

# Nevada Technology Awards: How to submit a winning project nomination

## 1) Confirm eligibility (quick check)

- Executive Branch only (departments/agencies/employees within the Executive Branch).
- Recent work: implemented or showing measurable outcomes within the last two years.
- Nominations may be for an individual, a team, or an entire agency/department.

## 2) Pick the best category

Select one category—the one that matches the primary benefit:

- Efficiency Enhancement: streamlines processes, reduces bottlenecks, or generates cost savings.
- Service Delivery Excellence: improves resident-facing services, convenience, or transparency.
- Cross-Agency Collaboration: multiple Executive Branch entities working together with shared outcomes.
- Emerging Technologies Leadership: adoption/pilot of advanced technology (ex: AI, cloud platforms, cybersecurity solutions).

## 3) Write in this pattern first (recommended)

Draft a short narrative using: IDEA → IMPLEMENTATION → IMPACT. This is the easiest way to write a clear entry and makes it reusable if Nevada submits a project externally later.

### IDEA (what was the problem and why should we care?)

- Start with the problem in plain language. Avoid deep technical detail early.
- Describe the people affected and the scale (counts, locations, volume).
- Explain why action was needed (time, cost, risk, compliance, service quality).
- Include a transferability line: what could another agency (or state) reuse?

### IMPLEMENTATION (how it was delivered, without drowning in specs)

- Summarize the roadmap and timeline (a one-page graphic is ideal).
- Name the key partners (agencies, business owners, vendors if needed—but don't make it an ad).
- Explain adoption: training, communications, change management, and rollout approach.
- If you mention a technical term, define it once (example: “automation = software that runs repeatable tasks with minimal human effort”).

### IMPACT (results, receipts, and what happens next)

- Show before vs after (one paragraph).

- Provide 3–6 metrics with baselines and dates.
- Add one short testimonial from a user or program lead.
- State sustainment: ownership, support model, and next steps.

#### 4) Fill out the Nevada online form (copy/paste)

- Objective (250 words): Problem + who + why + goal (from IDEA).
- Innovation (250 words): What was new + standout delivery choices (from IDEA/IMPLEMENTATION).
- Results (250 words): Before/after + metrics + quote + sustainment (from IMPACT).

#### 5) Attach a “proof pack” (strongly encouraged)

- NATIONALLY RECOGNIZED AWARD -style narrative PDF (5–7 pages).
- Metrics snapshot (one page).
- Diagram (workflow or architecture) (one page).
- Screenshots/visuals (as needed).
- Testimonial (redacted if needed).

#### 6) What the review panel looks for

- Relevance to Executive Branch IT goals.
- Measurable impact backed by concrete data.
- Innovation (novel approach or smart use of technology).
- Collaboration, especially for cross-agency work.

#### 7) Common pitfalls (easy to avoid)

- No baseline: results without a ‘before’ are hard to score.
- Too many acronyms: define them once, then write for non-technical readers.
- Vendor-heavy titles: keep the title about the outcome, not the product name.
- One giant paragraph: use short paragraphs and bullets so reviewers can scan.

## PDF Instructions

Entry submitted via online platform as PDF with maximum of 7 pages.

**Page 1 | Cover Page (department, division/agency, award category, project title, project dates and contact)**

**Pages 2 - 7 | Executive Summary & Project Description**

- Entry must include the sections of 'Idea', 'Implementation', and 'Impact'
- It is highly encouraged that the entry uses the questions in each section to organize the narrative
- Links may be included, but scores are based on written entry; no attachments or supplemental materials accepted
- While there are no requirements for font, format, size, margins, etc. - you will be asked to resubmit if anything is too hard to read
- Entries may reference private-sector partners, but may not include company/product names in the entry title or be on company letterhead

### Idea (25% of Score):

**What problem or opportunity does the project address?**

- Explain how the project solves a critical business problem, improves business processes, or increases citizen engagement with/access to state government

**Why does it matter?**

- Outline the business rationale for why this issue should be addressed and what improvement it will make Provide relevant data for support, such as cost, human resources, size of constituent group, or consequences of not addressing

**What makes it different?**

- Showcase what makes the project innovative and distinct from similar initiatives

**What makes it universal?**

- Specify what the project addresses that is universal to all states, such as mandates or one of the State CIO Top Ten Priorities

### Implementation (25% of Score):

**What was the roadmap?**

- Describe how this project fits into an enterprise view
- Describe the project management approach
- Outline how the project will be assessed and what successful implementation looks like

**Who was involved?**

- From concept to fruition, profile the groups key to the success of the project
- Share how approval, buy-in, awareness and adoption were obtained from these stakeholders and include key pieces of communications/marketing plans

**How did you do?**

- Outline the resources needed, such as financial, human and time

- Give a brief overview of the technical architecture focusing on why it matters more than how it was delivered

## Impact (50% of Score):

### **What did the project make better?**

- Tell the story of why the project matters, connecting the results back to the business rationale
- Compare the environment before and after the project was completed

### **How do you know?**

- Include the data – quantitative and qualitative- to support the story, such as cost savings/avoidance, ROI, usage, transaction times, citizen feedback
- Provide a testimony of either a citizen or business area underscoring the impact

### **What now?**

- Detail the longer-term plan for the project, including how the project will be maintained
- Tell us why this project is worthy of the initial investment and any ongoing investment



## C2. IMPLEMENTATION (the “how”, briefly)

Roadmap: major phases and timeline (a simple graphic is great).

Governance & decision points: how did you keep it on track?

Who was involved: agencies, partners, frontline teams, leadership sponsors.

Adoption & communications: how did you get buy-in and usage?

Light technical overview: focus on why design choices matter (security, reliability, scalability).

**Draft IMPLEMENTATION narrative (suggested: ~1–2 pages)**


## C3. IMPACT (the proof)

Before vs. after: what is better now?

Measurable outcomes: pick 3–6 metrics with baselines.

Qualitative outcomes: short testimonial (one sentence is enough).

Sustainment: who owns it now, how it is maintained, what comes next.

**Draft IMPACT narrative (suggested: ~1–3 pages)**


## D. Nevada form copy/paste (250 words each)

After drafting the narrative above, paste into the three boxes in the online form using this mapping:

Objective (250 words): Mini-IDEA. State the problem, who it affected, why it mattered, and the goal.

Innovation (250 words): IDEA + 1–2 standout implementation choices (what you did differently and why it mattered).

Results (250 words): IMPACT only. Before/after + metrics + one short quote + sustainment.

## E. Supporting documentation (attach up to 10 files)

5–7 page NATIONALLY RECOGNIZED AWARD style- narrative PDF (from Section C).

One-page metrics snapshot (baseline, current, date range, how calculated).

Simple workflow or architecture diagram (one page).

Screenshots or dashboard visuals (as appropriate).

Testimonial email excerpt or short memo (redact sensitive info).