**PMAA™ 2025 Application Form**

The information provided below will be used for all publicity and for any inscriptions on trophies and/or certificates given. Please ensure all details are correct including punctuation, capitalisation and listing order. It should be agreed between all listed parties before submission. The AIPM accepts no responsibility for incorrect information provided on this form.

Please submit your completed application, along with all required supporting documentation, to the AIPM PMAA Team at PMAA@aipm.com.au. Applications will be checked for completeness and validity by the AIPM PMAA Team prior to the commencement of the assessment.

**[\*] required**

**\* Award Category**

|  |  |
| --- | --- |
|[ ]  Government Projects |[ ]  Community Projects |
|[ ]  Project Management Research |[ ]  Technology and Digital Innovation |
|[ ]  Women in Project Management |  |  |

**PROJECT DETAILS**

\* Project Title:

*The project title entered below will be printed on your award certificate if you are a winner. This cannot be changed after submitting this form.*

|  |
| --- |
|  |

\* Awarded to: (Organisation/individual’s name):

*The Organisation/individual’s name entered below will be printed on your award certificate if you are a winner. This cannot be changed after submitting this form.*

|  |
| --- |
|  |

**NOMINATOR DETAILS**

The Nominator should be a person who can assist with ongoing communications associated with the nomination.

|  |  |
| --- | --- |
| \* First Name: |  |
| \* Last Name: |  |
| \* Organisation: |  |
| \* Address: |  |
| \* Suburb: |  | \* State: |  |
| \* Postcode: |  | \* Work Number: |  |
| \* Mobile: |  | \* Email : |  |
| AIPM Membership Number (if applicable): |  |

**PROJECT TEAM DETAILS**

\* Is the Nominator the sole author of the nominated project?

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

If not the sole author, please provide contact details for all partner organisations:

|  |  |  |
| --- | --- | --- |
| 1 | Name of Organisation: |  |
| Contact Person: |  |
| Email: |  |
| Phone Number: |  |
|  |
| 2 | Name of Organisation: |  |
| Contact Person: |  |
| Email: |  |
| Phone Number: |  |
|  |
| 3 | Name of Organisation: |  |
| Contact Person: |  |
| Email: |  |
| Phone Number: |  |

**SUPPORTING DOCUMENTS AND IMAGES**

1. **\* PROJECT SUMMARY (200 words)**

|  |
| --- |
|  |

1. **AWARD SELECTION CRITERIA**

\* **Please provide a statement (500 words) against each Selection Criterion below.**

* **Originality & Innovation**: How visionary or innovative the project was in addressing a specific issue.
* **Quality**: Demonstrating excellence and high standards in the project's outcomes.
* **Strategic Alignment**: How the project aligned with relevant regional, state, or national objectives.
* **Implementation & Transferability**: The project’s success in implementation and its potential to be applied elsewhere.
* **Collaboration**: Engagement techniques and methods used for the project.

|  |
| --- |
|  |

1. **CONSENT:**

You (the Nominator) must have consent from the client/initiating body and from all other entities involved in the project to submit the nomination into the Awards. This consent allows the AIPM to use the project materials you submit with the nomination (such as words, images, plans, illustrations, and all other materials) for the Awards. Proof of consent from the client or initiating body, as well as all entries involved in the project is required. Combine multiple files into a single PDF or a .zip file prior to upload.

1. **LICENSES:**

If you do not already hold the license to grant the AIPM permission to exhibit the nomination material (e.g. photos, illustrations, plans), you must provide a license to the AIPM from the rights holder. Combine multiple files into a single PDF or a .zip file prior to upload.

1. **IMAGES:**

Up to five (5) high quality images of the project for promotional purposes. This is the opportunity to showcase the project. Some ideas: Photo of the project, drawings, maps, people involved working on the project, etc. Image file names should be succinctly descriptive of the subject matter. The basic minimum requirements for the electronic images:

* File format: \*.jpeg or \*.png
* Resolution: 300ppi
* Dimensions: ideally 1920px x 1080px
* Size: 5MB max
* No special characters/symbols (e.g. +!@)

|  |  |  |
| --- | --- | --- |
| **\* Images attached?** |[ ]  Yes |[ ]  No |

1. **Submission Fee:**

**Please note that a non-refundable application assessment fee will be charged prior to the application being considered.**

* PMAA Application Fee:

[ ]  All categories except “Women in Project Management”: AUD $1,500

[ ]  Women in Project Management: AUD $500

* \* Please specify how you would like to pay:

[ ]  Payment to be made by bank transfer on receipt of an invoice

[ ]  I wish to pay by Credit Card: Visa / Mastercard / American Express (NB a 3% fee will apply on all payments by credit card)

**DECLARATIONS AND PAYMENT**

By printing my name below:

* I acknowledge that the information that I have made above are true and correct.
* I declare to indemnify the Australian Institute of Project Management (AIPM) in any event that I have made false, misleading and/or deceptive statements and agree to pay the AIPM, jointly or severally, any damages and/or legal costs that may arise from my false, misleading and/or deceptive statements.
* I declare that I have read and understood the Terms and Conditions contained within the Awards Guidelines, and agree to be bound by those terms and conditions as the applicant for this award event.
* I acknowledge that the AIPM collects and maintains personal and sensitive information in line with the privacy policy. To view the privacy policy please visit the AIPM website.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* Signature  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* Printed Name: | \_\_\_\_/\_\_\_\_/ 2025\* Date: |