



# PMSA Exceptional Project Management Awards 2015



## Submission Process

- Any interested and eligible entrant may download the PMSA EPMA Guidelines and Entry Form and complete their entry as stipulated.
- Entrants should complete the entrant checklist to ensure all material is included in their entry parcel.
- Entry parcels must be delivered to the PMSA National Office by close of business (16:00) on the deadline date.
- For non-PMSA members, entry parcels must be accompanied by proof of payment of the entry fee.
- Entrants will receive a signed receipt on delivering their entry parcel.
- Judging of entries will take place over a two-month period.
- The Award recipients will be informed of their success one month prior to the PMSA National Conference. They will not be advised if they have won a Merit or Exceptional Project Award until the Ceremony.
- Award recipients will be interviewed for press releases and publication across the various PMSA channels.
- **Deadline for submissions: Monday, 23 March 2015**
- **Announcement of winners: May 2015**

## PMSA Exceptional Project Management Awards (EPMAs)

'Exceptional' means better than average, deviating from the norm, rare and unusual. It is these characteristics, relevant to project management that we seek to showcase and reward through the EPMA process.

### About the PMSA EPMAs

Southern Africa is a hot-bed of incredible projects. The past decade in particular has seen a maturing of the project management discipline and we are surrounded by both the visible and invisible results of project success. Southern Africa serves as an example for delivering projects according to the globally accepted standards, but with due consideration to the local environment, where sustainability, job creation, innovation and return on investment are as important to positive project outcomes as overcoming the quadruple constraints.

The PMSA EPMAs are designed to showcase and reward exceptional projects and the teams that delivered them. All entries should meet certain basic criteria in terms of good practice, and winners will be judged according to the project element that makes it exceptional.

The projects themselves need not be rare or unusual, but some aspect of the project or project delivery must be better than the norm.

### How the PMSA EPMAs are judged

The EPMAs are built on a measurement system that allows projects of any size, in any industry to be evaluated in a similar manner, with scores allocated to fundamental components of good project management following objective assessment of the provided information. Evaluation is standard-independent and sees subject matter experts in specific industries review projects in a consistent manner and allocate scores based on a clearly-defined judging system.

Entries receiving a score above a certain score will emerge as exceptional projects, others as worthy of a merit award, with those that were unsuccessful receiving useful peer feedback to guide future project management efforts and future award submissions.

Exceptional Project Management and Merit Awards will be presented at a special ceremony during the PMSA National Conference, held every two years.



## Rules and Eligibility

- Entrants may submit more than one entry for different projects.
- Eligible projects are those that reached completion at some point during the two-year period prior to the closing i.e. in 2014, eligible projects are those that reached completion between 1 January 2013 and 31 December 2014. (Note: the project needn't have run between those dates, just reached completion at a point during the specified two-year period)
- Entries are invited from both PMSA members and non-members. Submission is free to members but non-members pay a non-refundable fee of R500.
- Projects delivered by companies or project teams based in sub-Saharan Africa are eligible. These projects may have been implemented anywhere in the world; however the project capability must be local, i.e. must have been managed and resourced in sub-Saharan Africa.
- Projects can be in any industry, in the public or private sector.
- The project delivery, benefit, result or management must be considered by the project sponsor / client / owner to be above average in some regard.
- Entries must provide the information required to judge on the extent to which they realised strategy, delivered end-user benefit and displayed application of project management practices according to a defined methodology (globally recognised or customised). Good or acceptable practice in this regard is considered the first phase of evaluation.
- The project and / or the project management practices applied will also be judged according to the overall impact of the project in the Southern African context, in terms of one or more of the following: sustainability; green practices, job creation; skills transfer; innovation; overcoming adversity or similar characteristics considered to be value-adding in the specific industry.

