



Information Technology Excellence Award Nomination Criteria

Eligibility Requirements

Any full-time State of Michigan employee in an Information Technology related position or any Information Technology project undertaken by a state agency is eligible to be nominated for the MISA Information Technology Excellence Award. Individuals need not be a MISA member to be nominated. To avoid any possible conflict of interest, current MISA Officers, Board Members and Awards Committee members are not eligible.

Nominations can be submitted and deadline for nominations is **March 14th, 2018**. This award cycle is for projects completed during fiscal year **2017 (Oct. 1, 2016 to Sept. 30, 2017)**. Any State of Michigan employee, contractor or vendor may submit a completed nomination form to the MISA Awards Review Committee. Nominators or Nominees are not required to be a MISA member.

Nominations can be emailed to MISA at misasubmissions@misasom.org or hand delivered to any MISA board member. A list of MISA board members is available at www.misasom.org.

Also, nominations can be mailed to the address below.

MISA
P.O. Box 493
Dimondale, MI 48821

Nominating Criteria for Individuals

To qualify for the MISA Information Technology Excellence Award, an individual must:

1. Be a full time **State of Michigan Employee** working in the field of Information Technology. This does not mean that the nominee must be in an Information Technology classification, only that the duties they perform are directly related to an Information Technology initiative or project.
2. Be of good character and adhere to accepted professional ethics and conduct.
3. Demonstrate outstanding service or a continuing excellence in the performance of their official duties, which results in a significant benefit to Information Technology within their Agency, during the past state fiscal year. Areas of achievement may include, but are not necessarily limited to the following:



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- Mainframe Support: including the selection, procurement, installation, operation, troubleshooting and/or maintenance of mainframe hardware, operating systems and software utilities.
- Network and Server Support, including the selection, procurement, installation, troubleshooting and maintenance of Network hardware and software.
- PC Support, including the selection, procurement, installation, troubleshooting and maintenance of PC hardware, operating systems and software utilities.
- Application Software Development and Support, including the design, programming, testing, documentation, installation, maintenance and support of application software systems.
- Information Technology Project Management.
- Information Technology Support services such as operations, security, library services, database management, help desk support, procurement, etc.
- Web Site Development.
- Information Technology management and/or supervision.
- Information Technology Auditing
- Developing special or outstanding products, services or technologies.
- Promoting teamwork and morale in the workplace.
- Providing outstanding support or service to Information Technology customers and end-users.

Nominating Criteria for Project Teams

To qualify for the MISA Information Technology Excellence Award, a project must:

1. Be related Information Technology in nature.
2. Be of major scope and impact.
3. Have been completed during the past state fiscal year. For software development projects, the new software system must have been implemented during the past state fiscal year.
4. Have provided a substantial enhancement or improvement to Information Technology services within the related state agency or as a whole to the State of Michigan.