



Project Management Achievement Awards (PMAA™)

Awards Guidelines



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1. Introduction

- 1.1. Established in 2000 by the Australian Institute of Project Management (AIPM), the Project Management Achievement Awards (PMAAs) recognise, honour, and promote excellence in project leadership. These awards celebrate outstanding achievements in project and program management across various sectors.

2. Why Enter?

- 2.1. In a competitive marketplace, entering the PMAAs allows you or your organisation to:
 - 2.1.1. **Benchmark excellence:** Compare your project management achievements and innovations with industry peers.
 - 2.1.2. **Demonstrate commitment:** Show your dedication to achieving project excellence and implementing best practices.
 - 2.1.3. **Gain recognition:** Be celebrated and acknowledged with winners receiving certificates, trophies, and promotional opportunities through AIPM's social media and newsletters.

3. Award Categories and Levels

- 3.1. **Two Levels of Recognitions:**
 - 3.1.1. **PMAA™ Finalists:** Projects are first assessed, leading to the recognition of finalists in each category.
 - 3.1.2. **PMAA™ Awards:** Finalists progress to the final stage the awards, where they are further assessed against other finalists in their category. The winners of each category will be announced at the awards ceremony.
- 3.2. **Project Categories:**
 - 3.2.1. **Government Projects:** This category covers industries such as construction, utilities, infrastructure, urban development, education, health services, engineering and architecture in any industry or region. Submissions in this category are to be done in conjunction with the relevant government agency or department and include the delivery of products and/or services in areas such as health, education, defence and local government projects.
 - 3.2.2. **Community (non-Government) Projects:** This category recognises and celebrates the successful delivery of projects that have made a significant positive impact on local communities. These awards honour project teams and organisations that have addressed social, economic, or environmental challenges through innovative and sustainable solutions. They highlight projects





that have enhanced the quality of life, strengthened community cohesion, or contributed to long-term development. By showcasing these achievements, the awards emphasise the importance of project management in delivering meaningful and lasting benefits to communities, inspiring others to drive positive change through impactful projects.

- 3.2.3. **Technology and Digital Innovation:** Information and computer technology or telecommunications projects that involve the project management of the development and/or application of software, digital programs and IT/ telecommunications related infrastructure.
- 3.2.4. **Project Management Research:** This award recognises an outstanding achievement in project management research and development which makes an outstanding contribution to the understanding of contemporary issues relating to project management. The award will be given to research that is impartial and evidence-based. This may be part of commissioned research, academic research, or as part of a doctoral study (PhD).
- 3.2.5. **Women in Project Management:** These awards celebrate the outstanding contributions and achievements of women in the field of project management and recognise individuals and teams who have demonstrated commitment to actively engaging and promoting women in project management and leadership roles to deliver successful projects across various industries. They aim to highlight the pivotal role women play in driving progress, fostering inclusive project environments, and inspiring future generations of female project professionals. By honouring their accomplishments, the awards promote gender equality, encourage greater participation of women in leadership roles, and support the development of a more diverse and dynamic project management community.

4. Key Dates

- 4.1. It is important to familiarise yourself with all relevant deadlines, particularly the submission closing dates published on the AIPM website. Failure to submit on time or request extensions may result in disqualification from the competition.

5. Submission Process

5.1. Eligibility and Fees

- 5.1.1. Entries must be submitted using the PMAA™ Application Form.
- 5.1.2. The awards are open to both AIPM members and non-members.
- 5.1.3. All fees are payable at the start of the submission process and are non-refundable after a certain date (see cancellation policies).





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- 5.1.4. The same entry cannot be submitted in multiple award categories.
- 5.1.5. Projects can be:
 - 5.1.5.1. Of any size, complexity or dollar value
 - 5.1.5.2. Located anywhere in the world but must have an Australian affiliation.
 - 5.1.5.3. From either public or private sector.
- 5.1.6. Entries will be excluded if they:
 - 5.1.6.1. Are incomplete, such that they do not contain all the required information and images in the form.
 - 5.1.6.2. Are received after the closing date.
 - 5.1.6.3. Do not fulfil the binding clauses contained within the Terms and Conditions of entry.
 - 5.1.6.4. Are not accompanied by the required application assessment payment.
- 5.1.7. Entry fees are listed in the Application Form and are inclusive of GST.

5.2. Submission Format

- 5.2.1. Submissions must address the project's alignment with the specific award selection criteria (originality, innovation, quality, strategic alignment, implementation, and collaboration).
- 5.2.2. Projects should be presented in a clear, concise written form, adhering strictly to the specified word and page limits. Entries exceeding the specified word limit in the Application Form will not be considered.
- 5.2.3. Include supporting materials such as high-resolution images (JPEG/PNG format) and company logos (EPS/JPEG), with resolution specifications of 300–600 dpi.

