

# Submission Guidelines for the IPMA Global Individual Awards



IPMA®  
Global  
Individual  
Award

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Regarding the submission dates please see the IPMA Global Individual Award **Time Schedule** on the website: [www.awards.ipma.world](http://www.awards.ipma.world)

Please send your application to [award@ipma.world](mailto:award@ipma.world)

For specific enquiries please contact the IPMA Awards PMO: [award@ipma.world](mailto:award@ipma.world)

IPMA International Project Management Association, P.O. Box 7905, 1008 AC Amsterdam, The Netherlands, [www.ipma.world](http://www.ipma.world)

# IPMA Global Individual Awards Introduction

There are three categories recognised in the IPMA Global Individual Awards:

1. Project Manager of the Year
2. Young Project Manager of the Year
3. Agile Leader of the Year

This Guideline describes three parts of these awards:

1. The Awards processes for individual project management achievements in the categories: Project Manager of the Year and Young Project Manager of the Year.
2. The Award process for outstanding achievements as agile leader in the category: Agile Leader of the Year
3. General conditions relating to all submissions.

**If you are intending to submit to an IPMA Global Individual Award, it is recommended that you carefully read these Submission Guidelines and address all submission requirements in the category of your choice.**

## PART 1. Awards for Individual Project Management Achievements

### 1.1 Eligibility

- Any programme/project director or project manager is eligible to enter the IPMA Global Individual Awards. A winning individual will be one who demonstrates, through narratives and documentary evidence, achieved excellence and/or innovation in project management as defined by ICB version 4.0 over a cumulative period of:
  - two years or more in the category Project Manager of the Year
  - one year or more in the category Young Project Manager of the Year
- The project(s) undertaken may be of any size, complexity or value, from either the public or private sector and can be located anywhere in the world.
- Only one submission per applicant in each individual category is permitted.
- An applicant can apply in all three categories in the same year, but can be a finalist in only one category. When an applicant is judged to be a finalist in more than one category, it will be allocated to highest category of award, in the following order:
  - PMY
  - YPMY
  - ALY

## 1.2 Categories

Nominees in all three categories must demonstrate their professional skills and provide details of projects undertaken (including role(s) performed). As a guideline, a successful programme or project manager would be one who:

- Created a productive work environment as well as the drive and impetus to make things happen;
- Balanced technical and management skills;
- Juggled different views and perspectives, backgrounds and personalities;
- Maintained focus ensuring his/her team's performance is optimised and the project's objectives were met;
- Sought to incorporate the recognised Ten Principles of the UN Global Compact into projects undertaken.

The IPMA Global Individual Award categories recognise those individuals who most effectively demonstrate their project management competences regardless of the scale, number, complexity or type of project(s) referenced. The judges focus on the qualities of the individual, not the project. The submission will be assessed by the judges in terms of completeness, clarity and succinctness. There are two categories for individual project management achievements:

### Category 1: Project Manager of the Year

This category is open specifically to programme or project managers with demonstrated professional skills equivalent to one of the IPMA Four-Level-Certification (e.g. levels A to D) or other recognised comparable Project Management Certification from an IPMA Member Association. For details of IPMA certification levels see <https://www.ipma.world/individuals/certification/>.

### Category 2: Young Project Manager of the Year

This category is open specifically to project practitioners with demonstrated professional skills, who have worked / are working on any type of project anywhere in the world and is within the age bracket of 18 to 35 (inclusive) on the date the applications are due.

## 1.3 Format and content of the submission

The Application submission should be compiled using the standard template, which can be downloaded from the IPMA Awards website, and submitted in a PDF document. The front cover of the submission must indicate the category being entered.

All content must be written in Arial font, minimum size 12 points. The indicative number of pages to submit is flexible. However, the total number of pages may not exceed 25 A4 pages, including the title and table of contents pages. This page limit includes all appendices, but does not include the English translation of any original documentary evidence provided in a language other than English.

