

Sample form, not for offline completion.

Visit <https://apm.awardsplatform.com> to enter.



Emerging Project Professional of the Year - Written entry

<p>ENTRY NAME:</p> <p>If you are entering an individual category, please put the individuals name here. If you are entering a project/programme, please enter project/programme name here.</p> <p>It is important that the Entry name you provide here is accurate: Should you be a finalist / winner, this Entry name will be referenced in announcements on the APM website and in the public domain, at the Awards Ceremony, and engraved on the Award trophy.</p>

RULES OF ENTRY

All entrants must abide by these rules of entry. Any breaches of these rules of entry will result in appropriate action being taken which will be considered and recommended by the Awards Steering Group and decided by APM.

- The same project/programme can be submitted across multiple categories but is limited to a single award within each category. The only exception is within the 'Project Delivery' category, where the same project/programme can be applied to each award.

- Only one entry for the same project/programme/organisation or individual can be entered in an Award. If more than one entry is received in the same award, the person/organisation the entry pertains to will be asked to decide which entry to be put forward for judging.
- Entrants must decide on the award they wish to enter and APM may not advise on this decision. An entry that doesn't meet the entry criteria of the chosen award may result in a reduced score or complete rejection of the entry submitted.
- The same project or programmes should not be entered in consecutive years unless significant progress has been made since the previous submission (e.g. completion of a major phase within the project or programme within the past 12 months). Individual or organisational entries should not be made in consecutive years unless referencing different projects or programmes from those used to provide evidence in the previous year's submission.
- Winners will only be announced at the Awards, winners not in attendance will be contacted after the Ceremony. Winners will not be disclosed to finalists before the ceremony under any circumstances.
- APM reserves the right to accept or reject entries, and/or not make an award, as circumstances dictate.
- The judging panel will consist of volunteers who are experienced experts in their field. They will remain anonymous throughout the judging process. The judges' decision is final. Correspondence concerning their decision will not be entered into.
- Entrants must refrain from contacting the judges or Award Steering Group members in any way during the judging process. Doing so may result in disqualification from the Awards.
- All submissions are made at the expense of the entrants. The Awards are free to enter, however, costs to attend the Awards ceremony will apply. APM will not cover accommodation or travel expenses for finalists.
- All finalists must submit visual material by the deadline provided for use at the Awards ceremony and other promotional activities. Failing to do so may result in exclusion from the related activity.
- Your entry must be your own work and an accurate representation of the work that you/organisation have undertaken. If an entry is found to be misrepresented, untruthful, or unethical, APM may take action against you.
- AI may not be used to write or represent your entry. APM reserves the right to use tools to check entries to ensure they aren't AI generated. If an entry is found to be AI generated APM may take action against you.
- By submitting an entry, entrants grant APM permission to utilise the entry name, entrant/nominee name, organisation, entry summary, supporting evidence (such as images and video), in promotions and other activities relating to the APM Project Management Awards within the public domain. If an entrant does not wish to give automatic permission for material to be reproduced, without prior discussion, the entrant must advise APM at the time of entry. The content of all submissions remains, at all times, the copyright of the entrant.
- APM reserves the right to cancel stage two judging for any awards where there are a lower-than-expected number of entrants (excluding Individual category awards). If stage two is cancelled this will be communicated to entrants at the time finalists are announced.
- APM reserves the right to change the dates of the stage two judging calendar and deadline dates where necessary.
- APM members, board members, committee members, members of other APM groups, staff and judges are subject to APM's Conflict of Interest Policy, [Board Member Code of Conduct](#) and the [APM Code of Professional Conduct](#). Any breaches will be addressed through the existing mechanisms, including the APM Professional Conduct Procedural Rules.

I confirm that I have read, understood and accept the above rules of entry.

Please read this carefully before submitting your entry.

ELIGIBILITY TO ENTER

- The entrant/nominee/organisation (as applicable) must have demonstrable involvement in the project to enter.
- All work submitted must have been done by the entrant/nominee/organisation (as applicable) and with permission from the project sponsor or manager.
- Applicants must decide on the category or categories they wish to enter and APM may not advise on this decision.
- If an entry doesn't meet the criteria of the chosen category this may result in a reduced score, or rejection of the entry submitted.

- Any project / programme described in an entry must either be completed or have reached the end of a major phase, no more than 12 months before the entry deadline (17 June 2024).
- All work submitted must be the work of the entrant/nominee as an individual or organisation, as applicable, and must not be misrepresented.
- Entries submitted after the entry closing deadline (17 June 2024 midnight BST) may be rejected or subject to mark deduction and may not be taken forward for judging.
- Although entries are welcome from all countries, they will only be accepted when submitted in the English language.
- Entries are welcome from members and non-members of APM.
- Entries must not exceed the stated word count for that category. Please refer to the category descriptions for the stipulations around each individual category.

