

[COMPANY NAME]

2018 apfpm Awards Submission for [Project Name]

Category G: Internationally Funded Humanitarian Aid Projects

Please note:

- Internationally Funded Humanitarian Aid Projects are projects that demonstrate project management achievement/excellence in delivering humanitarian aid projects which have an international funding source.
- The submission should address all sections of the APFPM AWARDS Submission Guidelines as addressing the UN Global Compact Ten Principles.
- In order to determine whether your project fulfils the requirements of an internationally funded humanitarian project refer to <https://www.unglobalcompact.org/what-is-gc/mission/principles>
- The apfpm Submission Guidelines take precedence over any other apfpm related documentation.
- If entering in multiple project categories, a separate submission for each category is required.
- Page limits apply to all apfpm Awards Submissions and include all appendices.

[Author]

[Pick the date]

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[All content must be presented in Arial font, minimum size 12 points. Maximum length is 35 pages, A4 size including appendices.]

[Photos should be included at appropriate points throughout the submission. The electronic submission must include a minimum of five and a maximum of 10 high resolution project related photographs in JPG format.]

Section 1. General Information

Name of Company:

Name of Project:

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

Names of key stakeholders:

- [name of stakeholder 1] including email address, telephone number and postal address
- [name of stakeholder 2] including email address, telephone number and postal address
- [etc]

Submission Contacts

<p><i>Project team contact</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>	<p><i>Media representative</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>
<p><i>Project owner/client</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>	<p><i>Project owner/client representative</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>
<p><i>apfpm Awards submission manager</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>	<p><i>MA contact details</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>

Submission Confirmations

Owner/Client Confirmation

[Confirmation that consent to use the project has been received from the client/owner. For example a letter or email from the client /owner granting consent.]

Consent to Use Photographs, Company Logos etc.

[Confirmation that consent to use photographs, company logos and the like has been received. For example a letter or email from an appropriate person granting permission.]

Confirmation of Plan and Budget Approval

[Confirmation that the project has an approved plan and budget. For example a letter or email from an appropriate person stating the plan and budget approval, or a copy of an approved plan and budget (including the approval).]

Confirmation of Acceptance

[Confirmation that the project/phase has been accepted by the client/owner. For example a letter or email from the client /owner confirming acceptance or an approved project completion document (including the approval).]

Section 2. Summary of the Project

Project Summary for Category [insert category name and number of first category project is being submitted for]

[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 should be aligned to the category the project is being submitted under. This summary may be used in any audio-visual presentation compiled by apfpm for the apfpm Awards program.]

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.

Note that this section must refer specifically to how the project addresses each of the UN Global Compact Ten Principles.]

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.

Note that this section must refer specifically to how the project addresses each of the UN Global Compact Ten Principles.]

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

PM Knowledge Areas

[Describe outstanding achievement and/or innovation in **four** PM 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 four knowledge areas must reflect cost, time, or quality management. Management of significant issues or challenges should be addressed under the next section 'Issues or Challenges'.]

Knowledge Area 1 [cost, time, or quality management]

Knowledge Area 2 [cost, time, or quality management]

Knowledge Area 3 [integration, scope, time, cost, quality, human resources, communication, risk, procurement management or management of stakeholders]

Knowledge Area 4 [integration, scope, time, cost, quality, human resources, communication, risk, procurement management or management of stakeholders]

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**).]

Issue or Challenge 1: [name of issue or challenge]

Issue or Challenge 2: [name of issue or challenge]

Lesson Learnt

[Describe one lesson learnt relating to a PM knowledge area, (i.e. integration, scope, time, cost, quality, human resources, communication, risk, procurement management and management of stakeholders) and one lessons learned relating to the UN Global Compact Ten Principles.]

[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**).]

Appendices

Appendix 1: [insert name of evidence included in this appendix]

[Evidence is required to support your submission claims. For example, if the innovation you are claiming saved 10% of the project budget, then providing the financials from a business case with a comparison document showing the saving is considered validated. Another example may be that an extract from the original project document be included with a copy of the amended plan again highlighting the difference between what was planned and what actually occurred.]

[Photographs and quotes from clients or managers substantiating claims that you make are also classed as appropriate evidence.]

[Note: *evidence is scored during judging and therefore if evidence is not provided, the judge's score for evidence may be zero, and likewise if the evidence is not relevant or considered to be supportive, then the scoring will be commensurate with this.*]

Appendix 2: [insert name of evidence included in this appendix]

[Include evidence for each knowledge area, issue or challenge, and lesson learnt covered in section 5. One piece of evidence may be relevant for more than one of areas of the knowledge areas, issue or challenges, and lesson learnt.]

Appendix 3: [insert name of evidence included in this appendix]

[Include evidence for each knowledge area, issue or challenge, and lesson learnt covered in section 5. One piece of evidence may be relevant for more than one of areas of the knowledge areas, issue or challenges, and lesson learnt.]