

Submission Format

Information to evaluate the nominated candidate's technique, process, or program must be provided by completing the [submission packet](#) and returning it along with the candidate's professional biography. The contents of the packet are shown below. Note that there are four topics to be addressed in each submission. It is suggested that each topic not be more than five pages in length and that the total submission be no more than 20 pages excluding charts, illustrations, and other accompanying documentation. The submission must be provided for the judging process in a Word file (displays and charts may be in other software formats like Excel or PowerPoint).

- An overview document that provides information about the candidate and the candidate's organization along with a concise overview of the technique, process, or program
- Topic 1 — Details of the risk management methodology utilized to identify and quantify the need for the technique, process, or program
- Topic 2 — Details of the design of the technique, process or program
- Topic 3 — Details of the implementation of the technique, process or program
- Topic 4 — Details of the actual or projected outcomes of the technique, process, or program
- Executed publishing agreement