2015 Prudential-Davis Productivity Awards

The New Streamlined Online Nomination System

The Davis Productivity Awards Program

DAVIS
PRODUCTIVITY
AWARDS

has a new name…

Oops…Did I say the Davis Productivity Awards?

I meant to say…the

has a new name and a new look…

…it's now the PPA…

the

PRUDENTIAL
PRODUCTIVITY
AWARDS
2014

But this is only the beginning of the changes …

PRUDENTIAL PRODUCTIVITY AWARDS 2015

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We have new leadership…

Carter DeWitt

Chief Development Officer

Florida TaxWatch

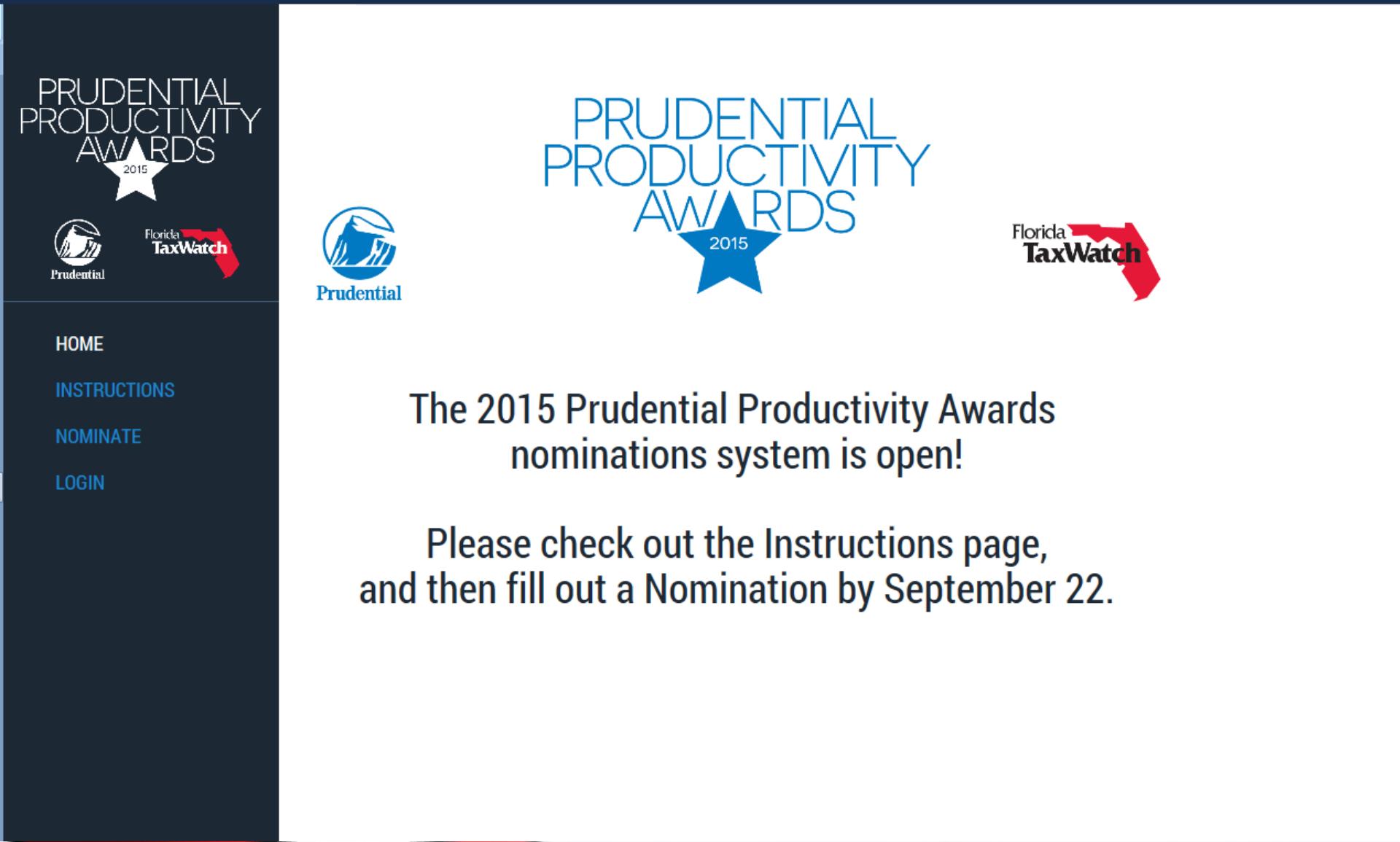
We have new leadership…

Chris Barry

Director of Publications

Florida TaxWatch

We have a new online system…



The 2015 Nominations are OPEN!!!

