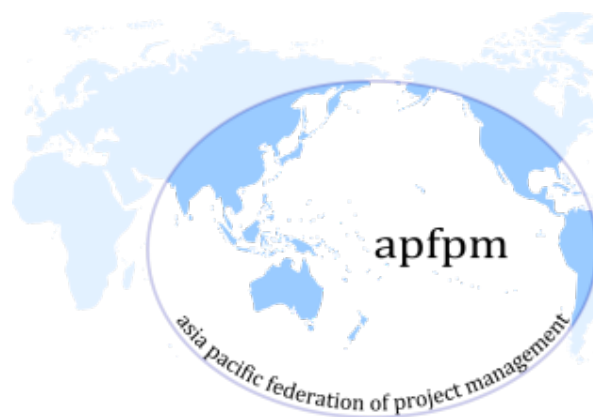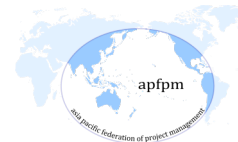**apfpm ASIA PACIFIC PROJECT MANAGEMENT AWARDS**

2023

apfpm Awards Submission Guidelines

INTRODUCTION

In 2012 the Asia Pacific Federation of Project Management (apfpm) established a project management awards program - **apfpm Asia Pacific Project Management Awards** (known as the **apfpm Awards**). It is to recognise, honour, and promote organisations demonstrating excellence and outstanding achievements in project and program management within the Asia Pacific region.

Entries into the **apfpm Awards** would consist of award winners from the participating Member Association award programs where these are conducted.

In the context of these guidelines, the term "project" also covers "program" where appropriate. The awards will be judged by representatives of the participating **apfpm** affiliated national Institutes/Associations. The **apfpm** do not charge fees to organisations submitting entries into the **apfpm Awards**.

apfpm Award entries are limited to a max of 2 project submissions (within any single category) from any country represented by a participating Member Association of the **apfpm**.

All **apfpm Award** entries must be submitted through their relevant national Member Association.

AWARD CLASSIFICATIONS

There are three classifications of awards:

- Awards for the management of projects,

- Awards for individual project management achievement, and

- Awards for research into project management (which are covered under a separate guideline)

These guidelines are in four parts:

- Part 1: Awards for the Management of Projects

- Part 2: Awards for individual project management achievement

- Part 3: General Conditions relating to all Submissions

- Part 4: Assistance Notes for Potential Entrants

Entrants must carefully read these Submission Guidelines and respond to all submission requirements.

PART 1 Awards for the Management of Projects.

1.1 ELIGIBILITY

Any project within **apfpm's** Member Associations are eligible to enter the **apfpm Awards**. A winning project will be one that demonstrates, through narrative and documentary evidence, excellence and / or innovation in the application of project management.

Projects may be of any size or monetary value, from either public or private sector.

The project must have an approved project plan and budget. The project must be recently (*within 18 months* of submission closing date) completed or be a recently completed discrete phase of a larger program or project.

Acceptance of the project, or discrete phase, by the client / owner prior to submission is mandatory.

1.2 GENERAL TERMS AND CONDITIONS

In instances where a project is undertaken across two or more countries, the submission is normally to represent the country that is the principal work place of the project director / manager. However, in instances where the project director / manager is located in a different country to the project team, the submission may be entered to represent the country associated with the project team.

A submission may not be entered to represent more than one country.

Projects may be submitted for up to three categories using separate submission documents for each category.

Each project will be eligible to win one category only.

A project may win both a category award and the project of the year award.

All project submissions (with the exception of Internationally Funded Humanitarian Aid projects) must be completed using the apfpm Project Submission template that can be downloaded from the apfpm website.

