Submission Guidelines for the IPMA Global Project Excellence Awards

Large-/ Mega-Sized Projects

IPMA Global Project Excellence Award

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Regarding the submission dates please see the IPMA Global Project Excellence Award **Time Schedule** on the website: www.awards.ipma.world
For specific enquiries please contact the IPMA Awards Office: 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

IPMA annually awards prestigious project management prizes to project teams that achieve and can prove great feats in project management based on the IPMA Project Excellence Model, a key part of the IPMA Project Excellence Baseline, IPMA's global standard. The IPMA Global Project Excellence Award winners' profit from benefits such as receiving the highest international honour for excellent project performance and worldwide recognition, receiving systematic feedback about the strengths and improvement potential of their project management, and getting the opportunity to market their organization's achievements on a global scale. Project team members who participate in the IPMA Global Project Excellence Award gather experiences that help them in managing further projects and enhancing their careers.

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

1. IPMA Global Project Excellence Awards for Small-/ Medium-sized Projects;
2. IPMA Global Project Excellence Awards for Large&Mera sized Projects.

This Guideline describes in two parts the Large- and Mega-sized Projects category:

1. The award process for projects applying in the Large- and Mega-Sized projects categories;
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 Large- and Mega-Sized projects

1.1 Eligibility

- Any organization 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 can be from either the public or private sector and can have been conducted or delivered anywhere in the world.
- The project must have been recently completed or has recently (generally within 24 months of the submission closing date) completed the concrete phase of a larger programme or project.
- Acceptance of the project, or concrete phase, by the client/owner prior to submission is mandatory.

NOTE: The applicant project must have been completed within the last 24 months preceding the Award application, eg. after May 2025.

1.2 Project categories

The categories for Large- and Mega-Sized projects are:

Large-Sized project: with a budget between € 50 and € 200 million

Mega-Sized project: with a budget > € 200 million

1.3 Format and content of the submission

The application submission requires two documents:

Application Form:

The Application Form should be compiled using the platform https://ipma.awardsplatform.com/ after registering.

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 the project information, photographs, company logos, and other properties used within the submission.

The IPMA Awards Office may reject non-conforming submissions.

THE APPLICATION FORM SHOULD ADDRESS THE FOLLOWING SIX SECTIONS:



1: General Information

In this section of the submission, please choose the category, subcategory, and put the full name of the company/organization (Entry name box).

2. Applicant details

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

- Name of the organization applying;
- Country of the headquarters of the company;
- 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;
- Total project duration in months;
- Number of people involved;
- Total budget;
- The location of the PE Assessment Team Site Visit;
- Confirmation of the Site Visit dates.
- 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.

NOTE: More than one Site Visit location is possible only after consent by the IPMA Awards PMO and the PE Assessment Team. The 3-day PE Assessment Team Site Visit is scheduled for the week of June 22 -26, 2026. Please confirm that there are no National Holidays at that time in the country of the Site Visit. If yes, please propose alternative dates for the Site Visit.

3. Summary of the project

A summary of not more than 100 words of the project or project phase, its results 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 the public domain for presentation and marketing purposes by the International Project Management Association (IPMA)).

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

4. 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.

5: Marketing files

Provide a company logo and from five to ten project team pictures.

6. Application Report:

All content must be presented in Arial font, minimum size 9 points. Indicative page limits are flexible; however the total content must not exceed 35 A4 pages including the title and Table of Contents pages.

Photos may be included at appropriate points throughout the submission.

Attachments are not accepted in the application. However, you can prepare a list of important documents. The documents and further documentation can be reviewed by assessors during the Site Visit.

The description of the PEM criteria can be deleted in the final Application Report.

7. Complexity Matrix

The Complexity Matrix is a tool to determine the complexity of a given project/program based on predefined complexity criteria and meaningful data provided by the project/program. The matrix will be used to determine to what extend the project/program is complex and feasible, as well as it will serve as a support tool for the final decision of the Judges in the Award competition.

https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fawards.ipma.world%2Fwp-content%2Fuploads%2F2021%2F10%2FComplexity-Assessment-for-Applicants.xlsx&wdOrigin=BROWSELINK

Complexity matrix is a separate document that allows for a better understanding of the scope of the project.

8. Submission Confirmation

In this section please attach the documents:

- Confirmation that the project/ project phase has been accepted by the client/owner;
- 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 or the project phase being used as the basis of the submission has been completed;

THE APPLICATION REPORT SHOULD ADDRESS THE FOLLOWING PARTS:

List of abbreviations

Key Project / Project Phase information

- Number of total internal employees involved
- Number of core team members
- Number of site locations involved;
- Number of total external employees involved;
- Key project / phase objectives / expected benefits;
- Main project / phase outcomes / results;
- Start/ end date;
- Total duration;
- Main project milestones;
- Total budget;
- Governance structure of the project;
- the major risks / challenges in the project;
- values that you consider to be important in the context of the project and your project organization?

Short description 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 (IPMA PEM): A. People and Purpose, B. Processes and Resources and C. Project Results. You may include other relevant information.

Project Excellence Model Criteria

Describe outstanding achievements and/or innovations in all IPMA PEM criteria.