- **Have you changed a program, implemented a process or designed a widget that meant real cost savings to the taxpayers of Florida?**

- **Did you increase efficiency and production? Please tell us about it!**
- **You may be eligible for recognition including cash awards or plaques.**

The 2015 Nominations are OPEN!!!

It's a completely new review process this year. Please take note of the latest updates to make the PPA nomination process simpler and more user-friendly:

The nomination form is a simpler one-page document

The 2015 Nominations are OPEN!!!

- ***Due to the simplified form, the nomination period will be shorter.***

- ***The online system will only be open for 36 days and there will be no extensions.***

The 2015 Nominations are OPEN!!!

SAVINGS

- The shorter application doesn't require you show the math for your quantification.
- However, you should have the data readily available to support your savings for follow-up questions.
- Be sure not to overestimate savings because the data will be compared to the Agency's budget.

With step-by-step instructions…

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Welcome!

Over the past few years, we've received valuable input from Agency Coordinators, from recommended minor tweaks to suggested major changes. Thanks to this input, we've been able to improve the process each year. 2015 is no exception, and we're excited about the improvements you'll see. We've streamlined the nomination process and intensified our review of the nominees. Our goal is to reduce the amount of time and effort spent by nominators and Coordinators at the front end, and increase scrutiny in the review process.

On this page, you'll find some helpful tips you'll want to heed when filling out nominations. You'll also find some clarification as to those eligible to receive an award, as well as some of the new guidelines we will use—and won't use—to review each nomination.

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There will be several steps in the nomination process:

Initial Nominations

Nominators submit a simplified form (download drafting form), providing the following:

- Agency of nominee
- Nomination title
- Name and email of individual nominee
  OR
  Name and email of team members, maximum of 8, this year to include "Team Leader"
- General Summary (350 words or less)
- Numerical Cost Saving Estimate (one value, no equation)
- Whether the achievement has received a Productivity Award previously (click here to see past achievements)
- The contact information of the nominator

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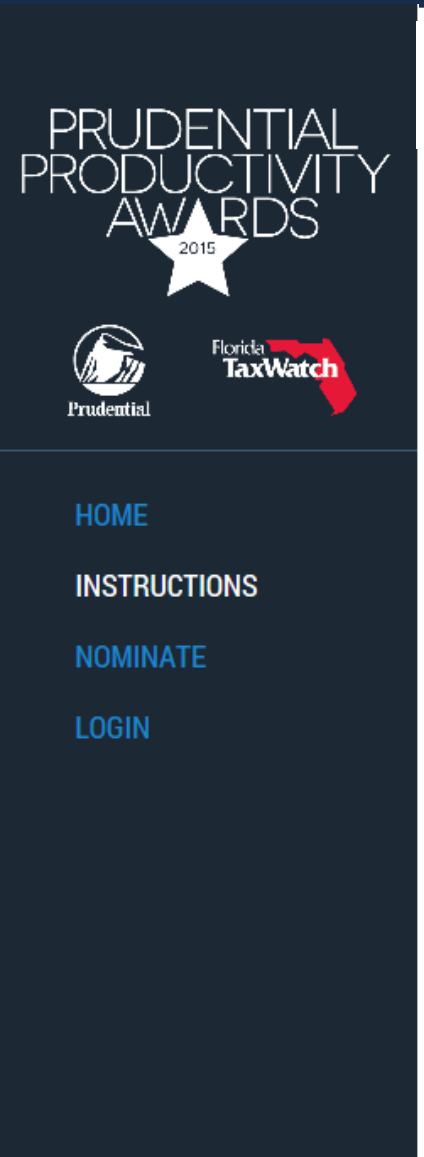

- Agency Coordinators will receive an email containing the information submitted for each nomination for their agency.
- Given that nearly every state agency has its own internal review/approval process, Agency Coordinators will be asked to route each nomination through the necessary channels in their agency, and approve each nomination that the agency wishes to submit.
- ***No nomination will be reviewed unless the Agency Coordinator has approved it through the online system.***

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Independent Review

A review panel will evaluate each nomination in accordance with the Review Process.

Request for Additional Information

- The review panel will request that some nominations be supplemented with additional information, and will contact the INDIVIDUAL or TEAM LEADER nominated to retrieve this information.
- The additional information will include detailed figures on cost saving figures, as well as other details that will help the judges make an informed decision.
- Please note: not all award-winning nominations will require additional information, and not all nominations that are asked to provide additional information will win an award.