Internationally Funded Humanitarian Project submissions must be completed using the separate apfpm Internationally Funded Humanitarian Aid Project Submission template that can be downloaded from the apfpm website

1.3 PROJECT CATEGORIES

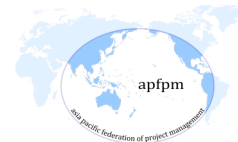The categories for project submissions for **apfpm Awards** are:

Category A: Construction / Engineering

Construction / engineering projects such as buildings, utilities, and infrastructure.

A submission to this category can be entered by either the project owner or the project EPCM with each criteria addressed from either of these perspectives.

Category B: Telecommunications / Information Technology

Telecommunications or Information technology projects that normally involve project

management of software development and / or hardware upgrades in the information technology sector or information technology component of any business, or telecommunications development and / or hardware upgrades.

Category C: Organisation / Change Management

Organisational development and change management projects which normally involve business initiative projects and / or the project management of the actual change aspect.

Category D: Community Service

Community or cultural projects; volunteer-based projects that underpin/promote the education, development, preservation and well being of indigenous, disadvantaged, or disabled people or are undertaken by not-for-profit organisations. This category recognizes where project management has made a major contribution to a local project of benefit to the community or the environment.

Category E: Regional Development

Projects that include infrastructure development, such as roads, bridges, tunnels, hydro electricity, etc., for local or regional development that are generally funded through cooperation of local, state or federal government and single and/or multiple international organisations.

Category F: Sustainable Projects

Projects that demonstrate project management achievement/excellence in delivering sustainable outcomes from the social, financial and environmental (triple bottom line) viewpoints and/or

projects that have embedded sustainability principles and practices into their project execution processes and organisational culture.

Category G: Internationally Funded Humanitarian Aid Projects

Projects that demonstrate project management achievement/excellence in delivering humanitarian aid and which have an international funding source.

Whilst it is recognised that international projects present unique challenges to any project team, including technical and geographical differences, along with issues of language and culture, the successful delivery of overseas aid projects requires a particular project management skills and aptitude.

The internationally funded Humanitarian Aid Award is made to an international project (or program) where complete or a large milestone has been reached. The Award recognises a project managed or supported by a Non-Government Organisation (NG)) that has brought a major benefit to a community. This award recognises the special challenges that international development and aid projects present to their project teams and their stakeholders. Submissions for this award must also demonstrate that the objectives of the project/program have been achieved and proven benefits delivered. Submissions in this category should demonstrate achievements in incorporating sustainability into outcomes. Sustainability shall be measured against such guidelines as the United Nations Global Compact's ten principles (ie relating to aspects of people, planet and profits). For details refer to: https://www.unglobalcompact.org/what-is-gc/mission/principles

To emphasise again, Internationally Funded Humanitarian Project submission must be completed using the separate apfpm Internationally Funded Humanitarian Aid Project template that can be uploaded from the apfpm website.

Category H: Research in Project Management

Research is an essential part of the development of the profession of Project Management and therefore this award seeks to recognise research excellence.

All researchers throughout the Asia Pacific region are encouraged to participate in this award.

The award is open to all aspects of research and should demonstrate its relevance to Project Management, and how the outcomes benefit Project Management.

Note: Although all the Awards come under the one program a separate Research Award submission guidelines must be used for Category F submissions as they have some different criteria to the other Project Awards. Please refer to the apfpm website for details.

1.4 FORMAT AND CONTENT OF THE SUBMISSION

Submissions must be formatted in Arial 12 point font, single spaced in a Microsoft Word compatible document.

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

Where a submission is being entered for more than one category, care should be taken to address category specific aspects where appropriate.

Indicative page limits are flexible; however total content is not to exceed 35 A4 pages.

Submissions should not include promotional, novelty or other material / items not related to or supporting the actual submission.

Submissions must include the written consent of the project's owner / client to the submission of the project in the apfpm Awards, together with an overview of the client / sponsor's level of satisfaction of the project outcomes and the standard of project management undertaken. The written consent must be bound into the submission. Consent is also required for the use of project information, photographs, company logos and the like. Non-conforming submissions may be rejected.

