



RULES

Success Case Contest

Deadline for submissions:

August 1st

2024 Regional Student Success Cases Award

IEEE R9 Student Activities Committee

Last modified: June 24, 2024

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2024 Regional Student Success Cases Award

The IEEE R9 Student Activities Committee makes known to the public the rules for the **Success Case Award**. The purpose of the contest is to grant recognition to the successful activities developed by **Student Branches, Technical Chapters and Affinity Groups** of IEEE Region 9.

1 OBJECTIVES

Projects that are considered successful cases are expected to have good planning, execution, verification of results and a good conclusion - which includes documenting the project to be developed later in the organizational unit or in other IEEE units, and thus spread the knowledge of good practices and ideas. In this way, the objectives of this contest are:

1. Recognize and reward activities that have had significance in all phases of the project;
2. Encourage the correct planning, execution, conclusion and documentation of the activities of the Branches, Chapters and Affinity Groups of the IEEE;
3. Promote the propagation of the IEEE mission in communities where there are student units and organizations.

2 ELIGIBILITY

It will be considered eligible student groups to participate those who:

- Have president and counselor/advisor reported in **IEEE vTools Officer Reporting**;
- Be active (have at least 10 members for Student Branches and 5 for Chapters / Affinity Groups).
- Have submitted the 2024 student branch report.

In addition, only activities carried out during the period of **August 2023 until July 2024** will be considered. Each organizational unit can send just **1 (one)** success case.

3 CATEGORIES

The categories are:

- Student Branch;
- Student Technical Chapter;
- Student Affinity Group.

4 DOCUMENTS

4.1 Mandatory

4.1.1 Article

- It must be in IEEE format, according to the [template](#) provided by the contest organizing committee;
- Only file will be accepted in **English format**;
- The body of the text should use font *Times New Roman*, size **12 (twelve)**, **justified**, with **space between lines 1 (one)**. The text must use a spacing of 0 (zero) between paragraphs;
- Citations must be in the IEEE standard. References should come at the end of the text organized numerically in the order in which the citations appear during the document;
- It must be attached to the form in format **.pdf**.

4.1.2 Video Presentation

- The video presentation must be in Webinar format; **Slide show** PowerPoint to record audio;
- Presentations will be accepted in **.ppt, .pptx, Google Slides or pdf** and must use the [template](#) provided by the organization;
- They must clearly explain the proposed success case;
- The presentation should be no longer than **10 minutes**;
- The presentation must be **in English** or have **English subtitles**;
- Participants must put the video on a storage platform (Google Drive, Onedrive or Mega for example).

4.2 Additional documents

There is no mandatory format for additional documents, since they are archives developed within the institution throughout the project.

These files must be added to the form through a **link** that make it accessible.

5 EVALUATION OF THE CONTEST

5.1 Contest Stages

The competition will be held in one (01) single stage. Participants in the competition must submit the following:

- **Photograph** that represents the activity;

- **Article** where the organizational unit will present the social relevance of the activity, development, partnerships, applicability to other organisational units, compliance of the activity with the mission of the organisation and the impact provided to society;
- **Upload a video** with the presentation of an elevator pitch in webinar format, the duration should be a **maximum of 10 minutes** and can be accompanied by a presentation;
- **Additional Documentation** that shows the quality of the project records.

5.2 Evaluation Commission

The evaluation commission will be formed by, but not limited to:

- Student Activities Committee Chair of R9;
- Section Student Activities Chairs of R9;
- Representatives of the Technical Chapters of R9;
- Representatives of the Affinity Groups of R9.

5.3 Evaluation criteria

5.3.1 Article

The criteria used for the evaluation of the article, as well as the scores of each one, are in the Table 1.

Table 1: Article evaluation criteria

Criteria	Punctuation
Social relevance of the activity	15
Developing Associations	25
Repeatability	10
Compliance with the IEEE mission and/or student chapter/affinity group	6
Activity Impact	27
Clarity and organization of the article	7

In each criteria, the following will be analyzed:

- **Social relevance of the activity:** Identification of the problems of the community to which the organizational unit belongs and generation of viable ideas to solve or minimize the challenges faced;
- **Development:** Creativity of the proposed activities and ability to solve problems;
- **Associations:** Ability of the group to carry out effective associations to develop their activities;

- Repeatability: Strategies used so that the activity can be carried out again in the organizational unit or in other IEEE institutions;
- Compliance with the mission of the IEEE and / or the organizational unit: Adaptation of the theme of the activity with the objectives of the group and the IEEE;
- Impact: Results obtained in the execution of the case;
- Clarity and organization of the article: Structured and objective edition of the text, focusing on the main points for understanding the case.

5.3.2 Video Presentation

The video presentation should be **no longer than 10 minutes**, explaining the objective of the project, its scope and results.

The criteria for the evaluation of the presentation, as well as the score for each of them, are listed in Table 2.

Table 2: Video evaluation criteria

Criteria	Punctuation
Clarity and objectivity	45
Creativity	15
Content	40

For each criteria, the following will be analyzed:

- Clarity: Easy to understand the case in a general way;
- Objectivity: Ability to address the most important points of the project in each topic presented;
- Creativity: Innovation and originality of production;
- Content: Presentation should include relevant information about the organization and impact of your activity that can be used to replicate it.

5.3.3 Additional documents

Additional documents are requested to evaluate the quality of the project documentation.

