Australian
Institute
of Project
Management

2024

AIPM
Project
Management
Achievement
Awards

Celebrating leadership in project excellence

2024 Guide to entry

Contents

About the awards

Established in 2000 by the Australian Institute of Project Management (AIPM), the Project Management Achievement Awards (PMAAs) exist to recognise, honour and promote outstanding achievements in program and project leadership.

In its 24th year, the 2024 PMAAs will celebrate project management excellence and innovation across 12 awards for both organisations and individuals:

1. Awards for the leadership and management of projects (nine (9) categories)

2. Awards for individual project management achievement (three (3) categories)

Winners will be awarded in two levels:

- **Chapter:** Winners are awarded in each Australian state or territory.

- **National:** Chapter category winners progress to the national level presentation.

Why enter?

In a competitive marketplace, it is essential your organisation has the appropriate structures, methodologies and training in place to achieve successful project outcomes on a consistent basis.

By entering the PMAAs, you and/or your organisation are benchmarking your outstanding achievements and/or innovations in project management against your peers and demonstrating your commitment to achieving project excellence.

Other benefits include:

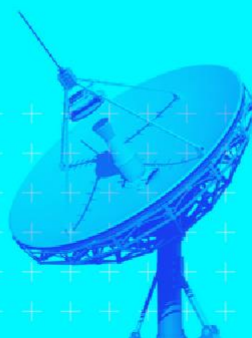**Professional recognition**

Gauge performance against peers

Employee engagement

Organisational publicity

CPD points towards certification

Key dates and entry fees

Below are important dates relating to the 2024 PMAAs.
Please familiarise yourself with the key dates, especially the closing date.

Key dates

Key date	Process
18 December 2023	Guide to entry released
31 January 2024	Submissions open
8 April 2024, 5:00pm AEST	Submissions close
August 2024	Chapter PMAA presentation events and winners announced
October 2024	National PMAA presentation (at the AIPM National Conference)

Entry fees

Category	Member*	Non-member
Individual	$150	Ineligible for entry
Project	$550	$1050

All prices include GST.

*To become an AIPM member and take advantage of these savings, along with many other member benefits, please contact the AIPM by visiting http://www.aipm.com.au/membership or call on 02 8288 8700

Submission fees include:

All PMAA submissions

• Automatic entry to be a finalist in your chapter category

• Your submission photo and organisational logo will be included as a finalist at the chapter event presentation

Note: You will be required to pay for the presentation event for your chapter

Submission fees include (continued):

Chapter PMAA winners

- Chapter category winners will receive a certificate

- Chapter Project of the Year winners will receive a certificate and a trophy

- Chapter winners will receive a PMAA social media image for their category to use in marketing

- Chapter winners will be announced in an AIPM dedicated social media post and will be tagged

- Chapter winners will be announced in an AIPM dedicated email to that chapter's subscribers' (where possible)

- Opportunity to be invited to present your project at a chapter event or the next year's PMAA event

National PMAA winners

- National category winners will receive a certificate and a trophy

- National Project of the Year winner will receive a certificate and a trophy

- National winners will receive a PMAA social media image for their category to use in marketing

- National winners will be announced in an AIPM dedicated social media post and will be tagged

- National winners will be announced in an AIPM dedicated email (where possible)

Note: You will be required to pay for the in-person national presentation event

Please note:

- Fees must be paid at the start of the submission process in order for you to gain access to the submission platform and begin your entry.

- Your AIPM membership number must be provided at time of registration to be eligible for the member rate.

- If an organisation wishes to enter more than one project, the application fee is payable for each project.

- Fees can be paid online via credit card or electronic funds transfer (EFT).

- Entries in multiple categories are NOT permitted. The only exception is you are allowed to enter a submission into the PMO category as well as ONE project category.

- Fees will be refunded (less administration fee: $200 for projects/$50 for individuals) for cancellations received in writing by email to AIPM (national_pmaa@aipm.com.au). Notification must be received at least seven (7) business days prior to the submission closing date. Refunds are not provided for any cancellation received after this time.

Steps for entering the 2024 PMAAs

Step 1: Download and read the guide to entry

- Read the Guide to entry (including the submission criteria and judging weights) so you know EXACTLY what is required for your 2024 submission.
- Familiarise yourself with the key dates.

