessment Webinar;  
**25 Apr 2018**, TLA Webinar (per invitation).

*Support the total process and contact person for all stakeholders*

**Confirm the application, organise trainings, design PE Assessment Teams**

### ASSESSMENT

**4 May – 25 Jun 2018** Prepare for the Site Visit

**25–27 Jun 2018** Participate in the Site Visit

**21 May 2018** Carry out the individual assessment

**2 Jun 2018** Participate in the Team Virtual Meeting and prepare the 1<sup>st</sup> Judges' Report

**25–28 Jun 2018** Conduct Site Visit and write Feedback Report \*\*

**29 Jun 2018** Submit the 2<sup>nd</sup> Judges' Report and the Feedback Report

**16 Jun 2018** Conduct 1<sup>st</sup> Judges meeting

Collect Judges' Reports from PE Assessment Team and support the judging process, organise PR and marketing activities (press releases)

### JURY DECISION, IPMA CONFERENCE AND AWARD GALA

**27 Jun – 30 Oct 2018** Prepare for the IPMA Conference events and Award Gala

**20 Aug 2018** Submit the Feedback Report

**21–22 Jul 2018** Decide on Winners at the 2<sup>nd</sup> Judges meeting

Prepare the IPMA Conference events and Award Gala

### 29–31 October 2018, PM Days in Helsinki

Participate in the Winners Club, Award Gala and Feedback Session: Applicant, Team Lead Assessor, Judges.

\* For Medium-Sized Projects – 15 pages required; for Large- & Mega-Sized Projects – 35 pages required. | \*\* For Medium-Sized Projects – max 3 days (including 1 day of internal assessor work and max 2 days Site Visit); for Large- & Mega-Sized Projects – max 4 days (including 1 day of internal assessor work and max 3 days Site Visit).