

[COMPANY NAME]

2018 apfpm Awards Submission for [Project Name]

[insert list of categories being entered]

[Author]

[Pick the date]

Contents

Section 1. General Information	3
Submission Contacts.....	3
Owner/client.....	3
Project team contact	3
Media representative	3
Project owner/client representative.....	4
PMAA submission manager	4
Submission Confirmations.....	4
Owner/Client Confirmation.....	4
Consent to Use Photographs, Company Logos etc.....	4
Confirmation of Plan and Budget Approval.....	4
Confirmation of Acceptance.....	4
Section 2. Summary of the Project	5
Project Summary for Category [insert category name and number of first category project is being submitted for].....	5
Project Summary for Category [insert category name and number of second category project is being submitted for]	Error! Bookmark not defined.
Project Summary for Category [insert category name and number of third category project is being submitted for].....	Error! Bookmark not defined.
Section 3. Outline of the Project	6
Section 4. Project Outcomes	7
Section 5. Outstanding Achievement and/or Innovation in Project Management Best Practice.....	8
PM Knowledge Areas.....	8
Knowledge Area 1 [cost, time, or quality management].....	8
Knowledge Area 2 [cost, time, or quality management].....	8
Knowledge Area 3 [integration, scope, time, cost, quality, human resources, communication, risk or procurement management].....	9
Knowledge Area 4 [integration, scope, time, cost, quality, human resources, communication, risk or procurement management].....	9
Issues or Challenges	9
Issue or Challenge 1: [name of issue or challenge]	9
Issue or Challenge 2: [name of issue or challenge]	9
Lesson Learnt.....	9

Appendices10
Appendix 1: [insert name of evidence included in this appendix].....10
Appendix 2: [insert name of evidence included in this appendix].....10
Appendix 3: [insert name of evidence included in this appendix].....10

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

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

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]
- [name of stakeholder 2]
- [etc]

Submission Contacts

apfpm Member Association

MA contact name:

Email address:

Telephone number:

Owner/client

Name:

Email address:

Telephone number:

Project team contact

Name:

Email address:

Telephone number:

Media representative

Name:

Email address:

Telephone number:

Project owner/client representative

Name:

Email address:

Telephone number:

PMAA submission manager

Name:

Email address:

Telephone number:

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 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.]

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

PM Knowledge Areas

[Select **four** PM knowledge areas (i.e. integration, scope, time, cost, quality, human resources, stakeholder engagement, 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).]

Note that where the original documentary evidence is provided in a language other than English, the pages used to translate this evidence into English do not count in the maximum page limit.

[At least two of the four knowledge areas must reflect cost, time, quality management or stakeholder engagement.]

Note: Management of significant issues or challenges should be addressed under the next section 'Issues or Challenges'.

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

[Describe outstanding achievement and/or innovation in **this** knowledge area (either a particular phase of the project or throughout the total project) (two pages)]

[Provide and reference relevant examples of project documentary evidence to support the claims made in the narrative (indicatively two pages for each example).]

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

[Describe outstanding achievement and/or innovation in **this** knowledge area (either a particular phase of the project or throughout the total project) (two pages)]

[Provide and reference relevant examples of project documentary evidence to support the claims made in the narrative (indicatively two pages for each example).]

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

[Describe outstanding achievement and/or innovation in **this** knowledge area (either a particular phase of the project or throughout the total project) (two pages)]

[Provide and reference relevant examples of project documentary evidence to support the claims made in the narrative (indicatively two pages for each example).]

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

[Describe outstanding achievement and/or innovation in **this** knowledge area (either a particular phase of the project or throughout the total project) (two pages)]

[Provide and reference relevant examples of project documentary evidence to support the claims made in the narrative (indicatively two pages for each example).]

Issues or Challenges

[Select **two** significant project issues or challenges and write a narrative of what the challenge was and how they were managed, (indicatively two pages for each example). For each example, provide and reference 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]

[Describe how **this** significant project issues or challenges were managed, (indicatively two pages). Provide and reference relevant project documentary evidence to support the claims made in the narrative (indicatively one page).]

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

[Describe how **this** significant project issues or challenges were managed, (indicatively two pages). Provide and reference relevant project documentary evidence to support the claims made in the narrative (indicatively one page).]

Lesson Learned

[Describe one lesson learned relating to a PM knowledge area, (i.e. integration, scope, time, cost, quality, human resources, communication, risk and procurement management).]

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

[Note: *evidence supporting a narrative is a major element of the scoring during judging and therefore if evidence is not provided or referenced, the judges score for evidence in that narrative must 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.]