

Submission Guidelines for Project Management Achievement Awards 2010

National Support Office

Level 9
139 Macquarie Street
Sydney NSW 2000

p. (02) 8288 8700

f. (02) 8288 8711

e. info@aipm.com.au

w. www.aipm.com.au

ABN 49 001 443 303

INTRODUCTION

The Australian Institute of Project Management has established the Project Management Achievement Awards (PMAA) Program to recognise, honour and promote outstanding achievements in program and project management. In the context of these guidelines, the term “project” covers “program” where appropriate.

There are two classifications of Awards:

1. Awards for the management of projects.
2. Awards for individual project management achievement.

The PMAA has two levels:

Chapter level: winners are selected in each Australian State and Territory.

National level: the State and Territory winners are judged for the National awards.

These guidelines are in three parts:

Part One: Awards for Management of Projects.

Part Two: Awards for Individual Project Management Achievement.

Part Three: General Conditions relating to all Submissions.

Carefully read these Submission Guidelines and respond to all submission requirements.

PART 1. AWARDS FOR MANAGEMENT OF PROJECTS

1.1 ELIGIBILITY

Any project with an Australian affiliation is eligible to enter the PMAA. A winning project will be one that demonstrates, through narratives and documentary evidence, excellence and/or innovation in the application of project management. Projects may be of any size or dollar value, from either the public or private sector and can be located anywhere in the world.

The project must have an approved project plan and budget. The project must be recently completed or be a recently (generally within 18 months of submission closing date) completed discrete phase of a larger program or project.

Acceptance of the project, or discrete phase, by the client/owner prior to submission is mandatory.

1.2 GENERAL TERMS AND CONDITIONS

In instances where a project is undertaken across two or more States or Territories, the submission is normally to be made in the State or Territory that is the principal work place of the project director/manager. However, in instances where the project director/manager is located in a different State or Territory to the project team, the submission may be entered in the State or Territory associated with the project team.

A submission may not be entered in more than one State or Territory.

Submissions on projects that are managed from within Australia but which are implemented overseas are to be submitted in the State or Territory that is the principal work place of the project director/manager.

Projects may be submitted for up to three categories.

Each project will be eligible to win one category only.

A project may win both a category award and the overall State or Territory award.

All State and Territory category winners and the overall State or Territory winner will proceed to PMAA national awards judging.

1.3 PROJECT CATEGORIES

The categories for project submissions are:

Category 1: Construction / Engineering

Construction/engineering projects such as buildings, utilities, and infrastructure having a total project budget of less than \$100,000,000.

Category 1A: Construction / Engineering

Construction/engineering projects such as buildings, utilities, and infrastructure having a total project budget in excess of \$100,000,000.

Category 2: Defence / Aerospace

Defence or aerospace projects involving the delivery of products or services.

Category 3: Product Development

Product development projects such as vehicles, production line products and manufactured items. They normally involve project management of the innovation, development and production or manufacture of a new product.

Category 4: Information Technology

Information technology projects that normally involve project management of software development and/or hardware upgrades in the information technology sector or information technology component of any business.

Category 5: Organisation / Change Management

Research, development and organisational change and management projects which normally involve business initiative projects and/or the project management of organisational change.

Category 6: Small Projects

Small scale projects from any industry with a total project budget of less than \$1,000,000, undertaken in any field.

Category 7: Regional Development

Projects undertaken outside of major metropolitan areas. These projects must demonstrate that value was added to the regional area. Value may be achieved in many ways such as increased employment opportunities, technology, economic development, infrastructure improvements or health or education services.

Category 8: Community Service and/or Development

Community, cultural or volunteer-based projects as well as projects that are conducted by or underpin/promote the education, development, preservation and well being of indigenous, disadvantaged, or disabled people or which are undertaken in not-for-profit organisations.

Category 9: Sustainable Projects

Projects that demonstrate excellence in delivering sustainable outcomes from the social, financial and environmental (triple bottom line) viewpoints and/or projects that have embedded sustainability principles and practices into their project execution processes and organisational culture.

1.4 FORMAT AND CONTENT OF THE SUBMISSION

Submissions must be formatted in Arial 12 point font, single spaced in a Microsoft Word compatible document.

The front cover of the submission must indicate the Category(s) being entered.

