



State of Missouri 2014 Governor's Award for Quality and Productivity Nomination Checklist

The Nomination Checklist is for your assistance to ensure that you have completed all parts of the nomination package. **Do not include this checklist with nomination packet.**

- Verify all team members have been included on the nomination form [maximum of 20 team members of which the majority are state employees]. **Once the nomination has been submitted additional team members may not be added.**
- Check to make sure all names are spelled correctly and listed alphabetically by **last name**. (Verify spelling of all team members names.)
- Include the job titles and agency/organization of all team members.
- Complete the **Executive Summary** and attach to the **front** of the nomination form. It should include why this project is exceptional, why the citizens of Missouri should be proud of this team, and why the accomplishments are beyond regular responsibilities.
- Forms can be downloaded on the GAQP web page at <http://www.training.oa.mo.gov/erp/index.htm>. Enter responses to all questions (reference each section and number clearly) on an original or copy of the nomination form.
- Confirm point of contact and telephone number.
- Review nomination to assure:
 - acronyms and technical terms are clearly identified and understandably by the average reader,
 - supporting documentation is provided,
 - and measurement for the project has been included in the nomination.
- Forward completed nomination packet to agency coordinator for verification.

For more information visit the website listed below or contact:

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<http://www.training.oa.mo.gov/recognition.htm>