Explanation: As this is the crux of the competition, some further explanation is required to articulate the intent: - The 'unique' or 'exceptional' characteristic can apply in one of the following ways:

*'Project' characteristics* which were exceptional – This implies that project management was conducted in a manner consistent with industry standard but that the outcome of the project went beyond the norm and achieved an exceptional result; or

*'Project Management' characteristics* were exceptional –Unique / innovative practices were applied to the project management process / method to achieve an ordinary result / overcome typical or unusual challenges or constraints

- Entrants must have the necessary written permissions from clients, agencies or any relevant stakeholder to share details of the project and for these to be published in an article showcasing winners. Project sponsors will be contacted for verification.
- The project must have reached completion within the stipulated timeframe.
- Two copies of the entry are required and entries must meet submission deadlines.



## Rules and Eligibility cont...

- Entries, with all required documentation and permissions, must be delivered to the PMSA National Office by the closing date. No emails or faxes will be accepted.
- Entries must include all required elements, as per the entry guidelines.
- The professional practices by the submitting person must conform to PMSA's Code of Ethics. Non-members will be required to sign a PMSA Code of Ethics.
- Entries are not returnable and PMSA reserves the right to use them for publication, publicity and display.
- Awards will be made solely at the discretion of the judges and judges' decisions are final.



## Entry Parcel Contents & Entry Form

### PMSA EPMA Entry Form & Submission Guidelines

Welcome to the PMSA Exceptional Project Management Awards.

This document serves as your main information source and guideline to submitting your entry in a manner that ensures compliance with the EPMSA PMA requirements. In some cases you may include your information on the actual page or form, while in others you will be required to use the provided headings in a document you create. Kindly take note of the instructions provided on each section.

The contents of your EPMA Entry Parcel are as listed below, then detailed in the coming pages.

### Entry Parcel Contents

1. General information (According to provided headings)
2. Checklist for Entry Parcel (complete checklist)
3. Project Summary (1-pager completed according to word limit)
4. Written permissions (original signed documents indicating permission to make submission)
5. Table of Contents
6. Work Plan (up to 5 A4 pages strictly according to provided headings)
7. Work Evidence (Indexed information / templates / reports etc. in support of Work Plan)

**'Exceptional'** means better than average, deviating from the norm, rare and unusual.

*It is these characteristics, relevant to project management that we seek to showcase and reward through the EPMA process.*



# 1. General Information Sheet

(complete and submit this form)

Name of Entrant \_\_\_\_\_

Name of Project \_\_\_\_\_

Company (entrant's employer) \_\_\_\_\_

Designation \_\_\_\_\_

Role with respect to project \_\_\_\_\_

Project main industry sector \_\_\_\_\_

Project Location \_\_\_\_\_

Project Manager (if different to above) Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Project Sponsor / Client Name: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Web: \_\_\_\_\_

PMSA Member Yes \_\_\_\_\_ No \_\_\_\_\_

Member number: \_\_\_\_\_

Entrant's contact details Email \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Landline \_\_\_\_\_

Postal Address \_\_\_\_\_ Physical Address \_\_\_\_\_

Declaration I, the undersigned confirm that I have secured all necessary permissions related to this submission, have the authority to make this submission on behalf of the client / project sponsor and state that the information supplied in this entry is true and correct.

Signed

Date



## 2. Checklist for Entry Parcel

### Contents

- 1 General Information Sheet  
(completed form)
- 2 Checklist for Entry Parcel  
(complete checklist)
- 3 Project Summary  
(1-pager completed according to word limit)
- 4 Written permissions  
(original signed documents indicating permission to make submission)
- 5 Table of Contents
- 6 Work Plan  
(up to 5 pages strictly according to provided headings)
- 7 Work Evidence  
(Indexed information / templates / reports etc. in support of Work Plan.  
This can include a CD / DVD containing visual information if this strengthens the entry)

### Format

- 8 Document is submitted in English
- 9 Line spacing is 1.5
- 10 Font size is 10 – 12 point
- 11 All material is properly indexed
- 12 Work Plan is no longer than 5 x A4 pages
- 13 Work Evidence is properly indexed and does not exceed 20 pages
- 14 Two copies of the above have been prepared



### 3. Project Summary

(create and submit a page with this heading)  
[Length: 300-400 words]

**Guideline:** This is a general description of the project, what it was intended to achieve, and an explanation of the role-players on the project and the client / end-users of the project outcome.

