

2019 Project Management Achievement Awards

Celebrating leadership in project excellence



Australian Institute of
Project Management

A WINNER'S GUIDE TO THE 2019 PROJECT MANAGEMENT ACHIEVEMENT AWARDS

To assist you with creating a winning entry, **Maria Skillern LFAIPM** has put together the following tips to help you compile your submission. Maria has been involved in the PMAA in various ways since 2002; most recently winning the 2018 National PMAA and apfpm Award in the ICT/Telecommunications project category.

For project and individual submissions:

- Read and follow the instructions in the blue boxes in the template - this is what the judges will be looking for!!
- Avoid making claims that are unsupported - **providing evidence** to support your story is critical.
- Avoid using terms/jargon which may be unclear to the judge.
- Focus on the project management skills and tools (not the technical side).
- Utilise the page limit without 'padding' and make sure that you do not exceed the page limit.
- Add photos where appropriate for evidence (a minimum of 5-10 high resolution project/individual related photographs/drawings must be included).
- Add captions to photos, tables and figures.

For individual submissions

- Use **Section 4 - Project context** to set the project and organisational context and clearly outline the objectives of the project including purpose, outcomes, and level of complexity.

For project submissions

- Use **Section 3 - Outline of the project** to set the project and organisational context and clearly outline the purpose and objectives of the project, the project management methodology applied, its level of complexity, and any other relevant information. This sets the scene for the submission.
- Write about what was the outstanding achievements/excellence/leadership and/or innovations - not simply "under budget, within schedule and to the quality and scope expected".
- Consider entering into more than one project category - modify **Section 2 - Summary of the project** to reflect the selected category and check if there is better evidence to include.

Best of luck!