

## **Nomination of the members of the jury for the 2023 GRAAL Award**

The members of the jury are recognized personalities from the academic world, from a chapter of the IIBA or from private and public organizations in the Quebec or Ontario.

**The GRAAL Award jury is made up of 3 members:**

- The chapters of Montreal, Ottawa-Outaouais and Quebec each propose a member of the jury.
- The president of the jury is that of the host chapter, i.e. Montreal.

**The 3 members of the jury are jointly responsible for determining the winner of the 2023 GRAAL Award.**

Each member of the Jury must sign a declaration of impartiality under which he undertakes to withdraw from the jury insofar as a reason likely to affect his impartiality, or to raise an appearance of conflict or bias, should arise or be brought to his attention or that any situation likely to give rise to an appearance of conflict or bias should arise. In such a case, the Board of Directors of the host Chapter will appoint another person to this title.

An independent auditor is present during the jury sessions to ensure compliance with the competition rules with the jury. The auditor is appointed by the Board of Directors of the host Chapter.

The names of the jury members are kept confidential throughout the selection process. These are then presented when the winner is announced.

## **Winner selection process**

The applications are analyzed by each member of the jury, who will select a maximum of 5 finalists and place them in order of excellence.

The members of the jury will base their assessment on the demonstration of the leadership of the business analysis team, as well as the contribution and success of business analysis within the framework of the initiative.

The criteria used for the evaluation will be grouped into the following categories:

Criteria	Pourcentage (%)
Use of Business Analysis Processes / Tasks	20
Use of Business Analysis techniques	20
Qualities and Skills demonstrated by the analyst (s)	20
Value created by the project or the product	15
Context / Difficulties encountered	15
Contribution to the profession	10
<b>TOTAL</b>	<b>100</b>

The aspects of clarity, conciseness and precision of the information provided to the jury in the application will also be considered. To do this, each member must complete the evaluation grids provided in the Jury Guide for each candidate.

- The jury reserves the right to refuse any application whose authenticity is considered questionable.
- The jury reserves the right to audit each candidate initiative.
- The finalists could be called, in the event of a tie, to give a presentation lasting 15 to 30 minutes before the jury.
- Contest participants acknowledge that the jury's decision is final and cannot be appealed.

During the week of May 15<sup>th</sup>, 2023, participants and winners will be informed of the results of the competition. Thereafter a public announcement will be made on the website of the organizing chapters.

## Award ceremony

The **2023 GRAAL Award** winners will receive their award on June 7<sup>th</sup>, 2023, at a virtual event organized by Montreal chapter.

The winners will then have the opportunity to present their initiative. The winners may also be invited to a monthly conference of the IIBA Quebec Region and the IIBA Ottawa-Outaouais.

## Confidentiality

The competition is carried out in complete confidentiality. Only the verifiers, the person responsible for the **2023 GRAAL Award** and the members of the jury have access to the candidates' files. All these people will sign a confidentiality agreement and, as soon as the evaluation of the files is completed, will destroy all the documents which have been given to them.

The names will be changed by the **2023 GRAAL Award** manager before being sent to the juries to anonymize the application files.

## Consent

Contest candidates agree to provide the information relating to their application in good faith. They also agree that the name of the winning initiative and photographs of the finalists will be published in various media and publications.

By submitting your application, you agree to send at least one representative of the organization to the conference for the awarding of the prize, if your initiative is selected as a finalist.

## Cancellation of the competition

The IIBA Montreal Section reserves the right to cancel the competition if the number of applications turns out to be insufficient or for any other reason beyond its control, without notice.

## Submission of the application

The project or the product iteration for which the application is submitted must have been finalized between January 1<sup>st</sup>, 2022 and December 31<sup>st</sup>, 2022. The outcome of the initiative must have an impact mainly on one or more organizations in the province of Quebec or Eastern Ontario. However, this impact may have spread outside of these regions.

Each initiative must be the subject of a request by completing the nomination form downloadable from the IIBA Montreal Section website.

The duly completed and signed forms must be submitted by email before April 28<sup>th</sup>, 2023 at midnight to the following address: [candidature@montreal.iiba.org](mailto:candidature@montreal.iiba.org).

If a initiative has been carried out with a service provider, by contract, the application can be presented in collaboration by the customer and the service company.

The submission of an application file for the **2023 GRAAL Award** competition is equivalent to full agreement and acceptance of the regulations set out in this document.