Submissions may refer to other projects undertaken by the individual. Written consent about 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 included in the submission. Consent is also required for the use of project information, photographs, company logos and other properties, used within the submission. Non-conforming submissions may be rejected by the judges and/or Awards PMO.

## THE SUBMISSION SHOULD ADDRESS THE FOLLOWING SIX SECTIONS:

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### Section 1: General Information

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

- Name and contact details of the individual applying for the award;
  - Name of the company/employer;
  - Name and contact details of the Project Manager's supervisor
  - Name and contact details of the project owner/client representative
  - Name and contact details of an optional third referee (example project board/committee member, etc.);
  - Confirmation that consent to use the project(s) has been received from the client/owner. This section must also include an overview of the client/sponsor's level of satisfaction with the project outcomes and the standard of project management undertaken;
  - Confirmation that consent to use photographs, company logos and the like has been received;
  - Details for the invoice.
- 



### Section 2: Introduction of the Individual

Section 2 is to comprise an introduction of the applying individual of not more than 100 words (including performance, project outcomes, and project responsibilities). This summary will only be used in any audio-visual presentation compiled by IPMA for the Awards programme and may be amended at the sole discretion of the IPMA to suit the technical requirements of the AV presentation.

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### Section 3: Curriculum Vitae

The applicant is to provide a Curriculum Vitae or detailed summary of his/her project management experiences and achievements. The Curriculum Vitae can be an attached file to the submission and contains a detailed summary of the applicant Project Manager (no more than 1000 words), to sufficiently summarise relevant educational and work background, including programme(s) / project(s) undertaken, and any other relevant information.

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### Section 4: Project Context

In order to provide the context in which the applicant Project Manager is/was working, provide a brief outline of the programme/project that is referenced in the narratives in section 5, including purpose, outcomes, and description of what makes or has made the referenced project or programme challenging, innovative and/or complex (**not more than 1000 words**).

If you need to describe narratives from more than one project or programme, please provide information from all projects/programmes addressed in the narratives.

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## Section 5: Performance Narratives

The performance narratives should reflect the project management performance of the applicant in achieving or exceeding desired project outcomes through the application of best practices and the demonstration of outstanding achievements and/or innovations. Submissions are to address **FIVE DIFFERENT** competences (from the ICB4: <http://products.ipma.world/product/icb/>), including:

- a. Two Practice competences (performance narrative 1,2);
- b. Two People competences (performance narrative 3,4);
- c. One further competence to be chosen from one of the ICB4 competences (Practice, People or Perspective, performance narrative 5).

### Each performance narrative should:

- Commence with a title (including the ICB4 competence referenced);
- Apply a strict maximum limit of 1000 words;
- Be drafted in the **STAR format**, which includes a short description of:
  - A specific Situation/problem/challenge;
  - The Task the applicant project or programme manager was responsible for;
  - The applicants Actions taken to resolve the situation/problem/challenge and
  - The Result(s) of the Actions.
- It should be described how the individual exhibited excellence and/or innovation in his/her management of the programme/project, and describe how this benefited the achievement of the desired outcomes of the programme/project.
- A description of the management competences/strategies employed and how they were applied within the programme/project lifecycle should be provided.

Each Performance narrative may describe one or more examples using the STAR format.



## Section 6: Documentary Evidence

Documentary evidence is required to be submitted to support and validate all submission claims, including:

- Measured results of innovations;
- Programme or project documents that describe changes to project outputs;
- Photographs;
- Referee comments by the individual's supervisor or the project owner/client. Referee comments should include the referee's name and contact details.

### Guidelines for inclusion of documentary evidence

Copies of original documentary 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 valid proof. Another example may be that an extract from the original project documents is included with a copy of the

amended plan, again highlighting the difference between what was planned and what actually was realised. And the way the results were realised.

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

The copies of original documentary evidence may be provided in the original language, but where this is not English, an English translation should be provided. Any pages used to provide such a translation are not included in the application form's 25 page limit.

