



# 2018 Submission Guidelines

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**The Australian Institute  
of Project Management  
has established the Project  
Management Achievement  
Awards to recognise, honour  
and promote outstanding  
achievements in program and  
project management\*.**

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\*In the context of these guidelines, the term "project" covers "program" where appropriate.

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## Project Management Achievement Awards

# Introduction

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### THERE ARE THREE CLASSIFICATIONS OF AWARDS:

- 1 Awards for the management of projects
- 2 Awards for individual project management achievement
- 3 Research in the field of project management (which is the subject of a separate Project Management Achievement Awards (PMAA) Research Award Guidelines which may be downloaded from the PMAA portal on the AIPM website)

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### SUBMISSION FEES:

Category	Member Price	Non-Member Price
Individual	\$99 (incl GST)	Ineligible for entry
Project/Research	\$299 (incl GST)	\$599 (incl GST)

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### THE PMAA HAS TWO LEVELS:

- 1 **CHAPTER:** Winners are presented at events in each Australian state and territory.
  - 2 **NATIONAL:** Winners are presented at the gala dinner as part of the AIPM national conference.
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### 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
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**It is recommended that all who intend to submit for this award carefully read these Submission Guidelines and respond to all submission requirements.**

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## Part 1

# Awards for the Management of Projects



### 1.1 ELIGIBILITY

- » Any project with an Australian affiliation is eligible to enter the PMAA. A winning project will be one that demonstrates, through narratives and documentary evidence, outstanding achievement/excellence and/or innovation in the application of project management. Projects may be of any size or dollar value, from either the public or private sector and can be located 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 program or project.
- » Acceptance of the project, or discrete phase, by the client/owner prior to submission is mandatory.



**2017 National Project Management Award Winner: Category 5 - Small Projects**  
*Waterfall Culvert Upgrade - Sydney Trains - Major Works Division*

## 1.2 GENERAL TERMS AND CONDITIONS

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

A submission may not be entered in more than one state or territory.

Submissions on projects that are managed from within Australia but which are implemented overseas are to be submitted in the state or territory that is the principal work place of the project director/manager.

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

Each project will be eligible to win one category only.

A project may win both a category award and the overall state or territory award.

All state and territory category winners and the overall state or territory winner will proceed to PMAA national awards. **NOTE:** The projects with the highest scores across categories 1,3,4,7,11 and 12 may be selected by AIPM to proceed to the Asia Pacific Federation of Project Management (apfpm) Achievement Awards. These awards will be conducted across member associations representing the project management profession in the Asia and the Pacific region. In providing a submission to the AIPM PMAA you are considered to have given

approval for your submission to be forwarded to the apfpm Achievement Awards, should it be eligible. As a courtesy, AIPM will contact the appointed contact person of those submissions selected to go forward to the apfpm Achievement Awards as soon as practicable after the announcement of the PMAA National Award winners.

### International Projects:

Each year, the International Project Management Association (IPMA) presents awards in two categories:

- Project Management Excellence Awards are awarded to projects only and are the subject of a detailed assessment process and attract a very substantial entry fee.
- Project Management Achievement Awards are presented in the categories of Regional Development and International Humanitarian Projects. They also include the Project Manager of the Year and the Young Project Manager of the Year.

The winners of the apfpm Achievement Award in the Regional Development, International Humanitarian Aid, Project Manager of the Year and Young Project Manager of the Year categories will be forwarded to the IPMA Project Management Achievement Awards in the following year. AIPM will advise apfpm winners if they are to be forwarded to the IPMA Achievement Awards.

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## 1.3 PROJECT CATEGORIES

The categories for project submissions are:

### Category 1: 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 criterion addressed from either of these perspectives. Size, complexity and value of the project do not impact on the project management of the project.

### Category 2: Defence/Aerospace

Defence or aerospace projects involving the delivery of products or services.

### Category 3: ICT/Telecommunications

Information and computer technology or telecommunications projects that normally involve the project management of the development of software, specific telecommunications applications and/or hardware upgrades.

### Category 4: Organisation/Change Management

Organisational change and management projects that normally involve the project management of organisational change. This category includes, but is not exclusive to, introduction of a PMO or EPMO to an organisation.

### Category 5: Small Projects

Small scale projects from any industry with a total project budget of less than \$20,000,000 undertaken in any field.

