

[COMPANY NAME]

# 2018 apfpm Awards Submission for [Name of Individual]

---

[insert category being entered]

[Author]

[Pick the date]

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[All content must be presented in Arial font, minimum size 12 point, single spaced. Maximum length is 23 A4 pages for project director/managers and 16 A4 pages for team members.]

[Remember to include photos at appropriate points throughout the submission.]

## **Section 1. General Information**

### **Submission Contacts**

#### ***Individual Entering***

Name of Individual:

Email Address:

Telephone number:

Name of Company/Employer:

#### ***Media Representative***

Name:

Email address:

Telephone number:

#### ***Supervisor***

Name:

Email address:

Telephone number:

#### ***Project Owner/Client Representative***

Name:

Email address:

Telephone number:

### **Submission Confirmations**

#### ***Owner/Client Confirmation***

[Confirmation that consent to use the project(s) have 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(s) have 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).]

## **Section 2. 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 apfpm for the apfpm Awards program. Summaries may be amended at the sole discretion of apfpm 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 5a – For Project Director and Project Manager**

[Include either section 5a or 5b, depending on the type of individual submission].

### **Knowledge and Technical Skills**

#### ***Exhibition of Excellence and / or Innovation***

[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).]

[Evidence to support the narrative 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.]

#### ***Management Strategies Employed***

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

[Evidence to support the narrative 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.]

### **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, or conflict resolution. This list is indicative only, and any other interpersonal skill may be addressed.]

[Evidence to support the narrative 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

[Include either section 5a or 5b, depending on the type of individual submission].

### Knowledge and Technical Skills

#### *Individual Achievement and/or Innovation: 1 [time, cost, or quality]*

[Describe outstanding individual achievement and/or innovation in the PM knowledge areas, i.e. **time, cost, or quality**, (indicatively two pages for each example). Provide relevant examples of project documentary evidence to support the claims made in each of the two narratives (indicatively two pages for each example). Narrative 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 the narrative 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.]

#### *Individual Achievement and/or Innovation: 2*

[Describe outstanding individual achievement and/or innovation in a PM knowledge area, i.e. **integration, scope, time, cost, quality, human resources, communication, risk or procurement** (indicatively two pages for each example). Provide relevant examples of project documentary evidence to support the claims made (indicatively two pages for each example). Narrative 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 the narrative 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.]

## Appendices

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

[Evidence is required to support your submission claims. This 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; 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 differences between what was planned and what actually occurred.]

[Photographs substantiating claims that you make may also be classed as appropriate evidence.]

*[Note: evidence is scored during judging and therefore if evidence is not provided, the judges' 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 exhibition of excellence and / or innovation, management strategy employed, interpersonal skills achievement and/or innovation, individual achievement covered in section 5. One piece of evidence may be relevant for more than one area covered in section 5.]

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

[Include evidence for each exhibition of excellence and / or innovation, management strategy employed, interpersonal skills achievement and/or innovation, individual achievement covered in section 5. One piece of evidence may be relevant for more than one area covered in section 5.]