**NOTE:** evidence is scored during judging and therefore if evidence is not provided, the judges may score zero for evidence provided. Likewise, if the evidence is not relevant or considered to be supportive, then the scoring will be reflecting this.

## PART 2. Award for Individual Agile Leader Achievements

### 2.1 Eligibility

- Any Agile Leader, operating anywhere in the world, is eligible to enter the IPMA Global Individual Awards. A winning individual is one who demonstrates, through narratives, documentary evidence, excellence and/or innovation in agile leadership practices defined by ICB version 4.0 over a cumulative period of two years or more.
- The work undertaken may be of any size, complexity or value, from either the public or private sector and can be located anywhere in the world.

### 2.2 Category 3: Agile Leader of the Year

Nominees in this category must demonstrate their professional skills and provide details of (a) project(s) undertaken (including the role(s) performed). As a guideline, a successful Agile Leader is one who:

- Made impact in an Agile environment either by successfully realising changes, or implementing an agile way of working in an organization;
- Created a productive work environment as well as the drive and impetus to make things happen;
- Balanced technical and management skills;
- Juggled different views and perspectives, backgrounds and personalities;
- Maintained focus ensuring their team's performance is optimised and the objectives are met;
- Sought to incorporate the recognised Ten Principles of the UN Global Compact into projects undertaken.

The IPMA Global Award Agile Leader category recognises those individuals who most effectively demonstrate their agile leadership competences regardless of the scale, number, complexity or type of

work referenced. The Judges assessment focuses on the qualities of the individual. The submission will be assessed in terms of completeness, clarity and succinctness.

This category is open specifically to Agile Leaders with demonstrated professional skills equivalent to one of the IPMA Four-Level-Certification (e.g. levels A to D) or other recognised comparable Agile leadership Certification from an IPMA Member Association. For details of IPMA certification levels see <https://www.ipma.world/individuals/certification/>

## 2.3 Format and content of the submission

Submission should be compiled using the standard template, which can be downloaded from the IPMA Awards website, and submitted in a PDF document.

Indicative page limits are flexible; however, the total content must not exceed 25 A4 pages including the title and table of contents pages (Arial font, 12 point letter type, single spacing).

Submissions may refer to other work undertaken by the individual. Written consent for the use of any work in the submission should be sought from the client/owner. The written consent and any endorsements or referee reports must be included in the submission. Consent is also required for the use of information, photographs, company logos and other properties, used within the submission. Non-conforming submissions may be rejected.

## THE SUBMISSION SHOULD ADDRESS THE FOLLOWING SIX SECTIONS:

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### Section 1: General Information

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

- Name and contact details of the individual applying for the award;
  - Name of company/employer;
  - Name and contact details of the Agile Leaders supervisor;
  - Name and contact details of the owner/client representative;
  - Name and contact details of an optional third referee (example board/committee member, etc.);
  - Confirmation that consent to use the work has been received from the client/owner. This section must also include an overview of the client/sponsor's level of satisfaction with the outcomes and the standard of agile leadership undertaken;
  - Confirmation that consent to use photographs, company logos and the like has been received;
  - Details for the invoice.
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### Section 2: Introduction of the applicant individual

Section 2 comprises an introduction of the individual of not more than 100 words (including performance, outcomes, and responsibilities). This summary may only be used in audio-visual presentations compiled by IPMA for the Awards programme and may be amended at the sole discretion of the IPMA to suit the technical requirements of the AV presentation.

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### Section 3: Curriculum Vitae

In this section provide a Curriculum Vitae (this can be an attached file) or detailed summary of the applicant Agile Leader (**no more than 1000 words**), to sufficiently summarise relevant educational and work background, including work undertaken, and any other relevant information.

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### Section 4: Agile Context

In order to provide the context in which the applicant Agile Leader is/was working, provide a brief outline of the agile context that is referenced in the narratives in section 5, including purpose, outcomes, and description of what made this work challenging, innovative or complex (**not more than 1000 words**).

If you need to describe narratives from more than one work, please provide information from all, addressed in the narratives.