### Category 6: Regional Projects

Projects undertaken outside of metropolitan areas. These projects must demonstrate that value was added to the regional area. Value may be achieved in many ways such as increased employment opportunities, technology, economic development, infrastructure improvements and health or education services. This category includes projects undertaken within the agricultural sector and involve the project management of aspects such as farm production, agricultural processing and manufacturing.

### Category 7: Community Service and/or Development

Cultural or volunteer-based projects as well as projects that are conducted by or underpin/promote the education, development, preservation and well-being of indigenous, disadvantaged, or disabled people or which are undertaken in not-for-profit organisations.

### Category 8: 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 9: Financial Services

Projects that demonstrate outstanding achievement in delivering outcomes in the financial services sector. This category will include projects delivered in industries such as banking, insurance, investment and superannuation which display excellence in the project management of outcomes such as improving efficiency, customer experience or the use of innovation.

### Category 10: Professional Services

Projects that demonstrate project management excellence in the delivery of professional services. This will cover services delivered in the tertiary (service) sector of the economy. Industries could include but are not limited to consulting, accounting, law, health services, government, engineering and architecture.

### Category 11: Internationally Funded Humanitarian Aid Projects

Projects that demonstrate project management achievement/excellence in delivering humanitarian aid projects which have an international funding source. In order to determine whether your project fulfils the requirements of an internationally funded humanitarian project refer to <http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html>

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**NOTE:** *There is a separate template for the completion of the International Humanitarian Aid Project as the judging criteria are set by the United Nations and are different to all other AIPM PMAA categories.*

### Category 12: Project Management Research Awards

Research papers that demonstrate excellence in the areas of research innovation, complexity, the challenges faced and the value of the research to the project management community.

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**NOTE:** *Guidelines for the Project Management Research Awards differ from these guidelines and are available as a separate document from the PMAA portal on the AIPM website.*

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## 1.4 FORMAT AND CONTENT OF THE SUBMISSION

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

**Where a submission is being entered for more than one category, a separate document addressing the relevant category should be completed for each category entered.**

Submissions are to use the standard template downloaded from the AIPM PMAA website and be uploaded in PDF format. Indicative page limits are flexible; however total content must not exceed **37 A4 pages** including the title and table of contents pages, with the exception of the Internationally Funded Humanitarian Aid Projects category where the total page limit should not exceed **39 A4 pages**.

Only submissions uploaded through the AIPM PMAA portal and before the PMAA deadline will be accepted.

Requests for extensions will not be granted.

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

### Submissions must include:

- Written consent of the project's owner/client to the submission of the project in the PMAA, 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 other properties used in the submission

Non-conforming submissions **WILL** 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:

- Name of company
- Name of project
- Location of project i.e. city, state or territory and country

- Contact name and contact details of owner/client including email address, telephone number and postal address
- Names of key stakeholders and contact details for verification including email address, telephone number and postal address
- Name of project team contact and contact details for verification including email address, telephone number and postal address
- Name and contact details of media representative including email address, telephone number and postal address
- Name and contact details of the project owner/client representative including email address, telephone number and postal address
- Name and contact details of the submission manager with email address, telephone number and postal address
- 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 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 AIPM for the PMAA program.

**Where a submission is being made for more than one category, separate project summaries must be provided showing category specific content is being presented.**

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

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### 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:**

#### PM Knowledge Areas

Describe outstanding achievement and/or innovation in four PM knowledge areas (i.e. integration, scope, time, cost, quality, human resources, communication, risk, procurement and stakeholder management) in either a particular phase of the project or throughout the total project (indicatively two pages for each knowledge area).

Describe specific instances of excellence in the application of interpersonal skills (for example: leadership, negotiation, communication, management of stakeholders, team management, conflict resolution). Include relevant evidence to support the claims made in each of the four narratives (indicatively two pages for each set of evidence). **At least two of the four knowledge areas must reflect cost, time, or quality management.** Management of significant issues or challenges should be addressed as described in the following paragraph.

#### Issues or Challenges

Describe how two significant project issues or challenges were managed (indicatively two pages for each issue/challenge). Provide relevant project documentary evidence within the submission template to support the claims made in each narrative (indicatively one page for each issue/challenge).

#### Lesson Learnt

Describe a lesson learnt relating to a PM knowledge area. Outline what did not go well, why it did not go well and, where appropriate, provide recommendations for improvement to the 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).