The submission should address the following five sections.

Section 1.   General Information

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

1. MA Point of Contact:

    Name:

    Email address:

    Telephone number

2. Name of Company

3. Name of Project

4. Location of project i.e. city, and country

5. Name and contact details of the project owner / client representative

6. Names of key stakeholders

7. Name of project team contact

8. Name and contact details of media representative

9. Name and contact details of the apfpm Awards Submission Manager

10. Name of apfpm participating Member Association submission is entering through

11. Confirmation that consent to use the project has been received from the client / owner

12. Confirmation that consent to use photographs, company logos and the like has been received

13. Confirmation that the project has an approved plan and budget

14. Confirmation that the project / phase has been accepted by the client / owner.

Section 2.   Summary of the Project

All submissions must provide a summary of not more than 100 words of the project, its outcomes, level of complexity and the reasons or purpose of the project. This summary may be used in any audio-visual presentation compiled by the apfpm.

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

Section 3.   Outline of the Project

In this section provide an outline of the project (indicatively two pages), to state the purpose and objectives of the project, the project management methodology applied, its level of complexity, and any other relevant information.

Section 4.   Project Outcomes

In this section provide a detailed summary (indicatively two pages) of the success of the project by comparing the planned outcomes against achieved outcomes.

Section 5. Outstanding Achievement and / or Innovation in Project Management Best Practice

There are three areas in project management to be addressed:

a) PM Competency / Knowledge Areas

Describe outstanding achievement and / or innovation across four of the following project management elements, integration, scope, culture, time, cost, quality, human resources, communication, risk and procurement management, in either a particular phase of the project or throughout the total project (indicatively two pages for each example). You <u>must</u> provide <u>relevant</u> examples of project documentary evidence to support the claims made in each of the <u>four</u> narratives (indicatively two pages for each example). At least <u>two</u> of the elements must reflect project management success (i.e. scope, time, cost, or quality). Management of significant issues or challenges should be addressed under the following area.

b) Issues or Challenges

Describe how <u>two</u> significant project issues or challenges were managed. (indicatively two pages for each example). For each example, you <u>must</u> provide <u>relevant</u> project documentary evidence to support the claims made in the narrative (indicatively one page for each example).

c) Lessons Learned / Innovation

Describe a lessons / innovation relating to Project Management that was learned as a result of the project. Outline what happened, why it happened, the recommendations made and (if applicable) the improvement achieved by the organisation. Additionally, discuss how the lessons learned will facilitate outstanding achievement and/or innovation in future projects (indicatively two pages). You <u>must</u> provide relevant project documentary evidence to support the claims made in the narrative (indicative, one page).

PART 2 Awards for the Management of Projects

2.1 ELIGIBILITY

Any program/project director or project manager who normally resides in an apfpm Member Association country is eligible to enter, or to be entered in, the awards. A winning individual will be one who demonstrates, through narratives and documentary evidence, excellence and/or innovation in project management over a cumulative period of not less than two years. The programs/projects undertaken may be of any size or value, from either the public or private sector and can be located anywhere in the world.

2.2 INDIVIDUAL CATEGORIES

There are two categories for individual submissions:

Category 1: Project Manager

This category is open to a program director/project manager from an apfpm Member Association with the demonstrated professional skills equivalent to IPMA Four Level Certification (Levels A to D) or other recognised comparable project management certification. For details of IPMA accreditation levels see https://www.ipma.world/individuals/.

Category 2: Young Project Manager

The category is open to a project director/project manager from an apfpm Member Association with the demonstrated professional skills equivalent to IPMA Four Level certification (Levels A to D) or other recognised comparable project management certification. In addition, the candidate must be 18 to 35 years of age (on 30 June 2014) and must have been or be working on any type of project anywhere in the world. Submissions in this category must demonstrate their professional skills and provide details of programs/projects undertaken (including the roles performed). Only one submission per applicant is allowable.

