



## Canadian Health Informatics Awards 2009

### ITAC Health Project Implementation Team of the Year Award Application Form

ITAC Health has established the **Project Implementation Team of the Year Award** to recognize a for-profit healthcare ICT Company **and** client team that has successfully implemented a health-IT solution at a healthcare organization. This Award will honour the private and public sector team effort. The successful project team will demonstrate the achievement of stated objectives and provide a success story from which other organizations can learn. The award receipt will have fully implemented a health-IT solution within the past twelve months.

Key characteristics of public/private sector teams include the following:

- Delivered on time and within budget
- Worked effectively together to implement solution
- Demonstrated successful knowledge transfer
- Demonstrated innovation
- Achieved project objectives
- Leveraged industry best practices
- Resulted in substantial adoption and utilization of a health-IT solution

#### The Award

The successful company and client team will be presented with a formal award at the Canadian Health Informatics Awards Gala ceremony, on Wednesday, November 19, 2008 in Toronto

- The top three finalists will be acknowledged prior to the ceremony and the winner will be announced during the evening.
- The company will be invited to attend the Awards Gala Dinner and reception and one Senior Officer will be selected to accept the award.
- Both organizations will have the right to use a "Project Implementation Team of the Year" logo on its website and printed material.
- Award recipients will have their achievement acknowledged in perpetuity on the Health Informatics Award website ([www.HealthInformaticsAwards.ca](http://www.HealthInformaticsAwards.ca))
- The organizations and their achievements will be featured in the ensuing edition of Healthcare Information Management & Communications Canada.

Travel and accommodation are not included.

#### Eligibility and Application

Nominations will be accepted from client organizations and healthcare ICT companies.

Award applications will be accepted for healthcare organizations and companies that have experience with health-IT application development and implementation. Eligible private sector companies will have a Canadian presence and a practice entirely or partially dedicated to health-IT.

## Criteria

Successful recipients will have demonstrated excellence in all of, but not limited to, the following:

Criteria	Sub-criteria
<b>Teamwork/ Collaboration</b>	<ul style="list-style-type: none"><li>• Communications</li><li>• Team effort</li><li>• Issues management</li><li>• Knowledge transfer</li></ul>
<b>Project Objectives</b>	<ul style="list-style-type: none"><li>• On time, within budget</li><li>• Carried out what was proposed</li><li>• Excellent change management methodology</li><li>• Excellent project management methodology</li><li>• Leverage of best practices to achieve objectives</li></ul>
<b>Outcomes/ Results</b>	<ul style="list-style-type: none"><li>• Achieved stated objectives</li><li>• Gained end user support and adoption</li></ul>

## Instructions

The nominating organization is to assess the healthcare ICT company based on the following three criteria; teamwork, project objectives, and outcomes/results.

A short specific description and/or example are to be provided for each sub- criteria statement. There is an area, after each criteria category, to provide highlighted overall details on how this project team has excelled in each category; this description is limited to **300 words maximum**.

## Application Form

### Criteria 1: Teamwork/ Collaboration

- The successful recipient will have demonstrated all of, but not limited to, the following:
  1. **Excellence in communications**, including but not limited to:
    - a. Used an appropriate communication vehicle
  
    - b. Communicated in a timely manner
  
    - c. Communication was transparent
  
  2. **Excellence in team effort**, including but not limited to:
    - a. Team members motivated each other
  
    - b. All members worked effectively together in the group
  
    - c. Every member of the group contributed to ideas, solutions, deliverables
  
  3. **Excellence in issues management**, including but not limited to:
    - a. Established an effective process to identify and track issues
  
    - b. Evaluated issues and assigned priority to urgent issues
  
    - c. Escalated appropriate issues
  
    - d. Worked effectively with client organization to address issues

- e. Evaluated results once issues addressed
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- 4. **Excellence in knowledge transfer**, including but not limited to:
    - a. All knowledge transferred in a non-complex manner (from healthcare ICT company to client organization and from client organization to healthcare ICT company)
  
    - b. Consisted of successful collaboration between both parties

***Describe how the project team demonstrated excellence in teamwork, with reference to the four sub-criteria as appropriate (300 words max):***

**Criteria 2: Project Objectives**

- The successful recipient will have demonstrated all of, but not limited to, the following: **SPECIFIC STATEMENTS ARE REQUIRED**
  - 1. **On time, within budget**, including but not limited to:
    - a. All objectives were met on time and within budget
  
    - b. Quality results and high standards were achieved on time and within budget
  
  - 2. **Delivered what was proposed**, including but not limited to:
    - a. Delivered all objectives outlined in contract

- b. Delivered quality work and high standards
  
- 3. **Excellent change management methodology**
  - a. Includes the people, the process, and the technology
  
- 4. **Excellent project management methodology**, including but not limited to:
  - a. Demonstrated project management rigor
  
  - b. Successfully managed projects, including processes, procedures, techniques, best practices, and templates
  
- 5. **Leverage of best practices to achieve objectives**, including but not limited to:
  - a. Researched what others have done in similar engagements
  
  - b. Applied best practices in other jurisdictions

***Describe how the project team demonstrated excellence in meeting project objectives, with reference to the five sub-criteria if applicable (300 words max):***

**Criteria 3: Outcomes/Results**

- The successful recipient will have demonstrated all of, but not limited to, the following: **Specific Quantifiable & Qualifiable Outcomes**
  - 1. **Achieved stated objectives**



**NOTE: The Deadline for submissions is Noon (EST) September 15, 2009.**

**For further information, please contact:**

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