Where a submission is being entered for more than one category, care should be taken to address category specific aspects where appropriate.

Submissions are to be bound and printed in colour. Indicative page limits are flexible; however total content is **not to exceed 35 A4 pages**.

Submissions should not include promotional, novelty or other material / items not related to or supporting the actual submission.

Submissions **must** include the written consent of the project's owner/client to the submission of the project in the PMAA, together with an overview of the client/sponsor's level of satisfaction of the project outcomes and the standard of project management undertaken. The written consent must be bound into the submission. Consent is also required for the use of project information, photographs, company logos and the like. Non-conforming submissions may be rejected.

The submission should address the following five sections.

Section 1. General Information

In this section of the submission, please include the following information:

Name of Company.

Name of Project.

Location of project i.e. city, State or Territory and country.

Name and contact details of owner/client.

Names of key stakeholders.

Name of project team contact;

Name and contact details of media representative.

Name and contact details of the project owner/client representative.

Name and contact details of the PMAA Submission Manager.

Confirmation that consent to use the project has been received from the client/owner

Confirmation that consent to use photographs, company logos and the like has been received

Confirmation that the project has an approved plan and budget.

Confirmation that the project/phase has been accepted by the client/owner.

Section 2. Summary of the Project

All submissions must provide a summary of **not more than 100 words** of the project, its outcomes, level of complexity and the reasons or purpose of the project. This summary may be used in any audio-visual presentation compiled by AIPM for the PMAA program.

Where a submission is being made for more than one category, separate project summaries must be provided if category specific content is being presented.

NOTE: Summaries may be amended at the sole discretion of AIPM to suit the technical requirements of the AV presentation.

Section 3. Outline of the Project

In this section provide an outline of the project (indicatively two pages), to state the purpose and objectives of the project, the project management methodology applied, its level of complexity, and any other relevant information.

Section 4. Project Outcomes

In this section provide a detailed summary (indicatively two pages) of the success of the project by comparing the planned outcomes against achieved outcomes.

Section 5. Outstanding Achievement and/or Innovation in Project Management Best Practice

There are **three** areas in project management to be addressed.

PMBok Knowledge Areas

Describe outstanding achievement and/or innovation in **four** PMBoK knowledge areas (i.e. integration, scope, time, cost, quality, human resources, communication, risk and procurement management) in either a particular phase of the project or throughout the total project (indicatively two pages for each example). Provide relevant examples of project documentary evidence to support the claims made in each of the four narratives (indicatively two pages for each example). Also, include any specific examples of excellence in the application of interpersonal skills (for example: leadership, negotiation, communication, management of stakeholders, team management, conflict resolution). At least **two** of the knowledge areas must reflect the basics of the project plan (i.e. cost, time, or quality). Management of significant issues or challenges should be addressed under the following paragraph.

Issues or Challenges

Describe how **two** significant project issues or challenges were managed. (indicatively two pages for each example). For each example, provide relevant project documentary evidence to support the claims made in the narrative (indicatively one page for each example).

Lesson Learned

Describe a lesson learned relating to a PMBoK knowledge area. Outline what did not go well, why it did not go well and, where appropriate, provide recommendations for improvement to the project management methodology. Additionally, discuss how this lesson learned will facilitate outstanding achievement and/or innovation in future projects (indicatively two pages). Provide relevant project documentary evidence to support the claims made in the narrative (indicatively one page).

1.5 SUBMISSION INSTRUCTIONS

General submission instructions are contained in Part Three

PART 2. AWARDS FOR INDIVIDUAL PROJECT MANAGEMENT ACHIEVEMENT

2.1 ELIGIBILITY

Any program/project director, project manager or project team member who normally resides in Australia is eligible to enter, or be entered in, the PMAA. A winning **individual** will be one who demonstrates, through narratives and documentary evidence, excellence and/or innovation in project management over a cumulative period of **not less than two years**. The project(s) undertaken may be of any size or dollar value, from either the public or private sector and can be located anywhere in the world.

2.2 INDIVIDUAL CATEGORIES

There are three categories for individual submissions.

Category A: Program/Project Director (i.e. equivalent to AIPM Level 3 CPPD).

Category B: Project Manager (i.e. equivalent to AIPM Level 2 CPPM).

