**GOVERNOR’S EXCELLENCE AWARDS PROGRAM**

GEAR P3 Trailblazer Award

Award Criteria & Nomination Form

State of Delaware

Department of Human Resources

Training and HR Solutions

*Improving the Performance of State Government*

**GEAR P3 Trailblazer Award**

Based on the Government Efficiency and Accountability Review Board’s Public-Private Partnership (GEAR P3) Innovation and Efficiency team award, the Trailblazer Award recognizes innovative projects implemented by individuals or small teams of employees (five or fewer) that go above and beyond normal job responsibilities to increase the efficiency, effectiveness, and accountability of State Government. Teams above five should submit a nomination for the [Governor’s Team Excellence Award](https://dhr.delaware.gov/training/award/team/).

This special award is the result of a cooperative effort between the State, the GEAR P3 task force, the Delaware business community, and the Delaware Business Roundtable. It honors individuals and small teams demonstrating the highest levels of performance excellence. Recipients selected are not only recognized for using continuous quality tools to achieve excellent outcomes but also for developing innovative designs and processes, establishing best practices, and producing verifiable results that are sustainable, scalable, and adaptable to other areas of government. Recipients serve as role models for others within and outside the organization.

Individuals selected for a GEAR P3 Trailblazer Award will receive a trophy and certificate signed by the Governor at the Governor’s Annual Recognition Event in May. Recipients may also receive a monetary award of up to $1,500 as part of their recognition. Multiple recipients for the GEAR P3 Trailblazer Award may be selected. It may also be possible that no project qualifies for the award in a given year.

Purpose
This award was created to enable the Governor to recognize and incentivize outstanding State employees who clearly demonstrate a commitment to using continuous improvement methodologies and disciplined project management to deliver innovative, impactful, sustainable, and highly efficient business processes and services.

Eligibility

Nominees may be an individual or a group of up to five State of Delaware employees, i.e., Executive, Judicial, and Legislative branch employees, including casual/seasonal employees. Groups of six or more are not eligible but are encouraged to apply for the [Governor’s Team Excellence Award](https://dhr.delaware.gov/training/award/team/). Projects nominated for the award must be implemented within the State of Delaware.

While all State employees are eligible for recognition with this award, some restrictions exist on the financial incentives associated with it. Contractual workers, appointed officials (defined as cabinet secretaries, deputy secretaries, division directors, deputy directors, or equivalent-level positions in other agencies, such as deputy principal assistants or administrative managers serving as a deputy director-level or higher), legislators, judges, and elected officials are not eligible for the financial incentives. In addition, individuals are not eligible to receive the GEAR P3 Trailblazer award for work on the same project in consecutive years.

Selection Criteria
The criteria for the evaluation are grouped in two categories: Process (weighted at 50%) and Results (weighted at 50%). Individuals selected for recognition of this award must demonstrate excellence in areas of project design and implementation. The solution must be implemented with some of the work being completed in the current year. Candidates nominated but not recognized in previous years may be re-nominated.

A selection team considers whether the nominee:

* Accomplished significant results that produce substantial cost savings or revenue increases that are sustainable (e.g., eliminated an expense, brought in revenue such as securing a grant or conducting a major audit)
* Made substantial improvements in quality, effectiveness, and efficiency (e.g., initiative or idea saves time, enhanced productivity, reorganized work, eliminated unnecessary steps)
* Established a best practice with results that are both scalable and can be leveraged in other areas of state operations and/or agencies
* Implemented innovative ideas or process designs
* Used strategic thinking and continuous improvement practices
* Demonstrated effective cross-agency communication and information sharing
* Demonstrated a coordination and collaboration of efforts with other sections, departments, or outside agencies
* Received national, local, or professional acclamation in their job or field for continuous improvement efforts
* Demonstrated excellent use of disciplined Lean, project management, or change management skills

**Selection Team**

The Selection Team includes a cabinet secretary/agency head or division director, union representative, Delaware Quality Partnership representative, Delaware Department of Human Resources representative, member of the Public-Private Partnership (P3), member of GEAR, and a previous Trailblazer award recipient.