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### Section 5: Performance Narratives

The narratives should reflect the leadership performance of the applicant in achieving or exceeding desired outcomes through the application of best practices and the demonstration of outstanding achievement and innovation. Submissions are to address **FIVE DIFFERENT competences** (from the ICB4: <http://products.ipma.ch/product/icb/>): **two Practice competences, two People competences and one further competence to be chosen from all ICB4 Reference Guide for Agile competences** (Practice, People or Perspective): <http://products.ipma.world/ipma-product/ipma-reference-guide-icb4-agile-world/>, including:

- a. Two Practice competences (performance narrative 1,2);
- b. Two People competences (performance narrative 3,4);
- c. One further competence to be chosen from all ICB4 competences (Practice, People or Perspective, performance narrative 5).

**Each performance narrative should:**

- Commence with a title (the ICB4 Competence being described);
- Apply a strict **maximum limit of 1000 words**;
- Be drafted in the **STAR format**, being a short description of:
  - A specific Situation/problem/challenge;
  - The applicant's Task;
  - The applicant's Actions taken to resolve the situation/problem/challenge;
  - The Result(s) of the Actions.
- Describe how the applicant exhibited excellence and/or innovation in his/her leadership of the work and describe how this benefited the achievement of the desired outcomes;
- Describe the leadership competencies/strategies employed and how they were applied within an agile work lifecycle.

Each Performance narrative may describe one or more STARS.



## Section 6: Documentary Evidence

Documentary evidence is required to be submitted to support and validate all submission claims, including:

- Measured results of innovations;
- Documents that describe changes to outputs;
- Photographs;
- Referee comments by the applicant's supervisor or the project owner/client. Referee comments should include the referee's name and contact details. Referee comments by the individual's supervisor or the project owner/client. Referee comments should include the referee's name and contact details.

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### Guidelines for inclusion of documentary evidence

Evidence is required to support your submission claims. An example may be that an extract from the original agile 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.

The copies of original documentary evidence may be provided in the original language, but where this is not English, an English translation should be provided. Any pages used to provide such a translation are not included in the application form 25 page limit.

**NOTE:** Evidence is scored during judging and therefore if evidence is not provided, the judges score may be zero. Likewise, if the evidence is not relevant or considered to be supportive, then the scoring will be reflecting this.

## PART 3. General conditions relating to all submissions

### 3.1 General Submission Requirements

- Submissions must use the standard templates, downloaded from the IPMA Awards website
- 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;
- Submissions will be accepted under the conditions of these Guidelines;
- There should be no restrictions on the use of the submitted information in any promotion of the awards programme;
- 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 the IPMA and are not returned to applicants;
- Applicants consent to having submissions used for IPMA promotional purposes for a period of two years starting from the year of submission;
- Applicants consent to be available to present their individual or project submission at an IPMA event.

## 3.2 The Submission Application Process



## 3.3 Submission Material

Submissions will only be accepted if received by the above dates and containing the following materials:

### The Submission Document

- Only submissions sent to the IPMA Awards PMO before the IPMA Global Individual Awards deadline will be accepted;
- Requests for extensions will not be granted;
- Submissions should not include promotional, novelty or other material/items not related to or supporting the actual submission;
- Any appendices (section 6) can be in a language other than English, but must be accompanied by either a translation or explanation of the contents (whichever is most appropriate);
- Submissions must NOT include hyperlinks to websites or external documents.

### Electronic Material

The following items are to be sent to the IPMA Awards PMO by the deadline date for a submission to be considered complete:

- For all submissions – a Word or PDF document containing the full submission;
- A minimum of five and a maximum of 10 high resolution photographs in JPEG format, including a head-and-shoulders photograph of the applicant;
- Please ensure the digital photos/drawings are of a high-resolution quality (e.g. the size should be at least 300 dpi or 2 MB) and are submitted as full colour JPG files. Photos with caption information or references are preferred. They are to be numbered in the order they are to appear in the presentation;
- Photos and logo/s may be used in the presentation at the IPMA Awards ceremony, in the annual IPMA Awards Commemorative Book, other IPMA publications, and on the IPMA Awards website. Therefore, photos and logos in any quality less than high resolution (print quality) 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 are to be provided in EPS and JPEG formats. Entrants must ensure that they have permission to use the company logo.