Category C: Project Team Member (i.e. equivalent to AIPM Level 1 CPPP).

2.3 GENERAL TERMS AND CONDITIONS

The submission is to be made in the State or Territory that is the principal work place of the individual;

A submission may not be entered in more than one State or Territory.

An individual winning a State or Territory individual category award will proceed to National Awards judging.

Where an individual makes his/her own submission, it must be endorsed by the individual's supervisor or by the client/owner.

2.4 FORMAT AND CONTENT OF THE SUBMISSION

Submissions must be formatted in Arial 12 point font single spaced in a Microsoft Word compatible document.

The front cover of the submission must indicate the Category being entered.

Submissions are to be bound and printed in colour. Indicative page limits are flexible; however total content is not to exceed 20 A4 pages for project director/managers and 15 A4 pages for team members.

Submissions may refer to other projects undertaken by the individual. Written consent to the use of any project in the submission should be sought from the project client/owner.

The written consent and any endorsements or referee reports must be bound in the submission. Consent is also required for the use of project information, photographs, company logos and the like, used within the submission. Non-conforming submissions may be rejected.

The submission should address the following five sections:

Section 1. General Information

In this section of the submission, please include the following information:

Name and contact details of the individual.

Name of Company/employer.

Name and contact details of media representative.

Name and contact details of the individual's supervisor.

Name and contact details of the project owner/client representative.

Confirmation that consent to use the project(s) has been received from the client/owner

Confirmation that consent to use photographs, company logos and the like has been received

Confirmation that the project(s) have an approved plan and budget.

Section 2. A Summary of the Individual

Provide a summary of **not more than 100 words** of the individual, including performance, project outcomes, and project responsibilities. This summary may be used in any audio-visual presentation compiled by AIPM for the PMAA program.

NOTE: Summaries may be amended at the sole discretion of AIPM to suit the technical requirements of the AV presentation.

Section 3. Curriculum Vitae

In this section provide a Curriculum Vitae or detailed summary of the Individual (indicatively two pages), to sufficiently summarise relevant educational and work background, including programs(s)/project(s) undertaken, and any other relevant information.

Section 4. Project Context

In order to provide the context in which the individual is/was working, provide a brief outline of the program(s)/project(s), including purpose, outcomes, and level of complexity (indicatively one page).

Section 5. Performance Narratives

Section 5 requires the submission of narratives which reflect the management performance of the individual in achieving or exceeding desired project outcomes through the application of best practice and the demonstration of outstanding achievement and innovation.

Submissions for Project Director and Project Manager require a response to Section 5a and should reflect the individual's *management* skills. Submissions for Team Member require a response to Section 5b and should reflect the individual's performance in the *application* of project management knowledge and technical skills.

Section 5a – For Project Director and Project Manager

Knowledge and Technical Skills. Describe how the individual exhibited excellence and/or innovation in his/her management of program(s)/project(s), and describe how this benefited the achievement of the desired outcomes of the program(s)/project(s).

Provide a description of the management strategies employed and how they were applied within a program/project lifecycle.

These two narratives should reflect the individual's application of project management knowledge and technical skills.

Interpersonal Skills. Describe outstanding achievement and/or innovation in aspects of management which involved interpersonal skills, for example: leadership, negotiation, communication, management of stakeholders, team management, conflict resolution. This list is indicative only, and any other interpersonal skill may be addressed.

Evidence to support each of the three narratives should take the form of referee comments by the individual's supervisor or the project owner/client. Referee comments should include the referee's name and contact details. Evidence in the form of supporting project documentation may also be included.

Section 5b – For Team Member

Knowledge and Technical Skills. Describe outstanding individual achievement and/or innovation in **two** PMBoK knowledge areas, i.e. integration, scope, time, cost, quality, human resources, communication, risk and procurement (indicatively two pages for each example). Provide relevant examples of project documentary evidence to support the claims made in each of the four narratives (indicatively two pages for each example). At least **one** of the knowledge areas must reflect the basics of the project plan (i.e. cost, time, or quality). Narratives should concentrate on the application of project management knowledge and technical skills, for example: methodologies, processes, techniques, tools, resolution of issues and challenges.

