



# MISA

## 2023 Information Technology Excellence Award Nomination Criteria

### Eligibility Requirements

Any full-time Government (State, County, Local, or Municipal), Non-Profit, or Education employee in Michigan 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 beginning spring 2023, and the deadline for nominations is May 31, 2023. This award cycle is for projects **completed** during year 2022 (January 1, 2022 to December 31, 2022). Any employee (State, County, Local, Municipal, or Non-Profit in Michigan), contractor or vendor may submit a completed electronic (typed) nomination form to the MISA Awards Review Committee. Nominators or Nominees are not required to be a MISA member.

How to Nominate:

Go to [https://www.misasom.org/misa\\_it\\_excellence\\_award.php](https://www.misasom.org/misa_it_excellence_award.php)

There will be 3 links, one for Individual nominations, one for Team nominations, and one if you would like to download the Criteria PDF.

If your nomination was chosen as a semifinalist, you will be notified approximately 2 weeks after the nomination window has closed.

Nominations questions can be submitted to [misaitexcellence@misasom.org](mailto:misaitexcellence@misasom.org)

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

- Be a full-time employee (State, County, Local, Municipal, Non-Profit or Education in Michigan) 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.
- Be of good character and adhere to accepted professional ethics and conduct.
- 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:

- 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.

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

- Be related to Information Technology in nature.
- Have been completed during the past year. For software development projects, the new software system must have been implemented during the past year.
- Be of major scope and impact and have provided a substantial enhancement or improvement to Information Technology services.