



**Hong Kong Institute of Project Management**

# **Project Management Achievement Awards**

**項目管理成就大獎**

**2023**

**Submission Guidelines**

**(Category G - Research Award)**

## INTRODUCTION

- In 2011 the Hong Kong Institute of Project Management (HKIPM) has established a project management awards program - HKIPM Project Management Achievement Awards (known as the **HKIPM Awards**), which includes for a project management research award. The HKIPM recognises that research is an essential part of the development of the profession of project management, and therefore is seeking to recognise research excellence through the establishment of a Research Award.
- All researchers in the area of project management in Hong Kong are eligible to enter this award.
- The award is opened to all aspects of research and should demonstrate its relevance to project management, and how the outcomes benefit project management.
- The HKIPM does not charge fees for submitting entries into the **HKIPM Awards**.

*Entries are limited to a max of 2 research project submissions for the Research Award.*

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

- Part 1: The Management and Outcome of Research Project
- 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 12point font, single-spaced in a Microsoft Word compatible document or pdf.

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 (exclude appendix)**.

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 HKIPM 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. Contact Details
  - Name
  - Email Address
  - Phone Number
2. Title of Research
3. Name of Institution where it is being conducted
4. Name and contact details of the Research Sponsor
5. Names of key Stakeholders
6. Name of Research Team contact
7. Confirmation that consent to use the research has been received from the sponsor
8. Confirmation that consent to use photographs, logos and the like has been received
9. Confirmation that the research has an approved plan and budget
10. 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 at the HKIPM awards ceremony and for any publicity on the project management award compiled by the HKIPM.

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

### **Section 3. Outline of the Research**

In this section, the submission must 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, the submission must 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, the submission must 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 HKIPM 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 HKIPM and are not returned to applicants.

Applicants consent to having submissions used for the HKIPM Awards promotional purposes.

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

## 2.2 THE SUBMISSION PROCESS

All entries for the HKIPM Awards will be submitted by latest on **30th August 2023 (Wed)** to the Awards secretary (see email below).

Entries must be submitted in accordance with these guidelines.

## 2.3 SUBMISSION MATERIAL

**All submissions are to use the HKIPM Research Submission Template which can be uploaded from the HKIPM website. (<http://hkipm.org.hk>)**

Submissions are to contain the following material:

- All submissions are to be electronic and submitted to the email address [hkipmawards2023@gmail.com](mailto:hkipmawards2023@gmail.com). The submission is to include the following electronic files:
- A single Word or PDF document containing the full submission together with a minimum of five and a maximum of ten 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 HKIPM Awards ceremony, other HKIPM publications, and on the HKIPM website. Therefore, photos and logos in any quality less than high resolution cannot be accepted.
- Research Institute Logos - are to be provided in JPG format. Entrants must ensure that they have permission to use the logo.

## 2.4 JUDGING

A judging panel will be formed of eminent project managers and researchers representing both the profession and academia, to assess the overall submitted 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.

## **2.5 ANNOUNCEMENT OF WINNERS**

The winners will be publicly announced at the HKIPM Awards ceremony likely to be held at the HKIPM 20<sup>th</sup> anniversary dinner on November 2023, and contact will be made with all winners. The outcome of the judging process may be announced prior to the related awards ceremony.

The Awards are encouraged to promote good research. Therefore, there may not limit to one Winner, High Commendation and/or Commendation, depending on the scores obtained and the final decision of the judging panel.

The "Project of the Year" Award shall be awarded to the highest score amongst all submissions.

Depending on the special situation, at the sole discretion of the judging panels, Special Awards may be awarded for submissions of significant merit.

The higher score project(s) of each category may consider submitting for the Asia Pacific Federation of Project Management Achievement Awards 2023 (apfpm Awards 2023).

## **PART 3 Assistance Notes for Potential Entrants**

The following notes may assist potential HKIPM 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 (e.g. zoom) 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 research category being entered.
- Judges may only evaluate the first (max) 34 pages of any submission.
- 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, all judging panels will use a standard template. The standard template will include the following aspects of each criterion.