Submission Guidelines for IPMA Global Achievement Awards

International Level 2018
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IPMA Global Achievement Awards

Introduction

There are three classification of the awards:

1. Awards for the management of projects
2. Awards for individual project management achievement
3. Awards for diversity in project management (which is the subject of a separate IPMA Diversity Awards Guidelines which may be downloaded from the IPMA website)

The IPMA Global Achievement Awards consists of two levels:

1. National/ Regional Achievement Awards
2. IPMA Global Achievement Awards

These guidelines are in three parts

1. Awards for the management of projects
2. Awards for individual project management achievement
3. General conditions relating to all submissions

It is recommended that all who intend to submit for an IPMA Global Achievement Award carefully read these Submission Guidelines and respond to all submission requirements for their chosen category.
Part 1

AWARDS FOR MANAGEMENT OF PROJECTS

1.1 Eligibility

- Any project having an affiliation with an IPMA Member Association (or direct with the IPMA, if no local association) is eligible to enter the Awards. A winning project will be one that demonstrates, through narratives and documentary evidence, excellence and/or innovation in the application of project management. Projects may be of any size or value, from either the public or private sector and can be conducted or delivered anywhere in the world.
- The project must have an approved project plan and budget. The project must be recently completed or be a recently (generally within 18 months of submission closing date) completed discrete phase of a larger programme or project.
- Acceptance of the project, or discrete phase, by the client/owner prior to submission is mandatory.

1.2 Project Categories

The categories for project submissions are:

Category A: Community Service Projects
Projects that demonstrate project management achievement/excellence in delivering community, cultural or 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.
As an example: The winning project could be anything from creating a children’s playground, or a residential care facility, to a social welfare programme.

Category B: Regional Development Projects
Projects that demonstrate project management achievement/excellence in delivering 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 government and single and/or multiple international organizations.

Category C: Sustainable Development 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 D: Internationally Funded Humanitarian Aid Projects
Projects that demonstrate project management achievement/excellence in delivering Humanitarian Aid Projects which have an international funding source, such as post-disaster recovery projects and refugee projects. Awards to this category may result from submissions received or from specific peer nominations.
Whilst it is recognized 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 an overseas aid project requires particular project management skills and aptitude.

The Internationally Funded Humanitarian Aid Award is made to an overseas project (or programme) where completion or a large milestone has been reached. This award recognizes the special challenges international development and aid projects present to project teams and their stakeholders. Submissions for this award must also demonstrate that the objectives of the project / programme have been achieved and proven benefits delivered.

1.3 General Terms and Conditions

All projects should follow the UN Global Compact’s Ten Principles and contribute to at least one UN Sustainable Development Goals.

At the 1st level the submission is to be made in the country that is the principal workplace of the project manager.

In instances where a project is undertaken across two or more countries, the submission is normally to be made in 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 in the country associated with the project team. A submission may not be entered in more than one country. A project winning a country award will proceed to international awards judging.

If a nominee does not reside in a country represented by an IPMA Member Association or in a country/ region with no operating Achievement Award, submission is to be made direct to the IPMA Awards PMO.

Projects may be submitted for up to two categories using separate submission documents. Each project will be eligible to win one category only.

1.4 Format and content of the submission

Submission should be compiled using the standard Application Form template, which can be downloaded from the IPMA website, and submitted as a Word or PDF document.

Where a submission is being entered for more than one category, a separate Application Form addressing the relevant category should be submitted for each category entered.

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

Indicative page limits are flexible; however total content must not exceed 35 A4 pages excluding the title page, table of contents pages and English translations of all non-English original documentary evidence.
The submission should address the following six sections:

**Section 1: General Information**

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

- Category entered
- Name of the applicant Company
- Name of the Project
- Location of the project i.e. city, State or Territory and country
- Name and contact details of the owner/client
- Names of key stakeholders
- Name and contact details of the project team
- Name and contact details of the media representative
- Confirmation that consent to use the project has been received from the client/owner
- Confirmation that consent to use photographs, company logos and other properties used in the submission has been received
- Confirmation that the project has an approved plan and budget
- Confirmation that the project/phase has been accepted by the client/owner.

**Section 2: Profile of the Project**

All submissions must include a profile of not more than 100 words of the project, its outcomes, level of complexity and the reasons or purpose of the project, which will only be used in any audio-visual presentation compiled by IPMA for the Awards programme.

**NOTE:** Profiles may be amended at the sole discretion of the IPMA 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, the project’s level of complexity, principles of sustainability incorporated 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. The summary may also include information as to any exemplary aspects of the project results, in particular achievements in incorporating sustainability into project outcomes (see UN Global Compact’s Ten Principles).