**Nomination Process**

**Nominations**

Nominations for the GEAR P3 Trailblazer Award must include a completed nomination form addressing the process criteria and results questions (below). Eligible organizations may submit multiple entries. Projects nominated must be implemented with measurable outcomes.

**Endorsements**

Nominations for the Award must be accompanied by two letters of endorsement (email or letter) – one from the Cabinet Secretary or Agency Head and one from a customer or other beneficiary of the outcome.

**Submission Deadline – January 31**

An agency head or their designee (e.g., agency recognition coordinator) should email nomination forms and endorsements to Statewide\_Training@delaware.gov with the subject line: **GEAR P3 Trailblazer Award**.

**For Further Information or Questions Contact**

Department of Human Resources/Training and HR Solutions, Tel: 302-739-1990 or visit our website at
[DHR - Statewide Recognition Program (delaware.gov)](https://dhr.delaware.gov/training/award/)



**Governor’s Team Excellence Award Program**

https://dhr.delaware.gov/training/award/team/

Nomination #:

For Internal Use only

**GEAR P3 Trailblazer – Nomination Form**

**Instructions -** This is a fillable word form. Begin typing in the shaded area, and it will expand as you type, or cut and paste in information. The tab key can be used to scroll to the next entry. To save the document, go to file menu and select “save as” and rename the file to include the nominee and agency name.

Date: *Click here to enter a date.*

 **Name of Nominee(s)** (*No more than five [5] nominees can be listed*):

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Employee ID** | **Agency/Department** |
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| *If you would like to acknowledge additional people who played critical support roles or were key partners for this team, you can include them in the supplemental table at the end of this nomination form. Please note, however, that these additional employees would not be considered for formal recognition from this program. If more than five individuals were involved in this project, consider submitting a nomination for the Governor’s Team Excellence Award Program.* |

|  |  |  |
| --- | --- | --- |
| Nominated By:  | Phone Number | Email Address |
|       |       |       |
| Agency or Department / Division sponsoring nomination |
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**Executive Summary Statement**

**Briefly describe the project, why it was created, and the goals. In addition, highlight the nominee’s project accomplishments over the past year and the impact of that success on state government and the public.**

If selected, this statement will be used as the part of the GEAR P3 Trailblazer Award Program press release.

**Limit 200 words**

Click here to enter text.

**Background**

**When did the work begin? (Can be approximate.)**Click here to enter text.

**Is the project fully implemented or ongoing?**Click here to enter text.

**Provide any additional background information on the individual and organization that would be helpful to better understand the context of the nominee’s work.**Click here to enter text.

***Category 1: Process (50%)***

State employees address many complex challenges according to the task at hand. Effective projects are implemented with structured processes and the nominees should exhibit the following characteristics:

**Leadership** – Serve as role models for others in the organization with a focus on meeting project goals, exceling in communication and leading their agencies to higher standards. Leaders identify problems and opportunities for improvement, and initiate processes to improve and enhance services.

**Alignment with Organization Mission and Strategic Goals** - Exhibit clarity of purpose in executing their work and achieving goals in alignment with the organization’s strategic plan.

**Use of Best Practices, Continuous Quality Improvement and Measurement Tools** – Use structured processes and fact-based decision making, employ tools and techniques that solve problems, improve work processes, and create environments of continuous learning.

**Excellence** –Strive for excellence with every task, excelling at communication, organization, employee and customer involvement, decision making and improvement strategies.

The nomination submitted is evaluated in the areas of problem identification, root cause analysis, approach, and solution implementation.

**Process Criteria**

**Provide a detailed response to each of the criteria listed below. In your description, include answers to as many individual questions within the criteria as applicable.**

1. **Project Identification: How was the project selected? What data were used to support or prioritize the project? For example, what were the processes used to define the root causes of a problem and/or opportunities for improvement in this project?**

Click here to enter text.