This category is open to project professionals from across the globe.

- Entrants to the Emerging Project Professional of the Year award must be aged 29 years or under at the entry closing date, **or** who have less than three years' experience in their project management career.
- Entrants for Emerging Project Professional of the Year, Project Professional of the Year and Chartered Project Professional of the Year awards must have had more than six months' involvement in any project or programme described in their submission.

No entry will be accepted without these declarations being agreed.

WORD COUNT or VIDEO / SUPPORTING EVIDENCE

This is a two-stage judging category, the first stage is a written entry of no more than 1,000 words (in English) based on the judging criteria. Or a video entry no more than 8 minutes in length (in English).

Entrants may also submit up to four pieces of supporting evidence. Please see 'Supporting Evidence' tab for more details on acceptable evidence.

The second stage requires **all finalists** to present virtually to a panel of judges - the date for this category can be found on the 'Category Selection' or 'Declarations' tabs of this form.

- I confirm that the entrant/nominee (as applicable) is a project, programme or portfolio manager or practitioner and will be aged 29 years or under at the entry closing date **or** aged over 29 years of age with less than three years' experience in my/their project management career at the entry closing date.
- I confirm that any project / programme described in my entry will either be completed or will have reached the end of a major phase, no more than 12 months before the entry deadline.
- I confirm that I/nominee has (as applicable) had more than six months' involvement in any project or programme described in the submission.
- I understand that entries submitted after the entry closing deadline may be rejected or subject to mark deduction.

Entrant/nominee name (first and last names)

This is the name of the person entering the Award on their own behalf, or the name of the nominee, if being nominated by someone else. ****NOTE:**** It is important that the Entrant name you provide here is accurate: Should this person be a finalist / winner, this will be referenced in announcements on the APM website and in the public domain, as well as at the Awards ceremony, and will be engraved on the Award trophy. This will be the individual who is APM's first point of contact for all correspondence. Please ensure this is kept up to date throughout the process.

Entrant/nominee job title

Please enter this exactly as you would like it to be published in all relevant materials.

Entrant/nominee Company/Organisation name

Note: It is important that the Company / Organisation name you provide here is accurate: Should you be a finalist / winner, this name will be referenced in announcements on the APM website and in the public domain, as well as at the Awards Ceremony, and will be engraved on the Award trophy.

Entrant/nominee Country of residence

Entrant/nominee contact email address

Entrant/nominee contact phone number

Please enter a telephone number that we may use to contact you regarding your entry. This should be entered in international format, e.g. +44 (0) 1234 567891

Are you nominating someone else for this Award?

	▼
Yes	
No	

Project / Programme / Portfolio sector

	▼
Administrative & Support Services	
Advertising	
Aerospace & Defence	
Agriculture	
Arts, Entertainment & Recreation	
Automotive	
Banking	
Biotechnology	

Charity / Not-for profit

Chemical

...

PR contact (first and last name) (optional)

Please provide the name of your organisation's PR contact person.

PR contact (email address) (optional)

Please provide the email address of your organisation's PR contact person.

Other organisations and/or individuals that should be mentioned in relation to this entry. (optional)

Please ensure all names are spelt correctly, should your entry become a finalist / winner, this information may be used in announcements on the APM website and the public domain, at the Awards Ceremony, and possibly engraved on the Award trophy if relevant.

CATEGORY CRITERIA

This applies to Project Professional of the Year and Emerging Project Professional of the Year categories.

Please read the category description and the below criteria carefully before submitting your entry.

OUTCOMES AND BENEFITS

Weighting: 40%

Describe the short- and long-term outcomes and benefits you brought to your organisation through delivery of the project. Did your project/programme achieve what it set out to do in the business case and what part did you play in this? Identify any examples where your influence resulted in the project achieving additional benefits over and above those originally identified.

Describe the results and benefits you achieved for your project team, paying particular regard to lessons learned and improvements in project management competence, both your own and the team's. How have you ensured the project team will take these with them to the next project/programme?

Describe the results and the benefits you achieved for the customer/end user. How did you help ensure the project was successful from their perspective?

Describe the results and benefits you delivered for other stakeholders. How did you ensure the successful completion of your project/programme benefited the wider organisation and society? Share examples of how you maximised project/programme benefits related to the environment and sustainability.

PROJECT MANAGEMENT

Weighting: 40%

Context:

Describe the background of your project and your role within it. Outline the project structure, governance and expected deliverables. How did you manage the governance of the project to influence its successful delivery? What broad organisational/environmental factors outside of the project had an impact on it, and how did you manage these?