2.3 GENERAL TERMS & CONDITIONS

The submission is to be made in the country that is the principal work place of the candidate.

A submission may not be entered in more than one category.

At the discretion of the individual apfpm Member Associations, the winner of a Member Association's individual category award may proceed to the apfpm awards.

2.4 SUBMISSION DETAILS

As a guideline, a successful program director/project manager would be one that:

- Creates a productive work environment as well as the drive and impetus to make things happen;

- Balance technical and management skills. Juggling different views and perspectives, backgrounds and personalities;

- Maintains focus ensuring their team's performance is optimised and the project's objectives are met; and

- Seeks to incorporate the recognised ten principles of sustainability into projects undertaken.

The awards recognise the individuals who provide the most effective demonstration of their project management competence, no matter the scale, number or type of projects referenced. It is the individual's qualities that will be evaluated, not those of any project worked on.

The submission will be assessed in terms of:

- Clarity and succinctness;

- Presentation quality; and

- Communication.

2.5 FORMAT AND CONTENT OF THE SUBMISSIOIN

Submissions must be formatted in Arial 12 point font single spaced in a Microsoft Word compatible document.

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

Submissions are to be in colour. Indicative page limits are flexible; however total content is not to exceed 23 A4 pages.

Note that where original project evidence is provided in a language other than English, the pages used to provide a translation of that evidence into English do not count towards the page limit.

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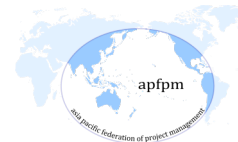
The written consent and any endorsements or referee reports must be included in the submission. Consent is also required for the use of project information, photographs, company logos and the like, used within the submission. Non-conforming submissions may be rejected.

The submission should use the apfpm Individual Award template, which may be uploaded from the apfpm website, to address the following five sections:

Section 1.   General Information

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

- Name and contact details of the individual

- Name of Company/employer

- Name and contact details of media representative

- Name and contact details of the individual's supervisor

- Name and contact details of the project owner/client representative

- Confirmation that consent to use the project(s) has been received from the client/owner

- Confirmation that consent to use photographs, company logos and the like has been received

- Confirmation that the project(s) have an approved plan and budget

Section 2.   A Summary of the Individual

Provide a summary of not more than 100 words of the individual, including performance, program/project outcomes, and program/project responsibilities. This summary may be used in any audio-visual presentation compiled by apfpm for the apfpm awards.

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

Section 3.   Curriculum Vitae

In this section provide a Curriculum Vitae or detailed summary of the individual (indicatively two pages), to sufficiently summarise relevant educational and work background, including program (s)/project(s) undertaken, and any other relevant information.

Section 4.   Project Context

In order to provide the context in which the individual is/was working, provide a brief outline of the program(s)/project(s), including purpose, outcomes, and level of complexity (indicatively one page).

Section 5.   Performance Narratives

This section requires the submission of narratives and evidence which reflect the management performance of the individual in achieving or exceeding desired project outcomes through the application of best practice and the demonstration of outstanding achievement and innovation.

Contextual and Technical Skills. Describe **two** examples of how the individual exhibited excellence and/or innovation in his/her management of program(s)/project(s), and describe how this benefited the achievement of the desired outcomes of the program(s)/project(s).

Provide a description of the management competencies/strategies employed and how they were applied within a program/project lifecycle.

Evidence to support each of the three narratives should take the form of referee comments by the individual's supervisor or the project owner/client. Referee comments should include the referee's name and contact details. Evidence in the form of supporting project documentation may also be included.

Behavioral/Interpersonal Skills. Describe **three** outstanding achievements and/or innovations in aspects of management which involved behavioural/interpersonal skills, for example: leadership, negotiation, communication, consultation, ethics or conflict resolution. This list is indicative only, and any other behavioural/interpersonal skill may be addressed.