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## 1.5 SUBMISSION INSTRUCTIONS

### Guidelines for inclusion of documentary evidence

Evidence is required to support your submission claims and should be included as part of the report document (it will be included in page limits). 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 and should be included in the PDF submission document.

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**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.

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**General submission instructions are contained in Part Three.**



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## Part 2

# Awards for Individual Project Management Achievement



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### 2.1 ELIGIBILITY

- » Any program/project director, project manager or project team member who normally resides in Australia is eligible to enter, or be entered in the PMAA. 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 and concluding not more than 1 year prior to submission date.
- » The project(s) undertaken may be of any size or dollar value, from either the public or private sector and can be located anywhere in the world.
- » Entrant must be a member of AIPM.

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## 2.2 INDIVIDUAL CATEGORIES

There are four categories for individual submissions.

### Category A:

#### Program/Project Director

(i.e. equivalent to AIPM Level 3 CPPD).

### Category B:

#### Project Manager

(i.e. equivalent to AIPM Level 2 CPPM).

### Category C:

#### Young Project Manager – 18 – 35 year

(i.e. equivalent to AIPM Level 2 CPPM).

### Category D:

#### Project Team Member

(i.e. equivalent to AIPM Level 1 CPPP).

**For details of AIPM accreditation levels see [www.aipm.com.au](http://www.aipm.com.au)**

**NOTE:** Only members are eligible for individual entries.

## SUBMISSION FEES:

Category	Member Price	Non-Member Price
Individual	\$99 (incl GST)	Ineligible for entry

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## 2.3 GENERAL TERMS AND CONDITIONS

The submission is to be made in the state or territory that is the principal work place of the individual.

A submission may not be entered in more than one state or territory.

An individual can be submitted in both Category B, Project Manager, and Category C, Young Project Manager. However each individual is eligible to win in one category only.

An individual winning a state or territory individual category award will proceed to national awards.

The highest scoring submission in the Project Director of the Year and Project Manager of the Year will be submitted to the apfpm Achievement Awards. The winner of the Young Project Manager of the Year will be submitted to the apfpm awards. Winners of the apfpm Achievement Awards in these categories will be forwarded to the IPMA Achievement Awards in the following year.

Where an individual makes his/her own submission, it must be endorsed by the individual's supervisor or by the client/owner.

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## 2.4 FORMAT AND CONTENT OF THE SUBMISSION

Submission should be compiled using the standard template, which can be downloaded from the AIPM website and then submitted in a PDF 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** for project director/managers and must not exceed **18 A4 pages** for team members, 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 five sections:

### Section 1. General Information

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

- Name and contact details of the individual including email address, telephone number and postal address
- Name of company/employer
- Name and contact details of media representative including email address, telephone number and postal address
- Name and contact details of the individual's supervisor including email address, telephone number and postal address
- Name and contact details of the project owner/client representative including email address, telephone number and postal address
- 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 on the individual, including performance, project outcomes, and project responsibilities. This summary may be used in any audio-visual presentation compiled by AIPM for the PMAA program.

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

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### 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.



**2017 National Project Management Award Winner: Category 1 - Construction/Engineering**  
Adelaide Health and Medical Sciences Building - Mott MacDonald and the University of Adelaide

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## 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.

Submissions for Project Director, Project Manager and Young Project Manager require a response to Section 5a, not Section 5b, and should reflect the individual's management skills.

Submissions for Team Member require a response to Section 5b, not Section 5a, and should reflect the individual's performance in the application of project management knowledge and technical skills.

### Section 5a – For Project Director, Project Manager and Young Project Manager

#### Outstanding Achievement and Innovation

Describe 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).

Evidence to support the narrative 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.

#### Knowledge and Technical Skills

Provide a description of two management strategies employed and how they were applied within a program/project lifecycle. Describe how they benefited the achievement of the desired outcomes of the program(s)/project(s).

These two narratives should reflect the individual's application of project management knowledge and technical skills.

Evidence to support each of the two 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.

#### Interpersonal Skills

Describe three outstanding achievements and/or innovations in aspects of management which involved interpersonal skills, for example: leadership, negotiation, communication, management of stakeholders, team management, conflict resolution. This list is indicative only, and any other 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.

