

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



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Excellence
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Regarding the submission dates please see the IPMA Global Individual Award **Time Schedule** on the website: www.awards.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 recognized 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.
- The Application Report may be based on a recently completed (generally within the past 24 months) project or a phase of a larger project or programme.
- 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 must 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, or completed phase must have been accepted by the client/owner prior to submission.
- The same project 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.
- Only one submission per applicant each project type 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/ 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 Report should be compiled using the platform <https://ipma.awardsplatform.com/> after registering.

Written consent for the use of any project in the submission by the project client/owner must be provided. 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. This written consent and any endorsements or reference reports must be uploaded into the Submission Confirmation section of the Application Report.

THE APPLICATION FORM SHOULD ADDRESS THE FOLLOWING 13 SECTIONS:



1. GENERAL INFORMATION

In this section of the submission, please complete the requested information for the applicant and the project.



1.1. Applicant details 1

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

- Name of the organisation applying;
- Name of the project/ project phase;
- Author
- Project location (city and country);
- Confirmation that the project fulfils the definition of a project described in IPMA ICB version 4.0;



1.2. Applicant details 2

- Project team contact details (full name, e-mail, phone number);
- Media representative contact details (full name, e-mail, phone number);



1.3. Applicant details 3

- Project client/ sponsor contact details (full name, e-mail, phone number);
- Project excellence award submission manager contact details (full name, e-mail, phone number).



1.4. Summary of the project

In this section choose one of the following categories:

- IT/ Telecommunications,
- Construction / Engineering / Infrastructure,
- Change Management / Product Development / Marketing,
- Social / Regional Development / Community Service

Enter a summary of the project or project phase into the text field provided. Ensure that you include the project objective(s) and results, and how they are aligned to the selected category.

Note that the 'Summary' text field is limited to no more than 100 words.

This summary may be used in the public domain for presentation and marketing purposes by the International Project Management Association (IPMA).



1.5. Key project/ project phase information

In this section of the submission, use the text fields provided or uploaded documents to provide the following 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;
- The main project/ project phase outcomes/ products;
- Confirmation if the project/ project phase being used as the basis of the application has been completed;
- Start and end date of the project;
- Total duration of the project in months;
- The main project milestones;
- Budget in euro;
- Explanation how was the total budget distributed to phases/ parts of the project;
- Governance structure of the project, who are the project client and sponsor and how was appropriate governance organised. The Application Form provides an option of also uploading a one-page document detailing the governance structure.
- Organisational structure (organisational chart). Describe the project team structure. The Application Form provides an option of also uploading a one-page document detailing the project or phase organisational structure.



1.6. Outline of the project

In this section provide an outline of the project or project phase 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.

Note that the text field is limited to no more than 1000 words.



1.7. Business value delivery and Sustainability

A detailed summary 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, sustainability.

Note that the 'Summary' text field is limited to no more than 1000 words.

2. IPMA PROJECT EXCELLENCE MODEL (PEM) CRITERIA



2.1. Outstanding achievement and/or innovation in project management best practice

Describe outstanding achievements and/or innovations in six IPMA PEM criteria, three of which are mandated and three 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 2021 are:

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

Note: the text field will accept no more than 1,000 words.

In the Application Form provide two evidence uploads for each criterion (a maximum of one A4 page) to validate the claims made.



2.2. Challenges and Lessons Learnt related to area A, B and C of PEM

Describe how three significant project challenges were managed, the lessons that were learnt and how these lessons have been or may be applied in future projects or phases. One challenge is to be selected from each of PEM Criteria areas A, B and C. Note: the text field will accept no more than 1,000 words.

In the Application Form provide one evidence upload for each criterion (a maximum of one A4 page) to validate the claims made.



2.3. Guidelines for inclusion of documentary evidence

Evidence is required to validate 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.

Quotes from clients or managers substantiating claims that you have made are also appropriate evidence.

In addition, up to 10 high-definition photographs may be uploaded into the Marketing Files section. Each photograph should be referenced as evidence in the relevant text and then uploaded into the Marketing Files section, below.

Links to any form of data are not acceptable as evidence.

Evidence provided in its original language must meet all page and/or word restrictions imposed by these Guidelines. An English translation of the original evidence must be provided in the same upload as the original evidence. The pages used for the English translation are not included in the evidence page or word count.

NOTE: Evidence is scored by the judges and therefore if evidence is poor or not provided, the judges scoring for evidence will reflect this.



2.4. Marketing files

In this section, provide the logo of the company most associated with the project pictures (max.10).



2.5. Submission confirmation

- Confirmation that the project/ project phase has been accepted by the client/owner;
- Client/ sponsor confirmation: Confirmation that consent to use the project has been received from the client/owner;
- Consent to use photographs, company logos etc. Confirmation that consent to use photographs, company logos and the like has been received.



