



**Official Rules & Regulations**

**Apps for Office Challenge**

**2014 Season**

Version 1.2 • March 28 2014

## OVERVIEW

Microsoft Office is how the world works with email, documents, data, and presentations. With Apps for Office you can create web apps that work directly in Microsoft Office, both on the desktop and in the cloud. Improve email in Outlook. Teach Excel some new tricks. Make PowerPoint sing. All it takes is your vision, your web app, and hundreds of millions of users. Go!

If you choose to compete in this Challenge, then you agree that your participation is subject to the following:

- The Imagine Cup [Official Rules](#)
- The Imagine Cup Apps for Office Challenge Official Rules and Regulations described below.

## WHAT ARE THE START AND END DATES?

This Competition starts at 00:01 Greenwich Mean Time ("GMT") on 3 December 2013. The first round ends 23:59 GMT on 23 January 2014. The second round starts at 00:01 GMT on March 28, 2014 and ends at 23:59 GMT on 26 May 2014 ("Entry Period"). Please note that these times use the 24-hour clock.

<b>ROUND</b>	<b>START DATE (all times 00:01 GMT)</b>	<b>END DATE (all times 23:59 GMT)</b>
<b>Round 1 – Project Proposal</b>	3 December 2013	23 January 2014
<b>Round 2 – App for Office Project</b>	13 February 2014	26 May 2014
<b>Round 3 – World Finals</b>	July 2014	July 2014

## WHAT ARE THE ROUNDS?

In the first round, teams will submit a short written proposal for their project to be evaluated by the judges. From one to twenty teams from round one will be chosen by the judges to advance to round two. Only those teams may compete in round two.

In round two, the Office team will provide feedback on the proposals of all teams advancing to that round. Teams will then create their complete and functional Apps for Office project for evaluation by the judges.

## CAN I ENTER?

You are eligible to enter if you meet the eligibility criteria detailed in the [Imagine Cup Official Rules & Regulations](#)

## HOW DO I ENTER?

To enter, visit [www.imaginecup.com](http://www.imaginecup.com) and register as instructed.

For round one, download the [Imagine Cup Apps for Office Challenge Template](#). You must use this template to create your submission. You can submit your entry from your Team Profile page immediately.

For round two, you will work with the Office team to upload your project into a testing environment. Guidance on how to submit your project into that testing environment will be provided at the start of round two.

Rules regarding the size of your team, your associates, the role of the team mentor, academic institution and national residency requirements, and other information can be found in the “Teams, Associates, and Mentors” section of the [Imagine Cup Official Rules & Regulations](#).

### HOW WILL ENTRIES BE JUDGED?

For round one, each entry will receive a score of 1-100, based on the following criteria.

Criteria	Description	Weighting
<b>Concept</b>	<ul style="list-style-type: none"> <li>Is the project’s purpose and basic functionality easily understood?</li> <li>Is it clear which Office applications the project will support?</li> <li>Does the project address a clear need, problem, or opportunity and is the solution clearly explained?</li> </ul>	<b>60%</b>
<b>Feasibility</b>	<ul style="list-style-type: none"> <li>Is all of the project’s proposed functionality possible within the Apps for Office platform?</li> <li>Is it clear what core technologies the team will use and how they are relevant to the project?</li> </ul>	<b>40%</b>

For round two, each entry will receive a score of 1-100, based on the following criteria.

Criteria	Description	Weighting
<b>Innovation</b>	<ul style="list-style-type: none"> <li>Does the project bring appealing new functionality to Office? Or if there are similar Apps for Office on the market, does the project clearly and meaningfully innovate beyond those existing ones?</li> <li>Does the project include innovations in user experience, content, technical design and/or implementation relative to existing Apps for Office?</li> </ul>	<b>40%</b>
<b>Execution</b>	<ul style="list-style-type: none"> <li>Is the project easy to use?</li> <li>Does the project have a professional degree of production in terms of stability and user experience?</li> <li>Does the project perform well and respond crisply to input?</li> <li>Does the project make effective and appropriate use of the major features of the Apps for Office platform?</li> </ul>	<b>60%</b>

### WHAT ARE THE PRIZES?

All teams competing in round two will receive feedback on their proposal from the Office team.

After the end of round two, the judges will choose the top two teams. Those teams and their mentors will receive a trip to Seattle in July, 2014, for the Imagine Cup World Finals. There the two teams will compete for first and second place prizes:

**First Place:** \$5,000

**Second Place:** \$3,000

## **CONTENT AND TECHNICAL REQUIREMENTS**

### **Project Proposal**

This is a Microsoft Word or PDF document no longer than ten pages which explains your project and your team. Your Project Proposal must meet the following criteria:

1. You must use the [Imagine Cup Apps for Office Challenge Template](#) as the basis for your document.
2. Your document must clearly address each of the **Judging Criteria** outlined above.
3. Your document must be in English.
4. It must be no larger than 20MB.
5. It must be in either DOC, DOCX, or PDF formats.
6. You may compress your document in a ZIP file for submission.

### **Apps for Office Project**

You will develop your App for Office project according to the guidance at the [Apps for Office Dev Center](#). The Office team will work directly with each team in round two to help them submit their project to the test environment during development.