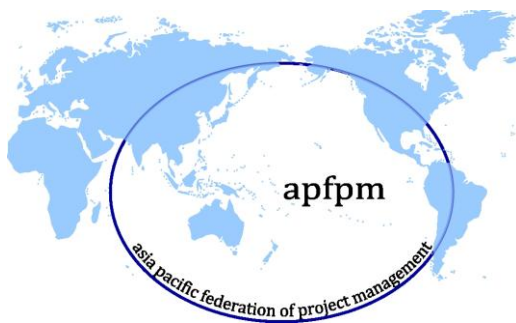


ASIA PACIFIC FEDERATION OF PROJECT MANAGEMENT

HONG KONG INSTITUTE OF PROJECT MANAGEMENT

Project Management Achievement Awards

2019



***apfpm / HKIPM***  
***Research Award***  
***Submission Guidelines***



## apfpm /HKIPM Achievement Award 2019

### INTRODUCTION

The Asia Pacific Federation of Project Management (apfpm) has established a project management awards program - apfpm Asia Pacific Project Management Awards (known as the apfpm Awards), which includes for a project management research award. The apfpm recognizes that research is an essential part of the development of the profession of project management, and therefore is seeking to recognize research excellence through the establishment of a Research Award.

All researchers in the area of project management throughout the Asia-Pacific region are eligible to enter 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.

The Awards will be judged by a panel of eminent project managers representing both the profession and academia. The apfpm do not charge fees for submitting entries into the apfpm Awards.

Entries must be submitted through a local Member Association of apfpm for consideration by apfpm.

Entries are limited to a max of 2 research project submissions for the Research Award from any country represented by a participating Member Association of the apfpm.

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

### **These guidelines are in three parts:**

- Part 1: The Management and Outcome of Research Projects
- Part 2: General Conditions relating to all Submissions
- Part 3: Assistance Notes for Potential Entrants

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



# PART 1 The Management and Outcome of Research Projects

## 1.1 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 Award being entered.

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

*Note that where the original evidence to support a submission is submitted in a language other than English, the pages used to provide the translation of that evidence into English do not count against the maximum page limit.*

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 research sponsor's to the submission of the research outcomes in the apfpm Awards, together with an overview of the research sponsor's level of satisfaction with the research 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 research information, photographs, research institute 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 Contact Details
  - Name
  - Email Address
  - Phone Number
2. Title of Research
3. Name of Institution where it is being conducted
4. Location of research i.e. city, and country
5. Name and contact details of the Research Sponsor
6. Names of key Stakeholders
7. Name of Research 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 research has been received from the sponsor
12. Confirmation that consent to use photographs, logos and the like has been received



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13. Confirmation that the research has an approved plan and budget
14. Confirmation that the research has been accepted by the Sponsor.

### Section 2. Summary of the Research

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

### Section 3. Outline of the Research

In this section provide an outline of the research, to state the purpose and objectives of the research, the methodology applied, its level of complexity, and any other relevant information.

### Section 4. Research Outcomes

In this section provide a detailed summary of the success of the research by comparing the planned outcomes against achieved outcomes.

### Section 5. Outstanding Achievement and / or Innovation in Research

In this section provide a detailed summary of the demonstrated relevance to project management, and how the outcomes benefit project management.

## PART 2 General Conditions relating to all Submissions

### 2.1 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 sponsors and others substantiating claims, or extracts from various research documents may be used. Evidence is used for scoring of



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*submissions during judging and therefore the scoring will be commensurate with the level of appropriate supporting documentation submitted*

### International Projects:

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

- Pure (PhD research); and
- Applied research

The winners of the apfpm Research Award will be forwarded to the IPMA Research awards in the Applied Research category in the following year.

Apfpm will consider the entry of a submission in the apfpm Awards to constitute the approval of the submitter for the entry of that submission into the IPMA Project Management Research Awards in the year following the apfpm Awards. Submission of an apfpm Award winner into the IPMA Research Awards will require the winner to redraft their submission in accordance with the IPMA Research Awards Guidelines. Apfpm will attempt to contact the winners to advise the date by which the redrafted submission is to be returned to the apfpm Awards committee for forwarding to the IPMA Project Management Research Awards.

### 2.2 THE SUBMISSION PROCESS

All entries for the apfpm Awards will be forwarded by the relevant local apfpm Awards Coordinator by latest 4pm (AEST) on second Friday of August to the apfpm Secretariat. Late entries will not be considered.

*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.

### 2.3 SUBMISSION MATERIAL

**All submissions are to use the apfpm Research Submission Template that can be uploaded from the apfpm website.**

Submissions are to contain the following material:

- All submissions are to be electronic and submitted to the email address [awards@apfpm.org](mailto:awards@apfpm.org). 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 two and a maximum of 10 high resolution research related photographs in JPG format.
- Please ensure the digital photos / drawings are of high resolution quality 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.



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- The 100 word summary may be used in the audio-visual presentation at the apfpm awards ceremony and for any publicity on the research project.
- Research Institute Logos - are to be provided in EPS format. Entrants must ensure that they have permission to use the logo.

### 2.4 LOCAL AWARDS

At the sole discretion of each of the participating apfpm Member 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 Member Association may use the local program to determine the best (max of two) research submissions to progress to the apfpm Awards. Only submissions received in accordance with these Awards guidelines will be considered.

### 2.5 JUDGING

An international judging panel will be selected, from apfpm participating Member Associations, forming a panel of eminent project managers and researchers representing both the profession and academia, to assess the overall winning research project. Judging panels will be independent of all submissions and will be selected from a range of industry groups (including academia) and will collectively have a broad range of experience in project management.

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.

### 2.6 ANNOUNCEMENT OF WINNERS

The apfpm Awards international winners will be announced at the apfpm annual Awards ceremony. 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. The winners will be publicly announced at the apfpm Awards ceremony likely to be held at the AIPM National Conference late October 2019, and contact will be made with all winners.

## PART 3 Assistance Notes for Potential Entrants

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 Skype) may be used as part of the judging process. If an interview is conducted interviews would be carried out to all



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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.
- All submissions must be written to convey directly to the Judges, the aspects of the Project which demonstrate "Achievement"; the project itself is not being judged. The research into a project management topic 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.
- Applicants consent to having submissions submitted to the IPMA Achievement Awards in the following year should they win the apfpm Awards Research category.