Final Judges Review

- The judges' panel will review all nominations and make final award decisions.

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Deadlines and Important Dates:

- **August 15, 2014 -** Nominations system opens
- **September 22 -** Nominations system closes
- **November 5 -** Some nominations will be asked to provide additional information to supplement the initial nomination
- **December 15 -** Deadline for additional information
- **January 20, 2015 (estimated) -** Winners announced at Florida TaxWatch news conference
- **March (TBD) -** Tallahassee Awards Ceremony
- **June (TBD) -** Statewide Awards Ceremony

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Who should be nominated?

- Any employee of the state of Florida can be nominated as long as they were *directly* responsible for the cost savings innovation. It must have been an idea originating from that employee, and not a directive from a supervisor.
- Many state employees are doing an exceptional job working within their job descriptions, but this program is not designed to award them. While we commend their efforts, there are state employee performance reviews that address this outstanding service.
- Each year, the review team and panel of judges are amazed at the quality and dedication of those thousands of state employees working on behalf of Floridians every day. We are honored to recognize those that see not just beyond the mundane, but can see the mundane and make it more efficient and less costly.

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Who Can Nominate?

- Anyone can nominate themselves, a fellow state employee, or team of employees if they meet the nomination criteria. Just remember:
- All nominations must be approved by the Agency Coordinator, following any internal approval process required by that individual agency.
- As a nominator, you have the responsibility of writing up the best nomination possible to accurately reflect your nominee and to make sure the nomination is accurate and complete for the Agency Coordinator's consideration.
- Incomplete nominations will not be considered after the deadline.

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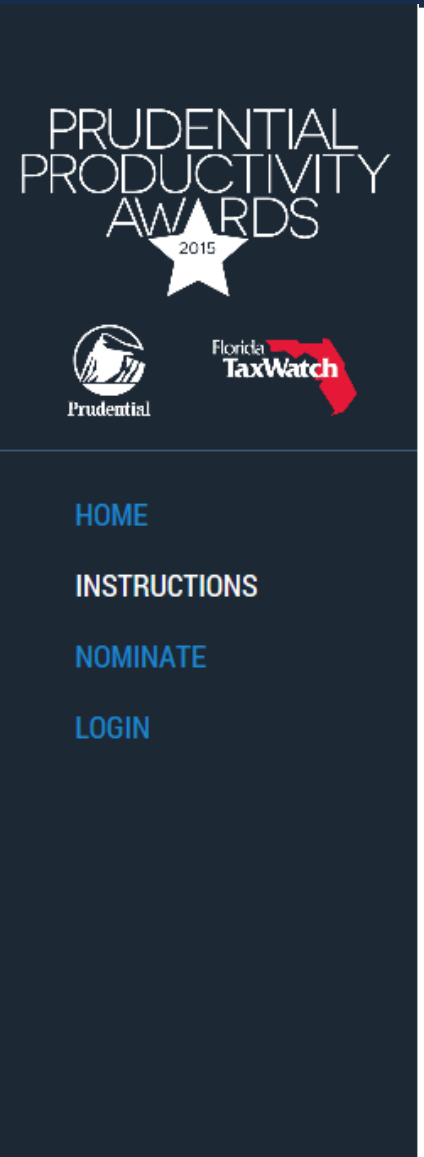
Suggestions for What to Do – the Nomination

- Keep your nomination simple and free from agency or industry acronyms so that the average person can grasp the concept. The summary space is limited, so think carefully how best to describe your project or innovation. The initial reviewer may or may not have intrinsic expertise in a specific field of knowledge to translate your project. Example – If you are an engineer, rather than say “we ran pipe for 2 miles” translate that to “we provided water to over 400 families.”

- Make sure all nominations have been properly approved and vetted by supervisors and Agency Coordinators before the deadline. Nominations not signed and approved by appropriate supervisors will not be considered.

Step-by-step instructions…

Nominations



Double check that all names are spelled correctly *before the nomination deadline*. In 2015 we will be adding individual names to team plaques so there is no room for error. *We will not redo plaques or certificates*.

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Suggestions for What Not to Do – the Nomination

- Don't overestimate the cost savings or stretch to find ways to create additional cost savings. ***The total amount isn't the major factor considered.***
- There is not much difference between the implementation that generated $18,000, or the one time project that created $400,000 savings, if either can be replicated.
- All full proposals requested will be required to complete detailed cost savings analyses that will be reviewed by individuals knowledgeable about past and present state budgets and project processes.

