

Submission Guidelines for IPMA Global Project Excellence Awards Small-/ Medium Sized Projects



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Regarding the submission dates please see the IPMA Global Individual Award **Time Schedule** on the website: www.ipma.world

Please send your **application** to award@ipma.world

For specific enquiries please contact the IPMA Awards PMO: award@ipma.world

IPMA International Project Management Association, P.O. Box 7905, 1008 AC Amsterdam, The Netherlands, www.ipma.world

IPMA Global Project Excellence Awards

Introduction

There are three main categories recognised in the IPMA Global Excellence Awards:

1. IPMA Global Project Excellence Awards for Small-/ Medium-sized projects;
2. IPMA Global Project Excellence Awards for Large- Sized projects;
3. IPMA Global Project Excellence Awards for Mega- Sized projects.

This Guideline describes in two parts the Small-/Medium-Sized projects category:

1. The award process for projects applying in the category Small-/ Medium-Sized projects;
2. General conditions relating to all submissions.

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

PART 1. IPMA Global Project Excellence Award For Small-/ Medium-Sized Projects

1.1 Eligibility

- Any individual or organisation can enter a submission.
- A winning project will be one that demonstrates, through narratives and documentary evidence, excellence and/or innovation in the application of project management. The applicant project should have a budget of less than €50 million, it can be from either the public or private sector and can have been conducted or delivered anywhere in the world.
- The project must be recently completed or be a recently (generally within 18 months of the submission closing date) completed concrete phase of a larger programme or project.
- Acceptance of the project, or concrete phase, by the client/owner prior to submission is mandatory.
- Only one submission per applicant in each project type category is permitted.
- Only one submission per applicant in each individual category is permitted.

1.2 Project type categories

The categories for Small-/ Medium-Sized projects are:

IT/Telecommunications: Information and computer technology projects that involve the project management of the development and/or application of software and related IT infrastructure.

Construction, Engineering and Infrastructure: Construction/engineering/infrastructure projects such as buildings, utilities, infrastructure, urban and regional development projects.

Change Management/Product Development/Marketing: The project management of projects that plan and implement a significant change focused on people and their behaviour.

Social/Regional Development/Community Service: Cultural, volunteer or not-for-profit delivered projects as well as projects that are conducted to achieve (sustainable) development goals. Projects that realise social and economic benefit to a city or region.

Applied research: Research projects that demonstrate excellence in management of product development and innovation projects and/or the application of project management research results.

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 website, and submitted in a PDF document.

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

All content must be presented in a PDF document in Arial font, minimum size 12 points. Maximum length of the submission is 40 pages, A4 size including the title and table of contents pages. The page limit includes all appendices, but does not include the English translation of any original documentary evidence you would like to provide in a language other than English.

Photos may be included at appropriate points throughout the submission.

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 reference 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 IPMA Awards PMO.

Projects may be submitted for up to two categories using separate submission documents. If a submission is being entered in more than one category, a separate Application Report addressing the relevant category should be submitted for each category entered.

A project will be eligible to win in one category only.

THE SUBMISSION SHOULD ADDRESS THE FOLLOWING SEVEN SECTIONS:



Section 1: General Information

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

- Name of the organisation applying;
 - Name of the project/ project phase;
 - Project location (city and country);
 - Confirmation that the project fulfils the definition of a project described in IPMA ICB version 4.0;
 - Confirmation that the project or the project phase being used as the basis of the submission has been completed;
 - Name and contact details of the project team representative;
 - Name and contact details of the media representative;
 - Name and contact details of the project sponsor/client;
 - Name and contact details of the Project Excellence Award Submission Manager;
 - Details for the invoice;
 - Confirmation that consent to submit the project has been received from the client/sponsor;
 - Confirmation that consent to use photographs, company logos and other information provided in the submission has been received;
 - Confirmation that the project/ project phase has been accepted by the client/owner;
 - Name of the category entered.
-



Section 2: Summary of the project

A summary of **not more than 100 words** describing the project or project phase, its results and the scope of the project. This summary should be aligned to the category in which the project is being submitted. This summary may be used in the public domain for presentation and marketing purposes by the International Project Management Association (IPMA).

Key project/ project phase information.

- Number of core team members;
- Number of site locations involved;
- Number of total internal employees involved;
- Number of total external employees involved;
- Key project / phase objectives / expected benefits;
- Main project / project phase outcomes / products;
- Start and end date;
- Total duration;
- Main project milestones;
- Total budget distribution to phases / parts of the project;
- Governance structure of the project;
- Organisational structure (organisational chart).

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



Section 3: Outline of the project

In this section provide an outline of the project or project phase (**indicatively two pages**), to describe the project or phase addressing the three areas of the IPMA Project Excellence Model (PEM): A. People and Purpose, B. Processes and Resources and C. Project Results. You may include other relevant information.