Capability:

Describe how you informed, motivated and coordinated the project team in order to ensure successful delivery. How

did you manage the attitudes, relationships and dependencies within the project team to ensure best use of resources? How did you develop and maintain a professional approach and shared understanding of deliverables with the team and wider stakeholders throughout the lifecycle of the project?

Delivery:

Describe the methods and techniques you used to effectively manage the planning and delivery of outputs, outcomes and benefits. How did this approach positively impact the project? How did you manage risks, issues and dependencies? What steps did you take to ensure the project was delivered as sustainably as possible, and how did you influence the project/programme's performance against goals to minimise environmental impact identified at the start? What was the approach to maximising the benefits of inclusivity and diversity of thought, perspectives, and experience in the project work? Did the project deliver on time, on budget and to the required standard and what was your role in achieving this?

Interfaces:

How did the management of your project interface with other areas, stakeholders, and disciplines? Outline any challenges you faced that needed to be overcome in this area and how you did this.

INNOVATION AND LESSONS LEARNED

Weighting: 20%

Lessons learned:

What key lessons learned did you capture and share within your organisation and/or project team? What methods did you use to document and share these experiences? How will you ensure these are incorporated into future projects to continually improve performance?

Managing innovation:

How did you encourage innovative ideas within your project team? Did you use any innovative project management techniques to deliver the project? Were these innovations completely new to the profession (rather than just your organisation)? How did any innovations used impact the success of your project? Describe how these innovations will benefit the success of future projects, both in your organisation and/or the wider profession.

Challenges overcome:

What were the biggest challenges faced during the execution of this project, and how were they overcome? How did these impact the end result?

I confirm that I have read and understood the category criteria.

Brief summary of entry

100 words

Please summarise your entry in no more than 100 words. This will be used when creating finalist profiles on the APM website as well as other promotional materials.

Please Note A written submission follows the same judging criteria as a video submission. Judges will judge your submission alongside video submissions.

CATEGORY CRITERIA

This applies to Project Professional of the Year and Emerging Project Professional of the Year categories.

Please read the category description and the below criteria carefully before submitting your entry.

OUTCOMES AND BENEFITS

Weighting: 40%

Describe the short- and long-term outcomes and benefits you brought to your organisation through delivery of the project. Did your project/programme achieve what it set out to do in the business case and what part did you play in this? Identify any examples where your influence resulted in the project achieving additional benefits over and above those originally identified.

Describe the results and benefits you achieved for your project team, paying particular regard to lessons learned and improvements in project management competence, both your own and the team's. How have you ensured the project team will take these with them to the next project/programme?

Describe the results and the benefits you achieved for the customer/end user. How did you help ensure the project was successful from their perspective?

Describe the results and benefits you delivered for other stakeholders. How did you ensure the successful completion of your project/programme benefited the wider organisation and society? Share examples of how you maximised project/programme benefits related to the environment and sustainability.

PROJECT MANAGEMENT

Weighting: 40%

Context:

Describe the background of your project and your role within it. Outline the project structure, governance and expected deliverables. How did you manage the governance of the project to influence its successful delivery? What broad organisational/environmental factors outside of the project had an impact on it, and how did you manage these?

Capability:

Describe how you informed, motivated and coordinated the project team in order to ensure successful delivery. How did you manage the attitudes, relationships and dependencies within the project team to ensure best use of resources? How did you develop and maintain a professional approach and shared understanding of deliverables with the team and wider stakeholders throughout the lifecycle of the project?

Delivery:

Describe the methods and techniques you used to effectively manage the planning and delivery of outputs, outcomes and benefits. How did this approach positively impact the project? How did you manage risks, issues and dependencies? What steps did you take to ensure the project was delivered as sustainably as possible, and how did you influence the project/programme's performance against goals to minimise environmental impact identified at the start? What was the approach to maximising the benefits of inclusivity and diversity of thought, perspectives, and experience in the project work? Did the project deliver on time, on budget and to the required standard and what was your role in achieving this?

Interfaces:

How did the management of your project interface with other areas, stakeholders, and disciplines? Outline any challenges you faced that needed to be overcome in this area and how you did this.

INNOVATION AND LESSONS LEARNED

Weighting: 20%

Lessons learned:

What key lessons learned did you capture and share within your organisation and/or project team? What methods did you use to document and share these experiences? How will you ensure these are incorporated into future projects to continually improve performance?

Managing innovation:

How did you encourage innovative ideas within your project team? Did you use any innovative project management techniques to deliver the project? Were these innovations completely new to the profession (rather than just your organisation)? How did any innovations used impact the success of your project? Describe how these innovations will benefit the success of future projects, both in your organisation and/or the wider profession.

Challenges overcome:

What were the biggest challenges faced during the execution of this project, and how were they overcome? How did these impact the end result?