### Section 5b – For Team Member

#### Knowledge and Technical Skills

Describe outstanding individual achievement and/or innovation in two PM knowledge areas, i.e. integration, scope, time, cost, quality, human resources, communication, risk, procurement and stakeholder management (indicatively two pages for each example). Provide relevant examples of project documentary evidence to support the claims made in each of the two narratives (indicatively two pages for each example). At least one of the knowledge areas must reflect the basics of the project plan (i.e. cost, time, or quality). Narratives should concentrate on the application of project management knowledge and technical skills, for example: methodologies, processes, techniques, tools, resolution of issues and challenges.

Evidence to support each of the 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.

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# Part 3

# General Conditions to all Submissions

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## 3.1 GENERAL SUBMISSION REQUIREMENTS

- » Submission fee must be paid to gain access to submission containers.
- » Submissions must use the standard templates, downloaded from the AIPM 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 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 AIPM and are not returned to applicants.
- » Applicants consent to having submissions used for PMAA and apfpm 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 AIPM event.



**2017 National Project Management Award Winner: Category 3 - ICT/Telecommunications**  
*Digital Library Infrastructure Replacement - National Library of Australia*

### 3.2 THE SUBMISSION PROCESS

All entries for the PMAA are to be submitted by **4pm (AEST), Wednesday 2 May, 2018.**

- Submissions are to be compiled using the standard templates available from the AIPM website, and provided in a PDF document.
- Entries must be submitted in accordance with these guidelines.
- Requests for extensions will not be considered.

- Late entries will not be considered.
- Submission fee must be paid to gain access to submission containers.

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**NOTE** - Eligible entries will be submitted by AIPM to the *apfpm Awards and IPMA Project Management Achievement Awards for relevant international judging.*

### 3.3 EXPRESSIONS OF INTEREST

Applicants are required to submit an online Expression of Interest (EOI), available from the AIPM website at **[www.aipm.com.au](http://www.aipm.com.au)**. The EOI will be received by the National Events Coordinator who will co-ordinate relevant advisors to assist potential applicants with advice on preparation and submission of entries upon request.

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### 3.4 SUBMISSION MATERIAL

Submissions will only be accepted if uploaded to the AIPM PMAA portal by **4pm (AEST), Wednesday 2 May, 2018** and contain the following materials:

#### The Submission Document

Hardcopy submissions will no longer be accepted.

Only submissions uploaded through the AIPM PMAA portal and before the PMAA 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.

#### Submissions must include:

- Written consent of the project's owner/client to the submission of the project in the PMAA. 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 uploaded to the AIPM PMAA portal by the deadline date for a submission to be considered complete:

- For all submissions – a PDF document containing all evidence as attachments will not be judged.

- For Project submissions - a minimum of five and a maximum of 10 high resolution project related photographs in JPEG format.

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**NOTE:** *If it is a project without images then please consider submitting marketing images.*

- 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 (file 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 PMAA ceremony, in the annual PMAA Commemorative Book, other AIPM publications, and on the AIPM 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.

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### 3.5 JUDGING

Judging panels will be formed from a range of industry groups and will collectively have a broad range of experience in project management. Judging panels will 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.

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### 3.6 ANNOUNCEMENT OF WINNERS

Each state and territory will announce their own overall project winner and category winners.

State and territory announcements will be made at local ceremonies held throughout August and September. All state and territory winners will proceed to the national level. The overall state and territory “Project of the Year Award” winners will be eligible to win the national “Project of the Year” award. The national winners will be

announced at the gala dinner held as part of the AIPM national conference.

The outcome of the judging process will not be announced prior to the related awards ceremony. At the sole discretion of the judging panels, High Commendations or Category Chief Judge’s awards may be awarded for submissions of significant merit.

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### 3.7 USE OF SUBMISSION MATERIAL

The 100 word summary that forms part of the submission may be read by the orator as part of the audio-visual presentation at the award ceremony at both the state, territory and national level (if applicable). The photos provided with the submission may also be presented at the ceremonies as part of the audio-visual presentation.

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### 3.8 MEDIA

PMAA winners are likely to be approached by the media following the official announcement.



**2017 National Project Management Award Winner: Category 8 - Sustainable Projects**  
*Cox Peninsula Remediation Project - Jacobs Group (Australia) Pty Ltd*



# For more information contact:

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[www.aipm.com.au/awards](http://www.aipm.com.au/awards)