2.6. Applicant statement

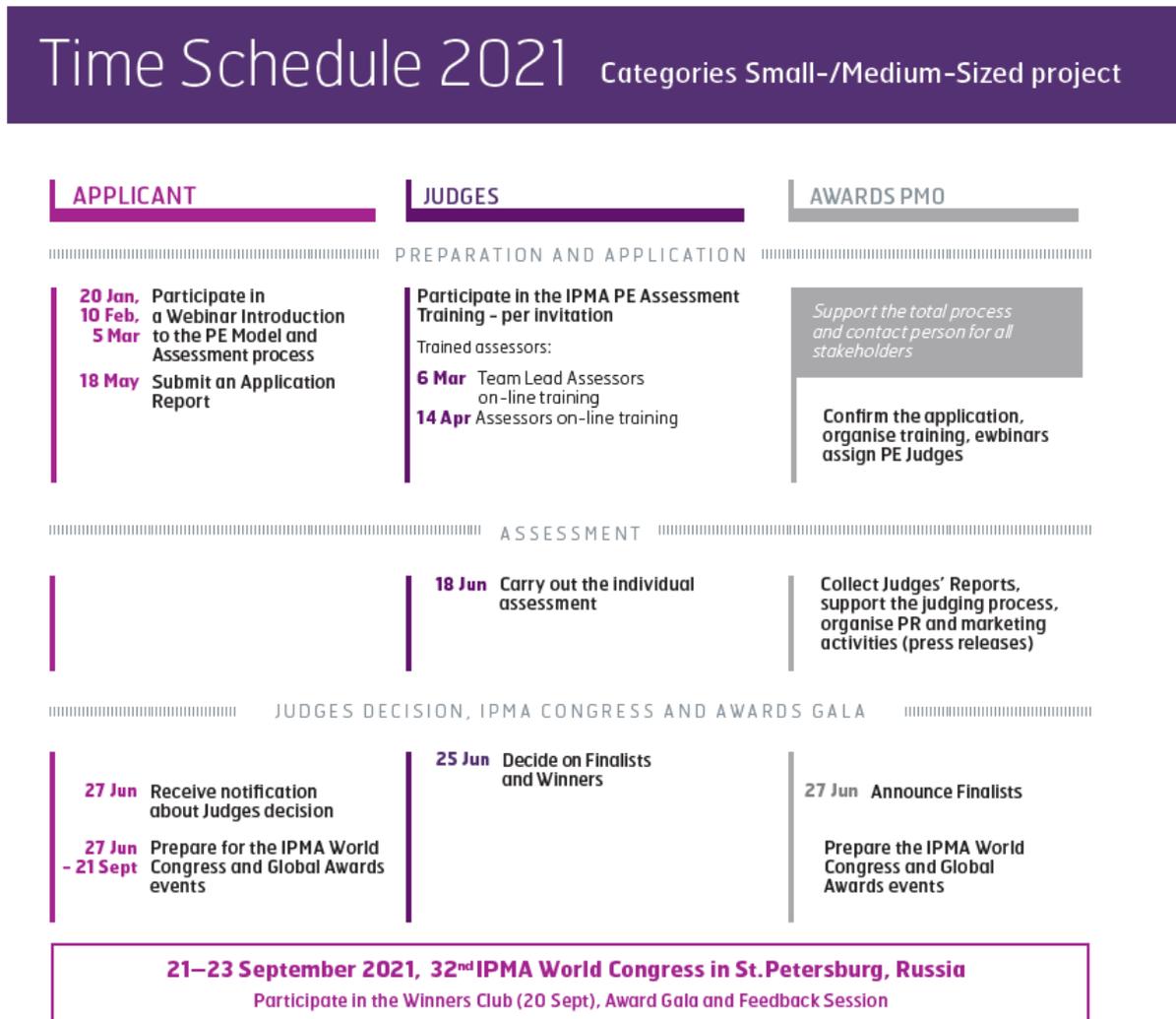
Confirmation that the application fulfils the requirements for the IPMA Global Project Excellence Award and that all information given in the submitted application and documentation are true and correct. Acceptance of the data protection and confidentiality clauses demanded by the IPMA organisers.

PART 2. General conditions relating to all submissions

2.1 General submission requirements

- Submissions must be completed on the platform <https://ipma.awardsplatform.com>, after registering;
- 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 the applicant;
- 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 time schedule



2.3 Submission material

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

The Submission Document

- Only applications submitted on the platform <https://ipma.awardsplatform.com> before the IPMA Global Project Excellence Awards due date will be accepted;
- Requests for extensions will not be granted;
- Submissions should not include promotional, novelty or other material/items not related to or supportive of the actual submission;
- Any evidence 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 – online application on the platform
- 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 deadline of the application 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	Submission based application and judging process 	€ 500
with a budget < € 50 million		€ 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 Business value delivery and Sustainability (up to 100 points);
- For each of the three PEB Criteria (each criteria is worth up to 100 points);
- For each of the Challenges and Lessons Learnt (each challenge or issue is worth 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 23rd September in St. Petersburg, Russia. 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.