**Section 5: Outstanding Achievement and/or Innovation in Project Management Best Practice (Section 5)**

a) **PM Competency / Knowledge Areas (provide 4 examples – EACH example is to be addressed separately)**

Describe outstanding achievements and/or innovations in four project management competency areas (e.g. integration, culture, risk, scope, time, communication management) in either a particular phase of the project or throughout the total project (indicatively two pages for each example).
Provide relevant examples of project documentary evidence to support the claims made in each of the four narratives (indicatively two pages for each example). Also, include any specific examples of excellence in the application of interpersonal skills (for example: leadership, negotiation, communication, management of stakeholders, team management, conflict resolution).

At least two of the four competency areas must reflect either cost, time, or quality management.

NOTE: Management of significant issues or challenges is to be addressed under the next section ‘Issues or Challenges’.

b) Issues or Challenges (provide 2 examples – EACH example is to be addressed separately)

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

c) Lesson Learnt / Innovation (provide 2 examples – EACH example is to be addressed separately)

Describe two lessons learnt or innovations achieved relating to a PM competency area as a result of the project. Outline what did and did not go well, why it did and did not go well and, where appropriate, provide recommendations for improvement to the implementation of the relevant project management methodology. 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 of evidence for each example).

Each competence, issues or challenges, lesson learnt should be drafted in the STAR format, being a short description of:

- a specific Situation/problem/challenge,
- Task,
- Actions taken to resolve the situation/problem/challenge and
- the Result(s) of the Actions.

1.5 Submission Instructions

Guidelines for inclusion of documentary evidence (Section 6)

Copies of original documentary 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 financials from a business case with a comparison document showing the saving is considered an appropriate validation. Another example may be that an extract from the original project document be included with a copy of the amended plan, again highlighting the difference between what was planned and what actually occurred.

Photographs and quotes from clients or managers substantiating claims that you make are also classed as appropriate evidence.

NOTES: Evidence is scored during judging and therefore if evidence is not provided the judges score may be zero, and likewise if the evidence is not relevant or considered to be supportive, then the scoring will be commensurate with this.

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 35 page limit.

1.6 Evaluation

In evaluating submissions for Social Awards all judging panels will use a standard template. The standard template will include the following aspects of each criteria:

For each of the Competency / Knowledge Areas (each area/example is worth 11% of overall)
- Must demonstrate (using the STAR format) and provide supporting evidence to indicate outstanding achievement and/or innovation for each Competency / Knowledge area.

For each of the Issue/Challenges (each example is worth 10% of overall)
- Must demonstrate (using the STAR format) and provide supporting evidence to indicate how effectively was the issue/challenge managed.

For each Lesson Learnt/Innovation (each example is worth 10% of overall)
- Must demonstrate (using the STAR format) 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?

The outcome of the interview counts for 10% of the total score
- Quality of the answers of the PM on Practice content questions
- Quality of the answers of the PM on People content questions
- General impression of the excellence of this project
Part 2

AWARDS FOR INDIVIDUAL PROJECT MANAGEMENT ACHIEVEMENT

2.1 Eligibility

- Any programme/project director or project manager worldwide is eligible to enter the IPMA Global Achievement Awards. A winning individual will be one who demonstrates, through narratives, documentary evidence and at interview, excellence and/or innovation in project management over a cumulative period of not less than two years.
- The project(s) undertaken may be of any size, complexity or value, from either the public or private sector and can be located anywhere in the world.
- Must be a member of the IPMA National Association

2.2 Individual Categories

Nominees in both categories must demonstrate their professional skills and provide details of projects undertaken (including roles performed). As a guideline, a successful programme or project manager would be one who:

- created a productive work environment as well as the drive and impetus to make things happen,
- balanced technical and management skills,
- juggled different views and perspectives, backgrounds and personalities,
- maintained focus ensuring their team’s performance is optimised and the project’s objectives are met
- sought to incorporate the recognized ten principles of sustainability into projects undertaken.

The IPMA Global Achievement Award individual categories recognize those individuals who most effectively demonstrate their project management competences regardless of the scale number, complexity or type of projects referenced. The assessment focuses on the qualities of the individual, not the project. The submission will be assessed in terms of completeness, clarity and succinctness.