### 3.4 Application fee

The application will only be final once payment is received by the IPMA. The IPMA has the right to cancel/decline the application if the payment is not received within 14 days after the invoice submission.

Where an Applicant applies for more than one category, a separate fee applies to each application. If the application is cancelled by IPMA for this reason, the applicant is obliged to pay 20% of the fee to cover the costs already made by the IPMA. The initial fee will not be charged.

The following fees apply to the IPMA Global Individual Award categories:

CATEGORIES	APPLICATION FEE INCLUDES	APPLICATION FEE
Project Manager of the Year*		€ 300
Agile Leader of the Year*	Submission based application and judging process 	€ 300
Young Project Manager of the Year**		€ 150

\* Three Finalists are offered a pre-paid ticket to the IPMA World Congress and the Gala and an entry to the IPMA Awards Winners Club.

\*\* Three Finalists are offered a pre-paid ticket to the IPMA Global Young Crew Workshops and an entry to the IPMA Awards Winners Club.

\*\* Finalists of the Young Project Manager of the Year Award additionally receive a sponsoring package which covers their travel and accommodation costs related to a participation in the IPMA Global Young Crew Workshops.

### 3.5 Judging

All judging will be conducted by a group of judges selected from a range of industry groups, will collectively have a broad range of experience in project management, and shall be independent of all submissions. Judges decisions shall be final and no correspondence about the decisions shall be entered into.

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

Judging panels for local (national/regional based) and the global level may comprise different members and therefore the evaluation by local judges will not have any bearing on the evaluations of the global Judges panel.

## 3.6 Evaluation

In the evaluating submissions for Project Manager of the Year / Young Project Manager of the Year, all judging panels will use a standard scoring template. The standard template will include the following aspects of each criteria:

### Compliance and Presentation (10% of overall points):

- Level of compliance with requirements of the Submission Guidelines? (3%)
- To what extent does the detailed summary provide a concise overview of the project management skills of the candidate? (3%)
- What is the general quality of the submission? (4%)

### Performance narratives (each of 5 narratives is worth 18% of overall points)

- To what extent is outstanding achievement and/or innovation in project management shown by the PM on selected competence? (using the STAR format) (14%)
- To what extent is evidence provided to support the claim? (5%)

In the evaluating submissions for Agile Leader of the Year all judging panels will use a standard scoring template. The standard template will include the following aspects of each criteria:

### Compliance and Presentation (10% of overall points):

- Level of compliance with requirements of the Submission Guidelines? (3%)
- To what extent does the detailed summary (Section 4 of application) provide a concise overview of the Agile Solution / Project? (3%)
- What is the general quality of the submission? (4%)

### Performance narratives (each of 5 narratives is worth 18% of overall points)

- To what extent is outstanding achievement and/or innovation in management shown by the Agile Leader on selected competence? (using the STAR format) (14%)
- To what extent is evidence provided to support the claim? (5%)

**NOTE:** the evidence provided to support the claim, must be supported by way of referee comments by the individual's supervisor or project owner/client.

### 3.7 Announcement of Winners

Each country or region will announce their winners at local award ceremonies if possible, with winners preceding to the IPMA Global Awards. The global winners will be announced at the annual IPMA Global Awards ceremony. All applicants in each category will be notified by the Awards PMO whether or not they have been selected as a finalist prior to the award ceremony.

### 3.8 Feedback

A Feedback summary will be provided to every applicant, based on the evaluation criteria. The feedback can be expected one month after the announcement of the IPMA category winners. All finalists can participate in a face-to-face feedback session with the Judges on the day after the announcement of the IPMA Global Award winners.

### 3.9 Media

Award Winners are free to discuss their win if approached by the media, or their organisation's management, following the official announcement.