Evidence to support each of the narratives should take the form of referee comments by the individual's supervisor or the project owner/client. Referee comments should include the referee's name and contact details. Evidence in the form of supporting project documentation may also be included.

2.5 SUBMISSION INSTRUCTIONS

General submission instructions are contained in Part Three

PART 3. GENERAL CONDITIONS RELATING TO ALL SUBMISSIONS

3.1 GENERAL SUBMISSION REQUIREMENTS

Submissions need to be concise yet contain sufficient information for the judging panel to adequately assess the merits of the entry.

All necessary clearances and permissions required for the release of all information submitted including any proprietary, confidential, technical or commercial information must be obtained by the applicant.

There should be no restrictions on the use of the submitted information in any promotion of the awards program.

All expenses relating to the preparation of the submission and attendance at the award ceremonies are the responsibility of the applicant.

All submissions become the property of AIPM and are not returned to applicants.

Applicants consent to having submissions used for PMAA promotional purposes for a period of two years from the year of submission.

Submissions will be accepted under the conditions of these Guidelines.

3.2 THE SUBMISSION PROCESS

All entries for the PMAA are to be submitted by **4pm on Friday 4 June 2010** to the relevant Chapter PMAA Coordinator listed on the AIPM website at:

www.aipm.com.au/html/pmaa_contacts.cfm.

Late entries will not be considered.

Entries must be submitted in accordance with these guidelines.

Expressions of Interest.

Applicants must submit an online Expression Of Interest (EOI), available from the AIPM website. www.aipm.com.au. The EOI will be received by the appropriate Coordinator who will be available to assist with advice on preparation and submission of entries.

3.3 SUBMISSION MATERIAL

Submissions are to contain the following material:

The Submission Document

Five hard copies of the full submission.

Where a discrepancy between the electronic document and the hard copies exist, hard copies which are used for judging shall take precedence.

Electronic Material

A CD is to be provided with the following electronic files:

For all Submissions – a Word or PDF document containing the full submission.

For Project submissions - a minimum of five and a maximum of 10 high resolution project related photographs in JPG format.

For Individual submissions - a minimum of five and a maximum of 10 high resolution photographs in JPG format, including a head-and-shoulders photograph of the individual.

Please ensure the digital photos/drawings are of **high resolution quality** (files of 1 MB+) and are submitted as full colour JPG files. Photos with caption information are preferred. They are to be numbered in the order they are to appear in the presentation.

Photos and logo/s will be used in the presentation at the PMAA ceremony, in the annual PMAA Commemorative Book, other AIPM publications, and on the AIPM website. Therefore photos and logos in any quality less than high resolution cannot be accepted.

The 100 word summary may be used in the audio-visual presentation at the awards ceremony and for any publicity on the project.

Company Logos - Company logos are to be provided in EPS format. Entrants must ensure that they have permission to use the company logo.

3.4 JUDGING

Each State and Territory will have a panel of judges selected from a range of industry groups and will collectively have a broad range of experience in project management. A national judging panel will also be selected to assess the winning State and Territory projects. Judging panels will be independent of all submissions.

Judges decisions shall be final and no correspondence shall be entered into.

Submissions will be assessed solely on the hard copy submission and in accordance with these Submission Guidelines. Logos and pictures are expected as supporting material but will not be formally assessed.

3.5 ANNOUNCEMENT OF WINNERS

Each State and Territory will announce their own overall project winner and category winners.

State and Territory announcements will be made at local ceremonies held during August and September. All State and Territory winners will proceed to the national finals. State and Territory category winners will be judged in those same categories at the national level whilst only the overall State and Territory Project winners will be eligible to win the national "Project of the Year" award. The national winners will be announced at the national awards ceremony held as part of the AIPM annual national conference.

The outcome of the judging process will not be announced prior to the related awards ceremony. At the sole discretion of the judging panels, high commendations or local chapter awards may be awarded for submissions of significant merit.

3.6 USE OF SUBMISSION MATERIAL

The 100 word summary that forms part of the submission may be read by the orator as part of the audio-visual presentation at the award ceremony at both the State, Territory level and national level (if applicable). The photos provided with the submission may also be presented at the ceremonies as part of the audio-visual presentation.

3.7 MEDIA

PMAA winners are likely to be approached by the media following the official announcement.