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Suggestions for What Not to Do – the Nomination

PLAIN LANGUAGE

- Avoid phrases that are not specific – like “implemented a process that improved a method to reduce utility bills.” We must know the process and method used. Say rather “Installed automatic timers that shut off all office lights at closing time.” Keep your explanations simple and direct for the reviewer.

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Suggestions for What Not to Do – the Nomination…

- Be careful not to include elimination of positions if the same employees are still in the department working on other tasks or assigned to different duties.
- Only if the number of budgeted FTEs dropped will this claim hold merit.
- The exceptions would be utilizing the same number of employees but with less costly skill sets at a lower salary, or by freeing up appropriated funds to beef up specific other areas that need additional staffing with new employees.

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- The following is an overview of the review criteria (not in order of weight). This is not an inclusive list. There are other criteria and weights that go into the final review.
- Is this an innovative implementation?
- Was it replicated from another department or facility?
- Was there interagency coordination? (either response appropriate)
- Can the cost savings be validated? (critical)

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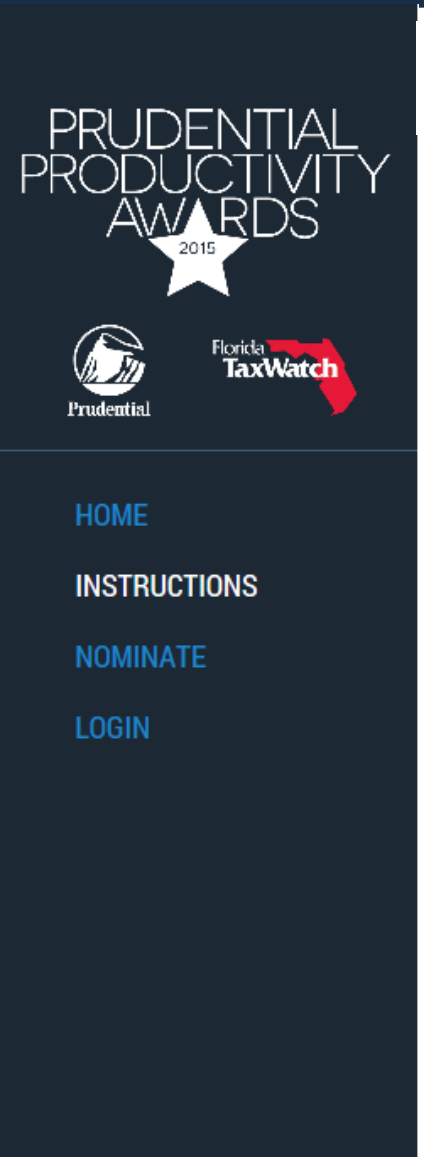
- What is the amount of cost savings? (weighted according to several factors)
- Has this project been nominated before? Awarded before?
- Can this be replicated in other departments or agencies?
- Is this within the employee's scope of responsibility?
- Is this part of the employee's normal day-to-day job description?

Step-by-step instructions…

Review Process



- All initial nominations are reviewed carefully for merit.
- Some nominations that will be considered for an award will be asked to provide additional detailed information about the project.

  Please note: not all award-winning nominations will require additional information, and not all nominations that are asked to provide additional information will win an award.
- Full summaries are reviewed and validated for accuracy.
- Reviewers present the findings to the judge's panel for judging.

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- May I be nominated for more than one award in the same year? **Yes**
- What is the maximum number on a team that can be nominated? **8 members maximum**
- Does the cost savings implementation have to come from excessive man hours or overtime hours spent?

  No, if someone develops a widget in 4 hours that creates real cost savings, it is no less important than projects requiring hundreds of man-hours.
- If the reviewer is unsure of something described in the initial nomination, will they call for clarification?

  Most likely not. We anticipate over 500 nominations for the 2015 Prudential Productivity Awards. Please make sure your nomination is clear and easy to understand.

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The Awards and Ceremonies…

- When will the Tallahassee event be in 2015?
  We are planning on holding the 2015 event in late March.

- When will the regional luncheons be held?
  The regional lunches are planned for late June 2015

- Are award winners expected to attend the event?
  Yes, they are. There is an implied understanding of participation at the events. We hope that Agency Coordinators will stress the need for participation to the award winners.

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The Awards and Ceremonies…

- Will the plaques be different than last year?
  We will be adding all team members' names to the team plaque. That is why it is crucial to have the names correctly spelled and the correct team members on the nomination form.
- Will the cash awards be the same as last year?
  We anticipate that the overall cash awards total will be considerably higher.
- What if we want to order additional plaques for team members?
  We will provide an order form for anyone who wishes to purchase another plaque at their own cost.

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QUESTIONS?