In Table 3 the score obtained by each document is found. Applicants may send up **two documents**.

Table 3: Evaluation points for additional documents

Documents	Extra Points
Project Canvas	20
Project Constitution	25
Work breakdown structure	20
Scope Management Plan	30
Requirements Management Plan	30
Schedule Management Plan	30
Cost management plan	30
Quality Management Plan	30
Process Improvement Plan	30
Human resources management plan	30
Communications Management Plan	30
Risk Management Plan	30
Procurement Management Plan	30
Stakeholder Management Plan	30
Project management plan ¹	50
Project closing act (with lessons learned)	25
Project Report	50

If you want more information about the documents, you can search the book PMBOK.

The evaluation criteria of the additional documents, as well as the score of each of them, are in the Table 4.

Table 4: Evaluation points for additional documents

Criteria	Punctuation
Organization and clarity	20
Content	50
Effectiveness	30

For each criteria, it will be discussed:

- Organization and clarity: If the files are well structured;
- Content: Adaptation of the document to its objective;
- Effectiveness: If the documents can really serve as a record of the projects and activities so that later they can be done again.

5.4 Elimination Criteria

The applicant who:

¹Project management plan: This document describes how the project will be executed, monitored and controlled, thus integrating and consolidating **all necessary plans**.

- Do not write the article in English
- Do not send the article in .pdf;
- Do not upload the video presentation.
- Not making the presentation in English or with subtitles in the language (video);
- Not accompanying the video with .ppt, .pptx, Google Slides or pdf.

5.5 Points Deduction

The applicant will have points less if:

- Write more than 6 pages in the article;
- Does not respect the format of the article (item 4.1.1);
- Make a video of more than 10 minutes;

The punctuation are in the Table 5.

Table 5: Evaluation points for additional documents

Item analyzed	Number of points
Write more than 6 pages in the article	5 points per page
Do not respect the article format	5 points for irregularity
Make a video of more than 10 minutes	5 points for every 30 seconds

5.6 Calculation of the final score

For each of the criteria indicators will be used that will receive grades from 1 to 5. The Final Score (PF) will be made with 70 % of the Article Score (PA) and 20 % the Presentation Score (PP). In addition, the score of the Additional Documents (PD) will be worth 10 % of the grade. Thus the PF will be calculated as equation (1).

$$PF = 0,70 * PA + 0,20 * PV + 0,1 * PD \quad (1)$$

5.7 Tiebreaker criteria

If there is a tie, the highest scores will be considered in the following order:

1. Highest note in the article;
2. Highest note in the video;
3. Highest note in the documentation.

6 DISCLOSURE OF RESULTS

The results will be revealed at R9 Regional Branch Meeting 2021. They will also be sent via email to the winners and published in social media.

7 AWARD

The winners of **each category** will be awarded the prize of:

- **First place:** US\$100,00 + Certificate of appreciation;
- **Second place:** US\$50,00 + Certificate of appreciation;
- **Third place:** Certificate of appreciation.

All winners will receive a digital certificate by email. Physical certificates will be delivered during the **Student Branches Regional Meeting**, if possible.

Monetary prizes will be transferred to the custody account of the section to which the Student Branch belongs.

8 CONTEST SCHEDULE

Contest events and dates are in the following table 6.

Table 6: Contest schedule

Events	Dates
Publication of the bases	June 25th, 2024
Submissions Deadline	August 1st, 2024 (GMT -5)
Evaluation Period	From August to October 2024
Announcement of results	During the SBRM
Awards	During the SBRM
Certificates and money delivery	Until March 31th 2025

9 CHECKLIST OF COMPETITION DOCUMENTS

- A photograph that represents the activity;
- Article;
- Up to two additional documents (if applicable);
- Video in webinar format.

10 TUTORIALS

- [How to obtain the Geo-code?](#)

- **How to check if the president and advisor are up to date?;**
- **How to get proof of active members?**

11 FINAL CONSIDERATIONS

- When presenting its case of success, the applicant is responsible for the veracity and originality of the information contained in the documents;
- The applicant must agree with all the criteria of the base;
- If the applicants wish, they can send the documents of the eligibility criteria before registering by email (r9studentawards@gmail.com) to be reviewed;
- Points that are not in this base should be dealt with the organizing commission via email;
- If there are no cases that meet the objectives of the contest, the evaluating commission will not be obliged to appoint winners;
- Documentation submitted for this award might be shared by the organizing committee for other participant's reference;
- If necessary, the organizing committee reserves the right to make changes at some point (s) of this base, notifying applicants.

12 CONTACTS

The R9 SAC, informs the participants that they will be available to answer questions related to the contest through the **email address** r9studentawards@gmail.com with **copy to:**

- **Fiorella J. Montalvo Casma** - Coordinator of R9 SAC Awards and Recognition Committee (fiorella_montalvo@ieee.org);
- **Victor R. Marques de Souza** - Co-Coordinator of R9 SAC Awards and Recognition Committee (victormarques@ieee.org).
- **Vicente A. Navarro Valencia** - Member of R9 SAC Awards and Recognition Subcommittee (vicente.navarro@ieee.org).
- **Henry M. Suarez-Aviles** - Member of R9 SAC Awards and Recognition Subcommittee (henry.suarez.ec@ieee.org).
- **Tâmara R. Dantas dos Santos** - Member of R9 SAC Awards and Recognition Subcommittee (tamararuth@ieee.org).