



2015 Excellence in Enterprise Information Awards

Association for Enterprise Information

A proud affiliate of the National Defense Industrial

AWARD INSTRUCTIONAL GUIDANCE

Schedule:

- August 31, 2015 - Nominations Open
- November 9, 2015 - Nominations Close
(the awards submission website will be closed EDT 11/9/15 end of day)
- Results announced on or about November 21, 2015.

Online Awards Submission

This year award nominations will be an online process. The nomination form is found at <http://application.ndia.org/afei-awards/>

Note: This online form will not accept graphics as an insert in the text. If your nomination includes graphics please use the procedure found under **Tips for Writers**.

How to Complete the Form

Identifying Data: Please provide all requested information, being as complete and clear as possible.

Award Category: Choose which in which category the award is being submitted.

Government: Programs or projects completed with significant direction, input or effort on the part of a Government organization. The nominee must be a Government entity.

Industry: Programs or projects completed by an industry organization for its own internal benefit. Although projects completed for a Government customer may be included in this category, greater weight may be given by judges to internal improvement efforts made on the part of the nominated organization.

Nomination Evaluation Categories:

Description: This section sets the context for evaluating the nomination. Provide a clear description (one or two paragraphs) of the project (process, function, technology, etc) and summarize its contributions to the enterprise, the extent of its incorporation and how it relates to the mission of the enterprise. Address the scope of the program and how it relates to the completing and related organizations, with a clear description of the customer(s). Do not summarize information contained in the following sections as judges will review all of them.

(max. 3,000 characters)

Innovation: Describe what is new and innovative with regard to technology, process, or other elements of the program. How does this program affect the long term goals/strategies of the enterprise? In this area greater weight is given to projects that demonstrate innovative uses of technology and new ways of delivering value than those that simply automate existing processes.

(max. 4,500 characters)

Financial Impact: Briefly describe the financial impact of the project such as ROI, value to customer, flexibility/agility enhancement, cost/risk avoidance, savings, etc. The Judges will give a higher weight to real numbers versus projections. (max. 3,000 characters)

Operational Consequence: In this section describe the operational impacts of the project with respect to speed/cycle time, collaboration, accuracy, decision improvement, impact on situational awareness, etc.



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Greater weight is given to projects that increase mission assurance, flexibility/agility, and direct impact on users and operations. Judges look for facts and figures that support claims made. (max. 3,000 characters)

Cultural Change: Innovative use of technology is often necessarily accompanied by changes to organizational culture. Describe issues encountered and the methods/obstacles to produce cultural change in the enterprise related to project implementation. Greater weight is given to projects that have had an impact on organizational behavior and have fostered new patterns of behavior that enable further innovation. (max. 4,000 characters)

Contacts Information

Primary Nominee Contact Information:

This is the person and organization to which you wish the award to be presented. Please provide complete contact information for the primary nominee. In the event of being selected as the winner or as an honorable mention selectee this person/organization, along with additional team members, will be identified as being having won. (You will have the option to specify what appears on the plaque and certificate).

Nominator Contact Information:

Please provide requested contact information for the primary nominating person. This is the primary point of contact for the nomination.

Additional Team Members:

Please provide the requested information for remaining team members as appropriate to assure proper recognition. Format for the text box is noted during the online process.

Publication Permission:

Please indicate whether you permit AFEI to post a synopsis of the nomination on its web site. While there can be only one winner in each category, the work described by the majority of the nominations is worthy of praise and to be highlighted as such. If this is not filled in it will be treated as having not given permission.

PLEASE PROVIDE A SYNOPSIS OF YOUR NOMINATION IF YOU WISH IT TO BE POSTED ON THE AFEI WEB SITE. ALL NOMINATIONS ARE ELIGIBLE, NOT JUST THE WINNERS.

Tips for Writers

The judges will invariably choose real, demonstrated success over ambitious, proposed plans.

Make your writing clear and concise, with liberal use of facts and figures where appropriate. Use action verbs and avoid passive writing styles. Remember that you are trying to convince the judges that your project should be chosen above the others.

Use graphics when they clearly illustrate your point (e.g. show a comparison chart of reductions in time or decreases in defects using agile versus waterfall methods in a software development acquisition). Non-relevant pictures, complicated graphs, etc. should be avoided.

The judges make their evaluation solely on what is contained in the nomination. Avoid any external references such as links to websites, and other award mentions. They will not be used in the evaluation.



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The winners are those nominations that, in the collective opinion of the judges, demonstrate the highest degree of achievement with respect to the evaluation criteria, and have delivered significant benefits to sponsoring organizations and customers.

Review your writing. We suggest developing your nomination off-line, reviewing it and obtaining approvals before completing the Online Nomination. You may cut and paste text into the nomination text blocks in the online form.

Including Graphical Inserts

Graphics **cannot** be inserted in the text boxes of the online form.

1. Should your nomination include charts and graphs, identify them with a Figure Number at the place where they should appear in the text (e.g. Figure 1 *TITLE* insert here).

2. When you submit the nomination, it is assigned a **Nomination ID number** which will appear in a **confirmation email** and in the Subject line (noted below).

{*Subject Line: Nomination Form Submitted (Reference Nomination ID: ###) 2015 Excellence in Enterprise Information Awards*}

- a. To submit graphics, select **Reply All** to your confirmation email.
- b. **REMOVE** "2015 Excellence in Enterprise Information Awards" from the end of the subject line and add **Graphics for Award Nomination** – It should look like the example below>

i.e. - The email "Subject Line" should read as follows: Subject Line: *Nomination Form Submitted (Reference Nomination ID: ###) Graphics for Award Nomination* – (### this will be a 3-4 digit number automatic showing in the Subject line and in the body of the confirmation email).

- c. Attach a Word or PDF document (limit to one page) with any and all graphics/charts each labeled as "figure #" or with the corresponding reference that appears in your Online Nomination text. All nominations will be collated with graphical document before being sent to the judges.

Nominations cannot be made after the designated submission deadline of November 9 at 12:00 AM EDT. The nomination website will NOT be available after this date.

Allow sufficient time for any internal approvals process. **THERE CAN BE NO EXTENSION OF THE DEADLINE FOR ANY CIRCUMSTANCE.**