

# Time Schedule 2018



| APPLICANT                                                                                                                                                                                                                                                                                                                                                    | ASSESSORS                                                                                                                                                                                                                                                                                                                                        | JURY                                                                              | AWARDS PMO                                                                                                                                                            |
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| PREPARATION AND APPLICATION                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                                                                                                                                                                       |
| <p><b>23 Jan, 7 Feb, 9 Mar 2018</b> Participate in a Webinar Introduction to the PE Model and Assessment process</p> <p><b>2 Apr 2018</b> Submit an Application Form</p> <p><b>11 Apr 2018</b> Participate in a webinar How to write an Application Report and prepare the Site Visit</p> <p><b>4 May 2018</b> Prepare and submit an Application Report*</p> | <p>Participate in the IPMA PE Assessment Training</p> <p>Potential Assessors:<br/> <b>9–11 Mar 2018</b>, Amsterdam;<br/> <b>23–25 Mar 2018</b>, Jinan;<br/> <b>20–22 Apr 2018</b>, Mexico;</p> <p>Training participants 2016 or 2017:<br/> <b>24 Feb 2018</b>, PE Assessment Webinar;<br/> <b>25 Apr 2018</b>, TLA Webinar (per invitation).</p> |                                                                                   | <p><i>Support the total process and contact person for all stakeholders</i></p> <p><b>Confirm the application, organise trainings, design PE Assessment Teams</b></p> |
| ASSESSMENT                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                                                                                                                                                                       |
| <p><b>4 May – 25 Jun 2018</b> Prepare for the Site Visit</p> <p><b>25–27 Jun 2018</b> Participate in the Site Visit</p>                                                                                                                                                                                                                                      | <p><b>21 May 2018</b> Carry out the individual assessment</p> <p><b>2 Jun 2018</b> Participate in the Team Virtual Meeting and prepare the 1<sup>st</sup> Jury Report</p> <p><b>25–28 Jun 2018</b> Conduct Site Visit and write Feedback Report **</p> <p><b>29 Jun 2018</b> Submit the 2<sup>nd</sup> Jury Report and the Feedback Report</p>   | <p><b>16 Jun 2018</b> Conduct 1<sup>st</sup> Jury meeting</p>                     | <p>Collect Jury Reports from PE Assessment Team and support the Jury process, organise PR and marketing activities (press releases)</p>                               |
| JURY DECISION, IPMA CONFERENCE AND AWARD GALA                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                                                                                                                                                                       |
| <p><b>27 Jun – 30 Oct 2018</b> Prepare for the IPMA Conference events and Award Gala</p>                                                                                                                                                                                                                                                                     | <p><b>20 Aug 2018</b> Submit the Feedback Report</p>                                                                                                                                                                                                                                                                                             | <p><b>21–22 Jul 2018</b> Decide on Winners at the 2<sup>nd</sup> Jury meeting</p> | <p>Prepare the IPMA Conference events and Award Gala</p>                                                                                                              |

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

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

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