Section 4: Business value delivery

In this section provide a detailed summary (**indicatively two pages**) of the excellence of the project by describing how the project ensured close interaction between the three areas of the IPMA Project Excellence Model in terms of the following business values: performance, effectiveness and efficiency, reliability, flexibility, continuous improvement and scalability. (See IPMA Project Excellence Baseline Section 5.5).



Section 5: Outstanding achievement and/or innovation in project management best practice

a) Project Excellence Model (PEM) Criteria

IPMA PROJECT EXCELLENCE MODEL CRITERIA

Describe outstanding achievements and/or innovations in five IPMA PEM criteria, three of which are mandated and two you may select. The criteria may relate to either a particular phase of the project or throughout the total project (**indicatively two pages for each example**).

The three mandated criteria for 2019 are:

- A.2. Objectives and Strategy;
- B.1. Project Management Processes & Resources; C.4. Project Results and Impact on Environment.

Provide relevant examples of project documentary evidence in the Appendix 1 to support the claims made in each of the five criteria (**indicatively two pages for each example**).

b) Issues or challenges

Describe how two significant project issues or challenges were managed (**indicatively two pages for each issue or challenge**).

For each issue or challenge indicate which single IPMA PEM criteria it most relates to and provide relevant project documentary evidence in Appendix 2 to support the claims made in the explanation (**indicatively one page for each example**).

c) Lesson learnt

Describe one lesson learnt relating to the IPMA PEM criteria.

Outline an example of a project management activity that did not go as expected, why it did not go as expected and how you dealt with it. Provide recommendations for improvement for future projects or phases. Additionally, discuss how this lesson learnt 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**).



Section 6: Appendices

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

- Measured results of innovations;
- Documents that prove the realised (quantitative or qualitative) project 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.

Guidelines for inclusion of documentary evidence

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 financial information from the business case with a comparison document showing how the saving is considered validated. 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 40 page limit.

NOTE: evidence is scored by the judges 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 reflect this.



Section 7: Applicant statement

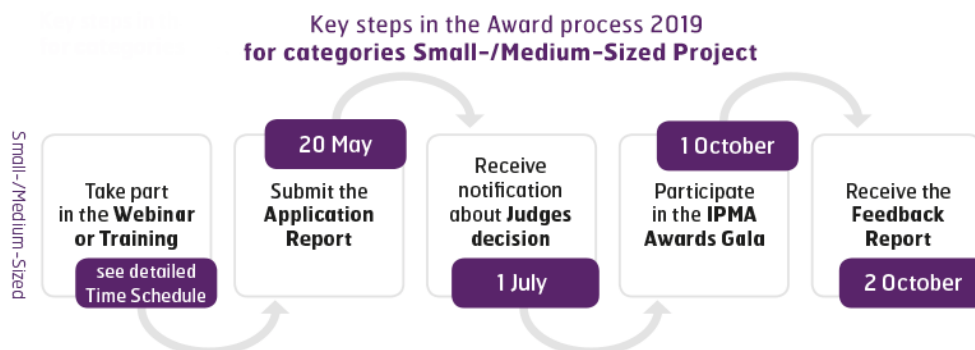
Confirmation that the application fulfils the requirements for the IPMA Global Project Excellence Award and that all information given in the submitted application and documentation are true and correct. Acceptance of the data protection and confidentiality clauses demanded by the IPMA organisers.

PART 2. General conditions relating to all submissions

2.1 General submission requirements

- Submissions must use the standard templates, downloaded from the IPMA website;
- Submissions need to be concise yet contain sufficient information for the judges 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.

2.2 The submission application process



2.3 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 Project Excellence 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 project team photograph;
- 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 logos 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 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 about 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.

2.4 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. 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 Project Excellence Award categories:

CATEGORIES	APPLICATION FEE INCLUDES	APPLICATION FEE
SMALL- / MEDIUM-SIZED PROJECTS with a budget < € 50 million	>> IT / Telecommunications >> Construction / Engineering / Infrastructure >> Change Management / Product Development / Marketing >> Applied Research >> Social / Regional Development / Community Service	Submission based application and judging process  € 500 € 250

2.5 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.

2.6 Evaluation

In evaluating submissions for the Project Excellence Awards all judges will use a standard scoring table, which includes:

- For the description of sustainable value delivery (six criteria worth up to a total of 60 points);
- For each of the five PEB Criteria (each criteria is worth up to 100 points);
- For each of the Issue or challenge (each challenge or issue is worth up to 100 points);
- For the Lesson Learnt (up to 100 points).

2.7 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 IPMA Global Awards ceremony on 1st October in Merida, Mexico. The outcome of the judging process will not be announced prior to the awards ceremony. At the sole discretion of the judging panels, high commendations or other awards may be awarded for submissions of significant merit.

2.8 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 several Judges on the day after the announcement of the IPMA Global Award winners.

2.9 Media

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