



Hong Kong Institute of Project Management

Project Management Achievement Awards 2020

Submission Guidelines

INTRODUCTION

- In 2011 the Hong Kong institute of Project Management (HKIPM) established a project management awards program - HKIPM Project Management Achievement Awards (known as the **HKIPM Awards**).
- The Awards is aimed to promote project management, recognise the excellence and outstanding achievements in project and program management in Hong Kong. The submission projects are also aimed to be as training materials for the young project professionals.
- In the context of these guidelines, the term “project” also covers “program” where appropriate.
- The HKIPM do not charge fees to organisations submitting entries into the **HKIPM Awards**.
- HKIPM Award entries are limited to a max. of 2 project submissions from one organisation within any single category .
- The 1st two highest score submissions of each category may consider to submit for Asia Pacific Federation of Project Management (apfpm) Awards judging.

AWARD CLASSIFICATIONS

There are two classifications of awards:

- Awards for the management of projects
- Individual Awards

These guidelines are in four parts:

- Part 1: Awards for the Management of Projects
- Part 2: Individual Awards
- 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 recently completed project (prefer within 18 months of submission closing date) is eligible to enter the HKIPM Awards.

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

1.2 GENERAL TERMS AND CONDITIONS

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

A project may win both a category Award and the Project of The Year Award.

All project submissions must be completed using the HKIPM Project Submission template

1.3 PROJECT CATEGORIES

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

Category A: Construction / Engineering

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

Category B: Information Technology

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 which normally underpin/promote the education, community development, preservation etc. 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, new town development, hydro electricity, etc., for local or regional development that are generally funded through cooperation of private and government, 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.

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 or pdf.
- 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 (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 project's owner / client to the submission of the project in the HKIPM 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. Point of Contact:
 - Name:
 - Email address:
 - Telephone number
2. Name of Company
3. Name of Project
4. Name and contact details of the project owner / client representative
5. Names of key stakeholders
6. Name of project team contact
7. Name and contact details of the apfpm Awards Submission
8. Confirmation that consent to use the project has been received from the client / owner

9. Confirmation that consent to use photographs, company logos and the like has been received
10. Confirmation that the project has an approved plan and budget
11. 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 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 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 must provide relevant examples of project documentary evidence to support the claims made in each of the four narratives (indicatively two pages for each example). At least two 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 two significant project issues or challenges were managed. (indicatively two pages for each example). For each example, you must provide relevant 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 must provide relevant project documentary evidence to support the claims made in the narrative (indicative, one page).

PART 2: Individual Award

2.1 ELIGIBILITY

Any program/project director or project manager who is in-charge a whole project, is eligible to enter this category. 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 PM 1: Project Manager

This category is open to a program or project director/manager who is in-charge a whole project. 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.

Category PM 2: Young Project Manager

The category is open to a project director/project manager who is responsible for helping in-charge a whole project. In addition, the candidate must be 18 to 35 years of age and 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 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.

2.4 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.

Submissions are to be in colour. Indicative page limits are flexible; however total content is not to exceed 23 A4 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 the like, used within the submission. Non-conforming submissions may be rejected.

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 individual's supervisor / immediate superior
- 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 HKIPM for the HKIPM awards.

NOTE: Summaries may be amended at the sole discretion of HKIPM 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/immediate superior 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 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.

Applicants consent to having submissions submitted to the apfpm Achievement Awards in the following year.

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 HKIPM Awards will be forwarded by latest **on 16th Nov 2020 (Mon)** to the Awards secretary (see email below) . Late entries will not be considered.

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 **hkipmawards2020@gmail.com**. 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 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.

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 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.

Company Logos - are to be provided in high resolution JPG format. Entrants must ensure that they have permission to use the company logo.

3.4 JUDGING

The judging panel will be independent of all submissions and will be selected from a range of industry group, experience project management professionals and academics. 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.

3.5 ANNOUNCEMENT OF WINNERS

The winners will be publicly announced at the HKIPM Awards ceremony likely to be held at the HKIPM annual dinner 2021, 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 encourage to promote good project management practice. Therefore, there may not limit to one Winner, High Commendation and/or Commendation, depends on 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.

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

PART 4 Assistance Notes for Potential Entrants

4.1 SUBMISSION JUDGING NOTES

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, on-line 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 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
- 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 (i.e. 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)