



GEAR P3 TRAILBLAZER AWARD

NOMINATION GUIDELINES

The GEAR P3 Trailblazer Award recognizes innovative projects implemented by individuals or small teams of five or fewer employees that increase the efficiency, effectiveness, and accountability of State Government. Teams above five should submit a nomination for the Governor's Team Excellence Award.

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.

This award is the result of a cooperative effort between the State, the GEAR P3 Taskforce, the Delaware business community, and the Delaware Business Roundtable.

SELECTION CRITERIA

The criteria for evaluation are grouped into two categories: Operations (weighted at 50%) and Results (weighted at 50%). Employees selected for recognition of this award must demonstrate excellence in areas of project development and implementation.

Operations (50%)

Effectively managed projects demonstrate these characteristics:

- **Leadership** – The projects become role models for others in the organization. They focus on goals, excel at communication, and lead their agencies to higher standards.
- **Systematic and data-driven approach to problem-solving** – Successful projects focus on problem identification as a crucial element for any improvement initiative. They pinpoint areas of inefficiency, understand the root causes of issues, and concentrate efforts on targeted solutions, ultimately leading to sustainable and meaningful change.
- **Alignment with Organization Mission and Strategic Goals** – The projects demonstrate clarity of purpose in executing in achieving their goals and align with the organization's strategic plan.
- **Use of Best Practices, Continuous Quality Improvement, and Measurement Tools** – Effective projects use lean processes and fact-based decision-making, employ tools and techniques that solve problems, improve work processes, and create environments of continuous learning.
- **Collaboration** – Successful projects excel at communication and organization. They engage other team members, customers, and other stakeholder in decision-making and improvement strategies.

Results (50%)

Results are measurable outcomes that contribute to the overall success of the organization. Results need to be aligned with the organization's mission and clearly tied to objectives stated in a project charter. Results must represent measurable and lead to sustainable performance. Examples of outstanding results include:

- Process efficiencies
- Cost savings
- Service delivery improvements
- Customer outcome improvements
- Reduced errors
- Return on investment

The verifiable results of the nominees will be evaluated in terms of significance to the State and the general public and in their development of best practices that reinforce continuous improvement in their organization. The results for the individuals or small teams selected for the awards may be subject to verification.

RECOGNITION OF RECIPIENTS

Individuals selected for a GEAR P3 Trailblazer Award will receive a trophy and certificate signed by the Governor at the Governor's Annual Employee Awards Ceremony 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.

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. In addition, the teams' solutions must be implemented with a portion of the team's work being completed over the last 12 months.

While all State employees are eligible for recognition with this award, some restrictions exist on the associated financial incentives. Contractors, 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.

NOMINATION PROCESS

Nominations for the GEAR P3 Trailblazer Award must include a completed nomination form addressing the operations and results criteria questions. Eligible organizations may submit multiple entries. Projects nominated must be implemented with measurable outcomes. Candidates nominated but not recognized in previous years may be renominated.

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

All nominations should be submitted through your agency's employee recognition coordinator. The coordinators should email nomination forms and endorsements to Statewide_Training@delaware.gov with the subject line: GEAR P3 Trailblazer Award – [Agency Name].

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), a member of GEAR, and a previous award recipient.

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 \(delaware.gov\)](http://DHR-StatewideRecognitionProgram(delaware.gov))