

# 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.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 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.
- 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 have a recently (generally within 18 months of the submission closing date) completed 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 all 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 benefits to a city or region.

\*NOTE: The Awards PMO will decide which submission is from a volunteer or a not-for-profit organization and apply a discount. The discount will not be applicable to submissions from companies and government bodies.

### 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 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 assessors and/or IPMA Awards PMO.

Projects may be submitted for up to two categories using separate submission applications. 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 APPLICATION FORM SHOULD ADDRESS THE FOLLOWING 13 SECTIONS:

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#### 1: General Information

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



#### 2. Applicant details 1

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

- Name of the organisation applying;
- Country of headquarters location;
- 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;



#### 3. Applicant details 2

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



#### 4. Applicant details 3

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



#### 5. Summary of the project

In this section choose one of category out of:

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

Also 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).

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## 6. Key project/ project phase information

In this section of the submission, please include 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.
- Organisational structure (organisational chart). Describe the project team structure.



## 7. 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.



## 8. 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.



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

Describe outstanding achievements and/or innovations in three IPMA PEM criteria. The criteria may relate to either a particular phase of the project or throughout the total project (max. 1000 words for each example).

Include evidence for each criteria. 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. Photographs and quotes from clients or managers substantiating claims that you make are also

classified as appropriate evidence.

NOTE: evidence is scored by the assessors, and therefore, if evidence is not provided, the assessor's score for evidence may be zero. Likewise, if the evidence is not relevant or considered to be supportive, then the scoring will reflect this.

#### a) Project Excellence Model (PEM) Criteria

##### IPMA PROJECT EXCELLENCE MODEL CRITERIA

Describe outstanding achievements and/or innovations in five IPMA PEM criteria. 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 criteria for 2024 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 to support the claims made in each of the three criteria (indicatively two pages for each example).



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

Describe how three significant project challenges and lessons learnt were managed (max. 1000 words for each challenges and lessons learnt).

For each challenge or lesson learnt indicate which single IPMA PEM criteria it most relates to and provide relevant project documentary evidence to support the claims made in the explanation.

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. Provide relevant project documentary evidence to support the claims made in the narrative.

#### 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.

NOTE: evidence is scored by the assessors and therefore if evidence is not provided, the assessors may score zero for evidence provided. Likewise, if the evidence is not relevant or considered to be supportive, then the scoring will reflect this.



### 11. Marketing files

In this section, please provide the logo of a company and project pictures (max.10).



### 12. 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.



### 13. 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.

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## PART 2. General conditions relating to all submissions

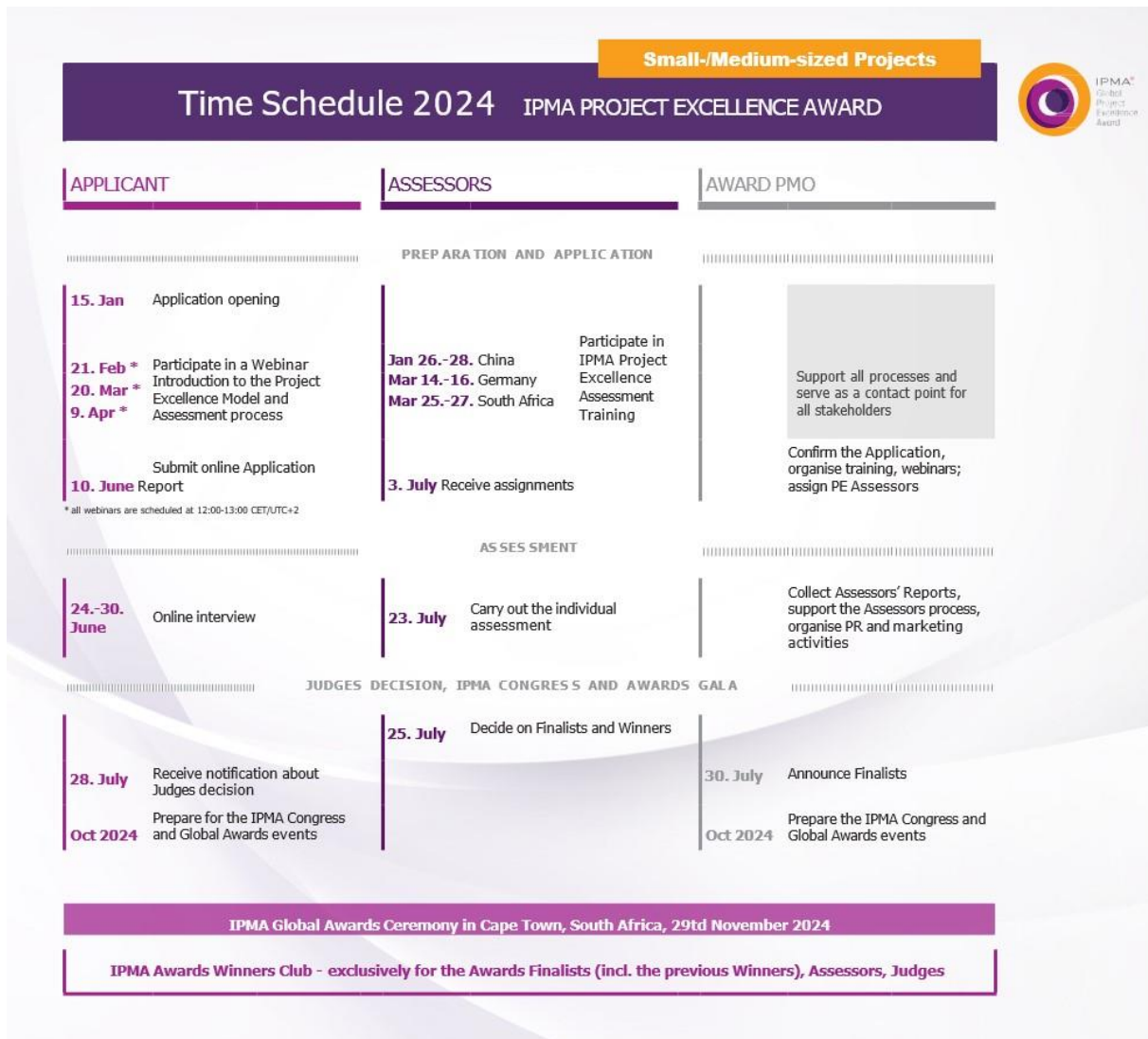
### 2.1 General submission requirements

- Submissions must be completed on the platform <https://ipma.awardsplatform.com>, after registering;
- Submissions need to be concise yet contain sufficient information for the 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 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 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 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 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:

### Pricing

Price	Categories	Application Fee Includes
€ 525	IT / Telecommunications ?	 Submission based application and judging process
	Construction / Engineering / Infrastructure ?	
	Social / Regional Development / Community Service ?	
	Change Management / Product Development / Marketing ?	
€ 260	*Social/ Community Service ?	

## 2.5 Judging

All judging will be conducted by a group of assessors 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. Assessor's 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.

After individual assessment, the Awards office will schedule an Interview in which the Project Manager and several project team members should be present, as well as a group of assessors. This interview will serve as part of the assessment, and assessors will ask questions about the application. After the interview, the assessors will be asked to review their initial scores for PEB criteria.

## 2.6 Evaluation

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

- For each six PEB Criteria (each criteria is worth up to 100 points);
- For the description of Sustainable Value Delivery (worth up to a total of 100 points);
- For the Challenges and Lessons Learnt (up to 100 points for each of three criteria).

## 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 29th November in Cape Town, South Africa. 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

## 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.