I confirm that I have read and understood the category criteria.

Please summarise your entry in no more than 100 words. This will be used when creating finalist profiles on the APM website as well as other promotional materials.

Please enter the text you wish to submit for your entry. You may enter no more than 1,000 words. Please ensure you have read the description of your chosen category in the 'Category Selection' tab and the criteria above before entering. If you have any questions regarding your entry please us - awards@apm.org.uk.

You may submit up to four pieces of supporting evidence (optional).

Evidence must support information already included in your submission and must not introduce new elements.

Up to four pieces of evidence may be uploaded as **one combined attachment or up to four separate attachments**, provided the total does not exceed four pieces of evidence.

Accepted formats (maximum four pieces in total):

Images and/or graphics (including maps, infographics, graphs)

- **No body text; short captions/titles only**
- Maximum file size: 5MB per attachment
- May be submitted as a jpg, PDF or Word document
- Each image and/or graphic counts as one piece of evidence
 - Example: a two-page PowerPoint screenshot = two pieces
 - Example: one map and two infographics = three pieces

Photographs

- **No body text; short captions/titles only**
- Maximum file size: 5MB per attachment
- Up to four photographs count as one piece of evidence
 - Example: four photographs = one piece
 - Example: Five photographs = two pieces

Not allowed

- URLs or web links must not be included or embedded (any links will be deleted)
- audio or video submissions as supporting evidence at stage one of the entry process

Examples

- Four photographs, two infographics and one bar graph meeting above guidance (i.e. short captions or labels only) = **four pieces (allowed)**
- Five photographs, one infographic and two bar graphs = **five pieces (not allowed)**

I have submitted supporting evidence and confirm that I am the image / graphics owner / have _____ (optional) permission from the owner for my supporting evidence to be used in the public domain. The supporting evidence accurately reflect my entry.

Without this permission, we will be unable to include your evidence as part of your entry and display in the public domain.

I confirm that I am happy for APM to use my name, entry title, entry summary and supporting images/graphics (where applicable) from my submission in the public domain, for the purpose of promotional materials.

Without this permission, we will be unable to include your entry in the finalist announcement should it be selected.

I understand if I am /nominee is, announced as a finalist, I/nominee will need to be available to present virtually to a panel of judges on **Monday 2 September 2024**.

No entry will be accepted without these declarations being agreed.

I hereby declare that all work submitted is the work of the entrant/nominee (as applicable), and with permission of the project sponsor or manager. I understand that APM may take action against me if it is found my entry is misrepresented.

As we prepare to showcase this year's awards finalists, we would be grateful if you could please share photographs, videos and logos related to you or your project. If you are selected as a winner these assets will help us highlight your achievements across APMs website, social media, event materials, publications and wider media. Finalist information is prepared in advance of the Awards ceremony so when we know the winners on the night of the ceremony copy is ready and available.

Please use FINALISTS -PHOTOS & VIDEO tab to upload photographs and video. **We must receive this information by 3 October.** If you have any questions, please contact awards@apm.org.uk .

Please note you will not be able to access the platform between 25 August and 12 September.

I confirm that APM can use details from my Award entry and supporting evidence as the basis for content in the public domain, for the purpose of marketing and promotion by APM. (optional)

Should your entry be selected as an APM Awards category winner, APM will use the entry and supporting evidence as the basis to create a case study (approx 300 words) for *Project* magazine. Please select the statement that applies from the drop down options:

▼

I confirm that should my entry be selected as an APM Awards category winner, my entry and supporting evidence can be used as the basis to create a case study for Project magazine.

I wish to redact parts of my entry and will contact awards@apm.org.uk with my redacted entry. (please note - any redacted entries received will assume permission.) Unfortunately APM will be unable to provide case studies for approval prior to publication.

****If you wish to redact parts of your entry, please contact awards@apm.org.uk with your redacted entry. Any redacted entries received will assume permission. Unfortunately APM will be unable to provide case studies for approval prior to publication.****

I confirm that if my entry is selected as a winner APM can reach out to me for comment or interview. (optional)

I give permission for my contact details (entrant) and those of the media contact/senior staff member (detailed below) to be shared with the APM Public Relations and Communications Team and Content Team. (optional)

Please provide the name of your company media contact/senior staff member (first and last names) who we can contact regarding publicity: (optional)

Media contact/Senior staff member email address: (optional)

Media contact/senior staff member phone number: (optional)

If your entry is announced as a winner APM would like to include up to two photographs related to your project/entry on the APM website, *Project* magazine and related publicity. Please provide two high resolution colour photographs for this purpose. (optional)

Photographs should not exceed 1MB. Only jpeg or PNG files will be accepted.



Additional Photos (optional)