There are two categories for individual submissions:

**Category A: Project Manager of the Year**

Category A is open specifically to programme or project managers with demonstrated professional skills equivalent to one of the IPMA Four-Level-Certification (e.g. levels A to D) or other recognised comparable Project Management Certification from the IPMA Member Association which was the principal workplace for the project. For details of IPMA certification levels see [http://www.ipma.world/certification/](http://www.ipma.world/certification/).

**Category B: Young Project Manager of the Year**

Category B is open specifically to project practitioners with demonstrated professional skills, who have worked / are working on any type of project anywhere in the world and is within the age bracket of 18 to 35 (inclusive) on 20 June of the year of submission.
2.3 General Terms and Conditions

At the 1st level the submission is to be made in the country that is the principal workplace of the individual.

Where the nominee normally resides in a country which is represented by an IPMA Member Association, the nominee should enter, or be entered into, the IPMA Global Achievement Awards through that Member Association. An individual winning a National or Regional Achievement Award may automatically proceed to international awards judging. A submission may not be entered in more than one Member Association or country.

If a nominee does not reside in a country represented by an IPMA Member Association or in a country/region with no operating Achievement Award, submission is to be made direct to the IPMA Awards PMO.

Only one submission per applicant in each individual category is permitted.

2.4 Format and content of the submission

Submission should be compiled using the standard template, which can be downloaded from the IPMA website, and submitted in a Word document.

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

Indicative page limits are flexible; however total content must not exceed 25 A4 pages including the title and table of contents pages.

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 other properties, used within the submission. Non-conforming submissions may be rejected.

The submission should address the following six 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 the Project Manager’s supervisor
- Name and contact details of the project owner/client representative
- Name and contact details of an optional third referee (example project board/committee member, etc.)
- Confirmation that consent to use the project(s) has been received from the client/owner. This section must also include an overview of the client/sponsor’s level of satisfaction with the project outcomes and the standard of project management undertaken.
- 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: Introduction of the Individual

Section 2 is to comprise an introduction of the individual of not more than 100 words of yourself (including performance, project outcomes, and project responsibilities). This summary will only be used in any audio-visual presentation compiled by IPMA for the Awards programme and may be amended at the sole discretion of the IPMA to suit the technical requirements of the AV presentation.

Section 3: Curriculum Vitae

Section is to provide a Curriculum Vitae or detailed summary of the Individual ((indicatively two In this section provide a Curriculum Vitae (this can be an attached file) or detailed summary of the applicant Project Manager (no more than 1000 words), to sufficiently summarise relevant educational and work background, including programme(s)/project(s) undertaken, and any other relevant information.

Section 4: Project Context

In order to provide the context in which the applicant Project Manager is/was working, provide a brief outline of the programme/project that is referenced in the narratives in section 5, including purpose, outcomes, and description of what made this project challenging, innovative or complex (not more than 1000 words).

If you need to describe narratives from more than one project or programme, please provide information from all projects/programmes addressed in the narratives.

Section 5: Performance Narratives

The performance narratives should reflect the project management performance of the applicant in achieving or exceeding desired project outcomes through the application of best practices and the demonstration of outstanding achievement and innovation. Submissions are to address FIVE DIFFERENT competences (from the ICB4: http://products.ipma.world/product/icb/), including:

a) two Practice competences
b) two People competences
c) one further competence to be chosen from all ICB4 competences (Practice, People or Perspective).

Each performance narrative should:

- Commence with a title (the ICB4 Competence being described).
- Apply a strict maximum limit of 1000 words.
- Be drafted in the STAR format, being a short description of:
  - a specific Situation/problem/challenge,
  - the individual’s Task,
  - the individual’s Actions taken to resolve the situation/problem/challenge and
  - the Result(s) of the Actions.

- It should be described how the individual exhibited excellence and/or innovation in his/her management of the programme/project, and describe how this benefited the achievement of the desired outcomes of the programme/project.
- A description of the management competencies/strategies employed and how they were applied within a programme/project lifecycle should be provided.

Each Performance narrative may describe one or more STARs.

Section 6: Documentary Evidence

Documentary evidence is required to be submitted to support and validate all submission claims, including:
Measured results of innovations
Programme or project documents that describe changes to project outputs
Photographs
Referee comments by the individual’s supervisor or the project owner/client. Referee comments should include the referee’s name and contact details.

2.5 Submission Instructions
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 financials from a business case with a comparison document showing the saving is considered an appropriate validation. Another example may be that an extract from the original project document be included with a copy of the amended plan, again highlighting the difference between what was planned and what actually occurred. Photographs and quotes from clients or managers substantiating claims that you make are also classed as appropriate evidence.