5.3. Submission Content

- 5.3.1. Ensure that all required fields are completed, and that permission from clients/sponsors is granted to use project-related materials.
- 5.3.2. No external hyperlinks, videos, or unrelated materials are to be included.
- 5.3.3. All submission fees must be cleared before the submission can be assessed.

5.4. Supporting Materials





- 5.4.1. Supporting materials may be included to strengthen the entry and must be relevant and clearly referenced.
- 5.4.2. Up to 5 high-resolution images of the project may be uploaded, with appropriate format specifications.
- 5.4.3. The AIPM reserves the right to use images and logos for marketing and promotional purposes.

6. Judging Criteria

- 6.1. Judging for the PMAA™ is rigorous, and the process is conducted with the utmost integrity. Panels of anonymous judges are formed from industry leaders across different sectors, and they operate independently of the submissions.
- 6.2. Judges will evaluate submissions based on the following Award Selection Criteria:
 - 6.2.1. **Originality & Innovation:** How visionary or innovative the project was in addressing a specific issue.
 - 6.2.2. **Quality:** Demonstrating excellence and high standards in the project's outcomes.
 - 6.2.3. **Strategic Alignment:** How the project aligned with relevant regional, state, or national objectives.
 - 6.2.4. **Implementation & Transferability:** The project's success in implementation and its potential to be applied elsewhere.
 - 6.2.5. **Collaboration:** Engagement techniques and methods used for the project.
- 6.3. Judges' decisions are final, and no correspondence will be entered into regarding outcomes.

7. Awards and Recognition

- 7.1. **PMAA™ Finalists**
 - 7.1.1. Finalists receive certificates electronically via the provided email addresses.
 - 7.1.2. Finalists will be announced via the AIPM's social media and email channels and will receive a customised social media image to promote their success.
- 7.2. **PMAA™ Winners**
 - 7.2.1. Winners receive certificates, trophies, and extensive promotional opportunities through the AIPM channels.





7.2.2. Winners might be invited to present their projects at future PMAA™ events.

8. Cancellation and Refund Policy

- 8.1. Submission fees are refundable (less an administration fee of \$250) if the request is made in writing at least seven (7) business days prior to the submission closing date.
- 8.2. No refunds will be provided for cancellations received after this deadline.

9. Terms and Conditions

- 9.1. All submission materials must be submitted electronically. No hard copy submissions will be accepted.
- 9.2. Entries must be submitted by the deadline, as requests for extensions may not be considered.
- 9.3. The same entry cannot be submitted in multiple award categories.
- 9.4. Projects cannot be re-entered in the same category where they have previously received an award unless significant changes have been made.
- 9.5. The judges reserve the right, at their sole discretion, to reallocate an entry to a different award category if they deem it more appropriate, regardless of the category originally entered by the applicant.
- 9.6. All costs related to preparing the submission and attending award ceremonies are the responsibility of the applicant.
- 9.7. Consent must have been granted by the client/ sponsor to use the project and its images/logos.
- 9.8. All photos and logos may be used by the AIPM in preparation of any marketing collateral relating to the PMAA™.
- 9.9. The applicant grants the AIPM a perpetual, irrevocable, royalty free, worldwide, non-exclusive, licence to use, modify, communicate, reproduce, publish and adapt the submission materials both electronically and in material form.
- 9.10. The applicant warrants it holds sufficient rights in the submission materials to provide the licence granted above and that AIPM's use of the materials will not infringe any third party's intellectual property rights or moral rights.
- 9.11. The applicant agrees to indemnify the AIPM against and in respect of all losses, damages and costs (including legal costs and disbursements on a solicitor-nominee or indemnity basis, whichever is higher), expenses, actions or claims (including third party claims) directly or indirectly incurred or suffered by the AIPM as a result of a breach or





repudiation of these Terms and Conditions including a breach of a warranty, the applicant's act, omission or negligence, or the infringement of any third party's intellectual property rights.

- 9.12. Applicants who have been misleading in their submissions or whose activities are not compliant with current relevant legislation may be withdrawn from the judging process or have Awards revoked.
- 9.13. Contact with members of the Judging Panel to discuss an award nomination is strictly prohibited.
- 9.14. Entries become the property of the AIPM and will not be returned.
- 9.15. The AIPM reserves the right to amend the Terms and Conditions at its sole discretion and without prior notice.
- 9.16. By submitting your entry, you agree that you have read, understood and accept these conditions.

10. Contact Information

- 10.1. For additional information or assistance, contact the AIPM PMAA™ team at:
PMAA@aipm.com.au



READY TO PROCEED?

For further information or to discuss any aspect of the PMAA™, please contact us via the following details:

AIPM PMAA™ Team

P: +61 2 8288 8700

E: PMAA@aipm.com.au

A: Level 1, 18 National Circuit, Barton ACT 2600

W: www.aipm.com.au



Gain recognition for your outstanding achievements in Project Management from the **leading project management association in Australia.**