Evidence to support each of the three narratives should take the form of referee comments by the individual's supervisor or the project owner/client. Referee comments should include the referee's name and contact details. Evidence in the form of supporting project documentation may also be included.

Expectations and Reason why to apply (Young PM of the Year only).

In this section provide the reasons why you feel that the individual is a suitable candidate for the award highlighting those skills that, in your opinion, are the distinctive skills.

PART 3 General Conditions relating to all Submissions

3.1 GENERAL SUBMISSION REQUIREMENTS

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.

There should be no restrictions on the use of the submitted information in any promotion of the apfpm awards program.

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 apfpm and are not returned to applicants.

Applicants consent to having submissions used for the apfpm awards promotional purposes for a period of two years from the year of submission.

Submissions will be accepted under the conditions of these Guidelines.

NOTE: "documentary evidence" is required to support and validate all claims made in the submission. Photographs and quotes from clients or managers substantiating claims, or extracts from project documents may be used. Evidence is used for scoring of submissions during judging and therefore the scoring will be commensurate with the level of appropriate supporting documentation submitted.

3.2 THE SUBMISSION PROCESS

All entries for the apfpm Awards must be forwarded by the relevant local apfpm Awards Coordinator no later than <u>4pm (AEST) on November 15 2023</u> to the apfpm Secretariat. <u>Late entries will not be considered.</u>
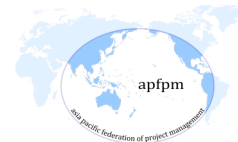
NOTE: where Member Association (national) awards are being conducted to select the entries for apfpm Awards – closing dates for their awards programs will be set by the Member Association body – refer relevant websites for local details of closing dates)

Entries must be submitted in accordance with these guidelines.

3.3 SUBMISSION MATERIAL

Submissions are to contain the following material:

All submissions are to be electronic and submitted to the email address Awards@apfpm.net. The submission is to include the following electronic files:

For all Submissions : A single Word or PDF document containing the full submission together with a minimum of five and a maximum of 10 high resolution project related photographs in JPG format.

Please ensure the digital photos / drawings are of <u>high resolution quality</u> and are submitted as full colour JPG files. Photos with caption information are preferred. They are to be numbered in the order they are to appear in the presentation.

For individual submissions: A single Word or PDF document containing the full submission together with a minimum of five and a maximum of 10 high resolution project related photographs in JPG format, including a head-and-shoulders photograph of the individual.

Please ensure the digital photos / drawings are of <u>high resolution quality</u> and are submitted as full colour JPG files. Photos with caption information are preferred. They are to be numbered in the order they are to appear in the presentation

Photos and logo(s) will be used in the presentation at the apfpm Awards ceremony, other apfpm publications, and on the apfpm website. Therefore photos and logos in any quality less than high resolution cannot be accepted.

<u>Company Logos</u> - are to be provided in EPS format. Entrants must ensure that they have permission to use the company logo.

3.4 LOCAL AWARDS

At the sole discretion of each of the participating Institute/Association, local Awards may be conducted in the lead up to the apfpm Awards. All judging for local awards will be carried out in accordance with the relevant local guidelines. The participating Institute/Association may use the local program to determine the best (max of two) submissions to progress, in each relevant category to the apfpm Awards. Only submissions received in accordance with the awards guidelines will be considered.

3.5 JUDGING

An international judging panel will be selected, from apfpm participating Member Associations, to assess the overall winning projects. The judging panel will be independent of all submissions and will be selected from a range of industry groups and will collectively have a broad range of experience in project management. Separate category awards will be awarded at the sole discretion of the judging panel.

Judges decisions shall be final and no correspondence shall be entered into.

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

3.6 ANNOUNCEMENT OF WINNERS

Each apfpm Member Association will announce their winners at local ceremonies.

The apfpm Awards international winners will be announced at apfpm's annual Awards ceremony which will be conducted virtually in January 2024. The outcome of the judging process may be announced prior to the related awards ceremony at the discretion of the apfpm President only, to enable winners to attend.

