

***asapm* Distinguished Fellow Award**

Purpose

The purpose of the *asapm* Distinguished Fellow award is to recognize significant and extraordinary contributions to the practice of project and program management, and/or to the programs of *asapm*. Designation as an *asapm* Distinguished Fellow is the highest honor *asapm* bestows. *asapm* Fellows are an accomplished group of PM practitioners whose frequent and sustained contributions to our discipline have promoted the goals and activities of *asapm*.

Fellowship is intended to promote excellence and leadership within *asapm* by recognizing high standards and extraordinary professional contributions.

Award

One or more *asapm* Distinguished Fellow Awards can be named in any one calendar year. A selected *asapm* Fellow receives a framed certificate to be presented at a suitable ceremony. *asapm* Fellows are listed on the *asapm* website, together with a summary of their accomplishments.

Eligibility

The primary eligibility requirement for consideration as *asapm* Fellow is service to *asapm*, or to the practice of Program and/or Project Management.

Responsibility

The *asapm* Board of Directors approves Fellow awards. The Director of Member Services forwards recommendations for approval to the Board. Those recommendations come from his or her Fellows Nomination Team, appointed annually. This Fellows Nomination Team consists of a Chair and at least two other *asapm* project team members.

The team establishes and publicizes the nomination process, screens nominations, and makes recommendations to the *asapm* Board of Directors. If no candidates are identified, no selection is made for that year.

Selection Criteria

The *asapm* Distinguished Fellow Award recognizes sustained, distinguished, and superb achievement in advancing the cause of Program and Project Management, and for contributions made to the improvement of the quality of project results in the USA.

The selection committee considers long-term achievements, special projects having extraordinary impact, and collaborative efforts. The creativity, impact, and superb nature of an *asapm* Distinguished Fellow candidate are of a magnitude that greatly exceeds the normal accomplishments of a typically-productive *asapm* project team member.

Duties Of The Fellows

Fellows are encouraged to continue their contributions by providing services that are appropriate for their stature. These are voluntary in nature and generally consist of opportunities to serve as ambassadors to other organizations, introduce guest speakers at conferences and serving as hosts and points of contact for keynote speakers at conferences.

Similarly, Fellows might be asked to serve as advisors for one of the *asapm* strategic initiatives or to contribute an article on a favorite topic. These opportunities enable Fellows to maintain a high profile within *asapm*, serving as an example and encouraging others to aspire to this important professional recognition.

Fellows may be called upon to share their knowledge and experience, serving at the request of the *asapm* Board on special projects of significance to the organization.

Application

An *asapm* member prepares a nomination package that should include the following:

- A cover page with the nominee's Name, Contact Information, and planned Award date;
- A written statement by the nominator, with appropriate portions requested with discretion from the nominee, that should include:
 - A one-page or shorter biographical statement about the nominee, to illustrate background, context of contributions, and the time span of the contributions. This ideally outlines the nature and scope of the nominee's roles, responsibilities, and performances on behalf of *asapm* and USA Program and Project Management Practice.
 - Examples of the nominee's contributing actions, the resulting benefits, and the beneficiaries. These need not be voluminous, but should include the 5-7 examples that are the most notable of the candidate's efforts. Each example should include the following:
 - Description: Provide a brief overview of the example, its purpose and context. Highlight any activities that best illustrate the candidate's challenges and contribution to the example.
 - Benefit: How did this example support industry objectives? Whom did the activities benefit, and what was the benefit? What were the benefits for *asapm*?
 - Personal Story: If relevant, is there a personal story about the nominee, and what he or she did that had impact?

The nomination package should be prepared in the following manner:

- The completed nomination package should not exceed 5 pages (including **all** materials, exclusive of the transmittal letter).
- One-inch margins.
- A type size no smaller than an 11-point font.
- A serifed typeface similar to Times New Roman.
- Nomination packages should be submitted in electronic format: Microsoft Word or equivalent, or Adobe Acrobat PDF files.
- The nomination package should be submitted, under a transmittal letter, to the *asapm* Director of Member Services or the designated Fellows Nomination Team no later than the 4th of July in the year of the nomination.

The Award

The actual Distinguished Fellow Award is presented to successful nominees at an *asapm* event, and the notice broadcast in press releases, and posted on the *asapm* website.

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S. Goff