This information will firstly assist the adjudicators to assign your entry to an appropriate subject matter expert for judging and secondly serve as the synopsis for the project in the Awards communication. It should set the scene in terms of industry, nature and size of project, composition of project team, location, outcome, project approach, and PM methodology followed.

Be sure to include a sentence about why this project and / or the manner in which it was managed can be considered exceptional.

### 4. Written Permissions

(original signed documents indicating permission to make submission)

**Guideline:** Consider all role-players in this project and their authority in terms of the information you have included being portrayed on a public platform. PMSA will verify permissions with the project sponsor.

### 5. Table of Contents

(this includes the headings and page numbers of the work plan and work evidence).

### 6. Work Plan

(up to 6 pages strictly according to provided headings)

**Guideline:** The Work Plan is your opportunity to explain the project and project management on a high level and make references to supporting material in the Work Evidence section, which will enable the adjudicators to determine that a) the project realised strategy, delivered end-user benefit and displayed application of project management practices according to a defined methodology (globally recognised or customised) and b) the project and / or the project management practices applied were exceptional in some way, e.g. in terms of the overall impact of the project in the Southern African context; sustainability; green practices, job creation; skills transfer; innovation; or overcoming adversity.

#### 6.1 Background

**Guideline:** Explain the business case / motivation / mandate for the project and the company / environment / industry it was created for. Set the scene in terms of the organisational structure (include an organogram showing project role-players including project sponsor / project manager etc), the project scope in terms of size, cost and reach.

Indicate which strategic objectives the project was intended to achieve and how these would be measured. Explain the project scope in terms of size and cost.



## 6.2 Methodology

**Guideline:** Describe the components of the methodology followed and motivate why this was the chosen methodology. Be sure to include evidence supporting each component of the methodology in the Work Evidence section (documentation such as the critical path, scope statement, cost / benefit calculations, risk register, project budget, stakeholder analysis etc.) Adjudicators wish to see an outline of the high level process used to deliver the project end to end with the key phases of the lifecycle identified and explained.

## 6.3 Measurement

**Guideline:** Describe any research or measurement that was conducted prior to the project planning. Describe the measurement techniques in place to determine if the strategic objectives and project goals were met.

Describe the outcome of these measurement techniques and the extent to which goals and objectives were achieved.

## 6.4 End result and benefits

**Guideline:** Describe the overall project outcome, benefits realised, sponsor / client / end-user acceptance, lessons learned and the projected road ahead in terms of future use of the project outcome, short- and long-term spin-offs and opportunities as a result of the project outcome.

## 6.5 Unique Characteristics

**Guidelines:** What made this project unique, different to / better than the norm? Describe the unique characteristics of this project and what made it exceptional. This may be a creative way of overcoming a project challenge, an innovative technique applied to the project, or an outcome that is a first of its kind, for example.

As a reminder:

- 1) 'Project' characteristics which were exceptional – This implies that project management was conducted in a manner consistent with industry standard but that the outcome of the project went beyond the norm and achieved an exceptional result; or
- 2) 'Project Management' characteristics were exceptional – Unique / innovative practices were applied to the project management process / method to achieve an ordinary result / overcome typical or unusual challenges or constraints

Each industry type may have a different measure of what they consider to be new, exceptional or innovative. The subject matter expert judging the submission will use their knowledge and insight in making this evaluation.

## 7. Work Evidence

**Guideline:** This section should contain indexed information / templates / reports etc. in support of the Work Plan

Include samples of project documentation, communication with stakeholders, measurement tools and results summaries, photographic material, audio visual material etc. to best portray the elements and outcome of the project. (Mark any confidential information as such and this will not be distributed beyond the adjudication panel)