List of relevant project documents

PART 2. General conditions relating to all submissions

2.1 General submission requirements

- Application Form must be conducted on the platform https://ipma.awardsplatform.com/.
- Application Report must use the standard template, downloaded from the IPMA website;

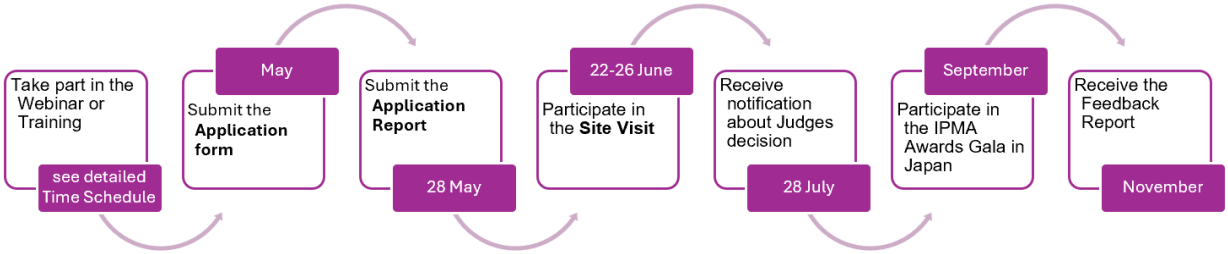
- Submissions need to be concise yet contain sufficient information for the assessors to adequately assess the merits of the entry;
- All necessary clearances and permissions required for the release of all information submitted including any proprietary, confidential, technical or commercial information 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, assessors site visit 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 project submission at an IPMA event.

2.2 The submission application process

Key steps in the IPMA Awards process 2026

For categories Large- and Mega- sized Projects





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 deadlines 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;
- 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 payment will be made on e-shop by choosing a specific product (depending on the award category). 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	Submission based application and judging process	€ 600
	» Social / Regional Development / Community Service		€ 300
LARGE-SIZED PROJECTS **with a budget < € 200 million**	Categories open to all types of projects.	Written application and site based judging process	€ 4000
MEGA-SIZED PROJECTS **with a budget > € 200 million**	Categories open to all types of projects.		

* In the Large- and Mega-Sized projects categories the Application Fee does not cover the costs of the Assessment Team Site Visit.

2.5 Assessment

The PE Assessment process consists of a number of steps:

1. **Individual assessment**: The Assessors submit their individual assessments of the application report to the judges by filling in the scoring template.
2. **Virtual team meeting:** The Assessor takes part in the Virtual Team Meeting to discuss individual scores, the 1st Judges Report, and the Site Visit. The Assessment Team decides on Site Visit Issues (SVIs), documents they would like to review on site, and persons/stakeholders they would like to interview.
3. **Submission of the 1st Judges' report: The 1st Judges'** Report is submitted by the Team Lead Assessor to the Award Judges.
4. **The Site Visit:** The Assessors participate actively in the Site Visit by interviewing relevant stakeholders, resolving Site Visit Issues and studying project documents.
5. **Submission of the 2nd Judges Report:** After the Site Visit, the Assessment Team rescores the project and submits the 2nd Judges Report with their findings to the Judges.
6. **Feedback Report handover:** The Assessment Team finalizes the Feedback Report so that it can be handed over to the applicant after the Awards Gala. The Feedback Report contains the detailed findings (strengths, areas for improvement, and scores) of the Assessment Team, as well as feedback from the Award Judges.

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

- Scores per criteria (using the three scoring matrixes from the IPMA PEM);
- An overview of strengths and areas of improvement per criteria;
- An overview of issues addressed at the Site Visit;
- A summary of issues the Assessor faced in scoring the application;
- Answers to the judges questions.

2.6 A recommendation to the judges

All final judging will be conducted by a group of five to six judges selected from a range of industry groups, who 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.

The IPMA Award Judges decide objectively based on the information provided by the IPMA Award Assessment Teams, which projects are IPMA Finalists and Gold, Silver and Bronze Winners, in the respective award categories for the current year.

The IPMA Award Judges meet twice in order to make their decision. The 1st Judges meeting is a conference call. The IPMA Award Judges then specify questions and additional information that have to be checked during the Site Visit. This information is required in order to be able to take the final decision during the 2nd IPMA Award Judges meeting.

After the Site Visit and the feedback provided by the TLAs, the Award Judges takes the final decision for all the IPMA Finalists in categories for the current year. The Award Judges prepare feedback per project, stating their decision. After the Award Gala, the Award Judges provide feedback on their findings together with the TLA to the Applicant.

2.7 Announcement of the 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 19th September 2025 in Berlin, Germany. 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.
All projects that are selected as finalists by the judges will be informed before the Awards Gala, where the winners are announced. Several networking activities are organized for the Awards Finalists to participate in during the IPMA Winner's Club, Awards Market Place, and Site Visit (if possible).

2.8 Feedback

A Feedback Report will be provided to every applicant based on the evaluation criteria. The Feedback Report can be expected one month after the announcement of the IPMA category winners.

2.9 Media

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