At the sole discretion of the judging panels, high commendations awards may be awarded for submissions of significant merit.

3.7 ANNOUNCEMENT OF WINNERS

The 100 word summary that forms part of the submission may be read by the orator or in the audio-visual presentation at any awards ceremony and for any publicity on the project. The photos provided with the submission may also be presented at the ceremonies by the orator or as part of the audio-visual presentation.

3.8 MEDIA

Award winners can expect to be approached by the media following the official announcement.

PART 4 Assistance Notes for Potential Entrants.

4.1 SUBMISSION JUDGING NOTES

The following notes may assist potential apfpm Award entrants with their submission:

- Judges will generally take into consideration the submitted written material to support the submission.

- At the sole discretion of the judges, an electronic format interview (eg Zoom, Teams) may be used as part of the judging process. If an interview is conducted interviews would be carried out to all entrants within the relevant category and overall judging shall be an aggregate of the judging of both written material and the interview.

- Judges will be evaluating the submission against the published Submission Criteria and in terms of the specific category being entered

- Judges will be looking for demonstrated achievement in the project management aspects of the project (note: the award is not for the project – it is for the project management of the project)

- Judges may only evaluate the first (max) 34 pages of any submission

- Judging panels for local (national based) and International level may contain different members and therefore the evaluation by local Judges will not be used or have any bearing on the evaluations of the International Judging panel.

- Submissions that do not contain the written consent of the project's owner/client will not be considered

- Submissions must contain relevant supporting and corroborating evidence within the submission to allow judges to evaluate the claims made in the narrative.

- In evaluating submissions for "Individual" category awards (ie Project Manager/ Young Project Manager), judges will be evaluating the performance of the Individual over a period of years NOT the project or projects specifically.

- All submissions must be written to convey directly to the Judges, the aspects of the Project (or Individual) which demonstrate "Achievement"; the project itself is not being judged. the project management used on the project is judged in terms of "Achievement".

- In evaluating submissions, all judging panels will use a standard template. The standard template will include the following aspects of each criteria.

Project Awards

- For each of the Competency / Knowledge Areas (each area is worth 12% of overall)-

- Must demonstrate and provide supporting evidence to indicate outstanding achievement and/or innovation for each Competency / Knowledge area

- For each of the Issue/Challenges (each is worth 12% of overall) –

- Must demonstrate and provide supporting evidence to indicate how effectively was the issue/challenge managed.

For each Lesson Learnt/Innovation (each is worth 11% of overall):

- Must demonstrate and provide supporting evidence to indicate how effectively the lesson and

- its benefits were acknowledged and what the value of the lesson was not only to the organisation but also the wider Project Management.

Compliance and Presentation (6% of overall):

- Level of compliance with requirements of the Submission Guidelines?

- To what extent does the detailed summary provide a concise overview of the project?

Individual Awards

For the judging of the Project Manager / Young Project Manager of the Year

Compliance and Presentation (15% of overall) –

- Level of compliance with requirements of the Submission Guidelines?

- To what extent does the detailed summary provide a concise overview of the project management skills of the candidate?

- Has the context of the works performed by the candidate in the nominated project/program been demonstrated in the narrative?

- Has the context of the works performed by the candidate been performed consistently over the nominated period of time?

Knowledge and technical skills (2 narratives each skill is worth 20% of overall)

- Must demonstrate and provide supporting evidence to indicate the extent of the application of specific project management knowledge and technical skills by the candidate.

Behavioural / Interpersonal Skills (3 narratives each skill is worth 15% of overall)-

- Must demonstrate and provide supporting evidence to indicate the extent of the application of specific achievement and /or innovation aspect of the specific skill by the candidate (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)

4.2 CONTACT

Apfpm Awards Committee Chair

Mr Trevor Alex
Awards@apfpm.net

Phone: +61 403 021 133