1. **Expected Benefits: What were the project objectives and intended benefits (e.g., cost reduction, improved process, time saving, increased efficiency, etc.)? How was the nominee’s work on this project expected to support the organization’s mission and goals? Who were the stakeholders and customers impacted by the work and how were they expected to benefit as a result of this project?**

Click here to enter text.

1. **Process Strategies: Describe the strategies/actions used to accomplish the project goals. Include any tools (process maps, charts, spreadsheets, checklists, etc. ) used by the nominee(s) to begin or carry out the project.**

Click here to enter text.

1. **Exceptional Effort: Explain how the work of the project exceeded the regular duties and responsibilities of the nominee(s).**

Click here to enter text.

1. **Collaboration: What collaboration or support was required to identify the project or accomplish the goals? What was the role of leadership in the project? Who was the project sponsor/champion? Explain how leadership and management support was obtained to implement the strategies and actions. How were updates and other information about the project communicated to others? How were internal and external customers and stakeholders involved in the project? What other agencies, individuals or entities were involved with this project?**

Click here to enter text.

1. **Addressing problems: Explain any boundaries, assumptions, and anticipated risks associated with the project? Explain the approach the nominee(s) took to solve problems and make decisions related to the project. Describe any obstacles or challenges encountered during implementation and how they were overcome. Was there any stakeholder resistance to the project? If so, how was it addressed?**

Click here to enter text.

***Category 2: RESULTS (50%)***

Results are measurable outcomes that contribute to the overall success of the organization. Results are aligned with the organization’s mission and clearly tied to objectives stated in a project charter. Results represent measurable and sustainable performance. For example, outstanding results are:

**Innovative -** Project demonstrates innovative process design and/or results.

**Best Practices** - Project completion results in best practice(s).

**Sustainable –** Results are sustainable and produce significant savings, e.g., hard cost savings, reduced resource consumption, measurable quality improvement in delivery of services.

**Scalable –** Solution can be scaled within the current working context, i.e., it can be repeated, duplicated, or result in frequency of use to obtain greater outcomes or impact.

**Leverageable –** Solution can be leveraged to other working context, i.e., it can be adopted by other organizations without modification or can easily be modified and applied to other similar and/or not in-kind opportunities.

The verifiable results will be evaluated in terms of significance to the state and the general public. These results include both the tangible and intangible results achieved by the project. The project results for nominations selected for the GEAR P3 Trailblazer Award may be subject to third-party verification.

**Results Criteria**

1. **Tangible Results:**Describe the results achieved by this project to date. Provide specific details and data about the measurable outcomes achieved by the project. Include any graphs and charts that help demonstrate the quantitative results achieved. Identify which of the stated project objectives and expected benefits (e.g., cost reduction, improved process, time saving, increased efficiency, etc.) were met in part or in full. How were the stakeholders and customers impacted by the work/how did they benefit as a result of this project?

Click here to enter text.

1. **Secondary or Intangible Results**

Are there any secondary or indirect benefits from the project? If so, please explain.

Click here to enter text.

1. **Ongoing Impact**

Are the results one-time benefits or recurring? Describe what the nominee(s) did to ensure that the changes, benefits, and best practices obtained from their work will be sustained over time? How were the results of the project communicated with leadership, coworkers, customers, stakeholders, other agencies and/or the public? Can these results be shared and duplicated in other agencies, states, etc.? If so, please explain.

Click here to enter text.

**Additional Sponsors, Supporters, and Partners**

Use the space below to identify any individuals or groups who played a critical role in helping this individual achieve their success. ***Please note that they will not be eligible for formal recognition through the GEAR P3 Trailblazer Award program but could be included in any agency-sponsored recognition. If more than five individuals were involved in this project, consider submitting a nomination for the Governor’s Team Excellence Award Program.***

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| --- | --- | --- |
| **Name** | **Agency/Organization** | **What role did they play in this project? (i.e., sponsor, supporter, partner)** |
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