NOTE: Evidence is scored during judging and therefore if evidence is not provided the judges score may be zero, and likewise if the evidence is not relevant or considered to be supportive, then the scoring will be commensurate with this.

2.6 Evaluation
In evaluating submissions for individual Awards (Project Manager of the Year / Young Project Manager of the Year), all judging panels will use a standard template. The standard template will include the following aspects of each criteria:

Compliance and Presentation (20% of overall):
- Level of compliance with requirements of the Submission Guidelines? (4%)
- To what extent does the detailed summary provide a concise overview of the project management skills of the candidate? (4%)
- General impression from the referee forms? (5%)
- What is the general quality of the submission? (7%)

Performance narratives (each of 5 narratives is worth 14% of overall)
- To what extent is outstanding achievement and/or innovation in management shown by the PM on this competence? (using the STAR format) (9%)
- To what extent was evidence provided to support the claim? (5%)

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.

The outcome of the interview counts for 10% of the total score
- Quality of the answers of the PM on Practice content questions (3%)
- Quality of the answers of the PM on People content questions (3%)
- Quality of the answers of the PM on free choice of a Competence (Perspective/People/Practice) questions (1.5%)
- General impression of the excellence of the PM in this project (2.5%).
Part 3

GENERAL CONDITIONS RELATING TO ALL SUBMISSIONS

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 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
- 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 IPMA and are not returned to applicants
- Applicants consent to having submissions used for IPMA promotional purposes for a period of two years from the year of submission
- Applicants consent to be available to present their individual or project submission at an IPMA event.

The Submission Process

The submission process will vary depending on whether the applicant intends to submit their application through a Member Association and/or regional Achievement Awards, or directly to the IPMA Global Achievement Awards.

Where the submission is to be made through an MA and/or regional Achievement Awards:

- The entry is to be submitted to the local MA AA Coordinator by 29 June 2018.
- Submissions are to be compiled using the standard templates available from the IPMA website, and provided in a Word document
- Entries must be submitted in accordance with these guidelines
- Requests for extensions will not be considered. Late entries will not be considered.

Where the submission is to be made directly to the IPMA Global Achievement Awards:

- The entry is to be submitted by 29 June 2018
- Submissions are to be compiled using the standard templates available from the IPMA website, and provided in a Word document
- Entries must be submitted in accordance with these guidelines
- Requests for extensions will not be considered. Late entries will not be considered.

Submission Material

Submissions will only be accepted if received by the above dates and contain the following materials:
The Submission Document

- Only submissions sent to the IPMA Awards PMO before the IPMA Global Achievement 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 include:

- Written consent of the project’s owner/client to the submission of the project in the IPMA Global Achievement Awards. This must be incorporated into the submission document
- An overview of the client/sponsor’s level of satisfaction of the project outcomes and the standard of project management undertaken
- Consent for the use of project information, photographs, company logos and the like
- 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
- For Project submissions - a minimum of five and a maximum of 10 high resolution project related photographs in JPEG format
- For Individual submissions - a minimum of five and a maximum of 10 high resolution photographs in JPEG format, including a head-and-shoulders photograph of the individual
- Please ensure the digital photos/drawings are of high resolution quality (ie size should be min 300 dpi or 2 MB) 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 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 on the project
- Company logos - Company logos are to be provided in EPS and JPEG formats. Entrants must ensure that they have permission to use the company logo.

Judging

All judging will be conducted by a panel of judges selected from a range of industry groups and 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 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.

Judging panels for local (national/regional based) and International level may contain different members and therefore the evaluation by local judges will not have any bearing on the evaluations of the International judging panel.

**Interview**

As part of the assessment process, an electronic format (e.g. Skype) interview may be conducted with an applicant. These interviews (~ 1 hour in length, with a minimum of two Judges) will be held in the period 10-17 August. Applicants will be required to be available within this period. The interview outcomes will be scored. The final scoring of the judges is a combination of the written material (90%) and the interview (10%). An interview may be limited to only those entrants whose submission scores indicate that they are a potential award winner in the relevant category. Overall judging shall be an aggregate of both the written material and the interview.

**Announcement of Winners**

Each country or region will announce their winners at local ceremonies, with all winners preceding the international finals. The international winners will be announced at the IPMA awards ceremony on 30 October in Helsinki. 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.

**Feedback**

A feedback summary will be provided to every applicant based on the above stated evaluation criteria. The feedback can be expected one month after the announcement of the IPMA category winners. All finalists will be provided with a direct feedback session with the Judges on the day after the announcement of the IPMA award winners.

**Media**

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