Step 2: Decide to enter

- Talk to your colleagues about entering.
- Talk to past entrants and winners.
- Determine which category your project/s best fit.
- Acknowledge you/your colleagues' individual achievements by nominating for an individual award.

Step 3: Enter online from 31 January 2024

- Visit the awards section on the AIPM website (www.aipm.com.au/awards) to enter.
- Payment is required up front in order to gain access to the online PMAA submission portal.
- Fee applies per entry.
- The earlier you enter, the earlier you can start entering your submission content.

Step 4: Begin completing your submission and collecting evidence

- Ensure you provide sufficient but succinct information to clearly address the requirements of each section of the submission criteria.
- Collate/include the appropriate evidence supporting the narrative.
- Include all required submission confirmations.

Step 5: Submit your application/s by 8 April 2024

- Make sure you've answered each section of the submission criteria online and fulfilled all the requirements.
- If client approval is required prior to final submission, ensure this review/approval process is completed well before the closing date.
- All Department of Defence or other government organisation projects MUST consult and receive the relevant media approval as part of the submission process **(include this with the submission)**.

  Considerations for what Department of Defence may redact include (other government organisations may differ):

  – Cobranding

  – Photos featuring Department of Defence personnel

  – Official Department of Defence correspondence including emails, project minutes, or other such artefacts

  – Testimonials from Department of Defence staff (including Australian Defence Force (ADF), Australian Public Servant (APS) or otherwise)

  – Sensitive information about Defence capability (including technical specifications, capability or capacity statements, critical infrastructure information)

- Give yourself enough time to upload the supporting documentation - don't leave it to the last minute!

Good luck!

Project awards

Awards for the leadership and management of projects

Recognising outstanding achievement, excellence, leadership and/or innovation in the application of project and program management.

Project categories

CATEGORY 1:

Construction/Engineering projects

Construction and/or engineering projects such as buildings, utilities, infrastructure, and urban development, in any industry or region.

CATEGORY 2:

Government projects

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.

CATEGORY 3:

ICT/Telecommunications projects

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.
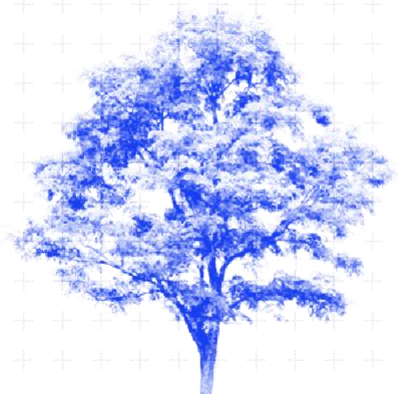
CATEGORY 4:

Transformation projects

Organisational and/or culture change management projects that involves project management to implement a major business transformation at a process and/or behaviour level. This category includes, but is not exclusive to, the introduction of a Project Management Office (PMO) or Enterprise Project Management Office (EPMO) within an organisation in the past 18 months.

CATEGORY 5:

Small projects

Small scale or research projects from any industry with a total project budget or project phase budget of less than $AUD 20 million.

CATEGORY 6:

Regional projects

Projects undertaken outside of metropolitan areas. These projects must demonstrate that economic or social value was added to the regional area.
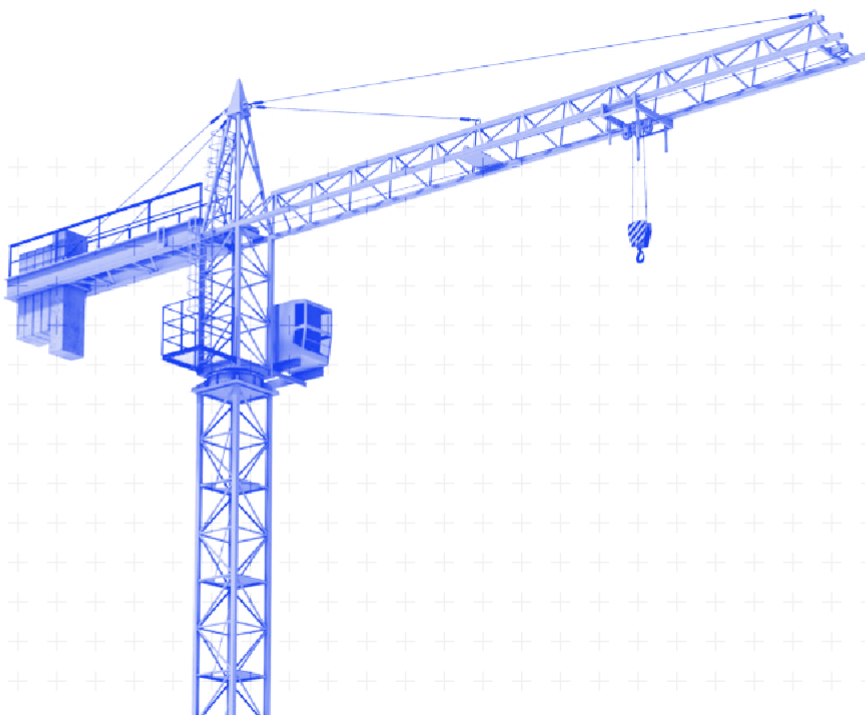
CATEGORY 7:

Sustainable projects

Projects that demonstrate project management excellence in delivering sustainable outcomes from the social, financial and environmental (triple bottom line) viewpoints and/or projects that have embedded sustainability principles and practices into their project execution processes and organisational culture.

CATEGORY 8:

Professional services projects

Projects that demonstrate project management excellence in the delivery of professional services that improve efficiency, customer experience and/or the use of innovation. This will cover services delivered in industries such as consulting, accounting, law, financial services, education, health services, engineering and architecture.

CATEGORY 9:

Project Management Office (PMO)

Submission in this category is open to a PMO or EPMO in any industry, that has been in operation for greater than three (3) years and contributes clearly defined results and value to its organisation through exceptional project management capabilities.

Project awards submission criteria

Projects are to be entered in ONE category only. Projects should be entered into the category which best describes the area of outstanding achievement or innovation.

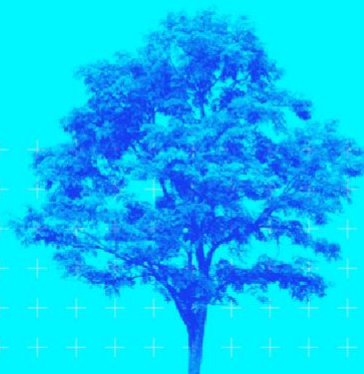## Project submission criteria and judging weights (Categories 1-8)

Outlined below is the submission criteria and judging weights for entries in project categories 1-8.
Note: Category 9: Project Management Office involves separate submission criteria – refer to page 11.

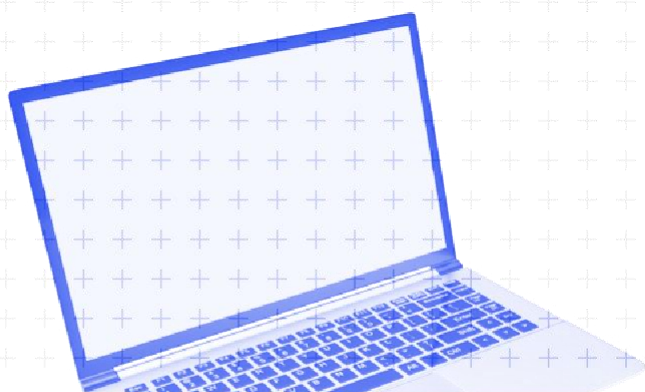| Criteria	Explanation	Word count	Judging weight
SECTION 1	**a) Submission details** • Category being entered • Name of project (enter exactly as it is to appear on collateral) • Name of organisation/s (enter exactly as it/they are to appear on collateral) • Project phase name (if applicable) • Chapter for submission • Project/phase start date • Project/phase end date • Total project/phase budget in $AUD	N/A	N/A
	b) Submission contacts **Project main contact:** Name, email, phone **Media representative:** Name, email, phone **Project owner/Client representative:** Name, email, phone **Submission review/Approval contact:** Name, email, phone. (If your submission requires client approval prior to final submission). All Department of Defence projects MUST consult and receive the relevant Defence Media approval as part of the submission process (include this with the submission). Considerations for what Department of Defence may redact include: – Cobranding – Photos featuring Department of Defence personnel – Official Department of Defence correspondence including emails, project minutes, or other such artefacts – Testimonials from Department of Defence staff (including Australian Defence Force (ADF), Australian Public Servant (APS) or otherwise) – Sensitive information about Defence capability (including technical specifications, capability or capacity statements, critical infrastructure information)	N/A	N/A

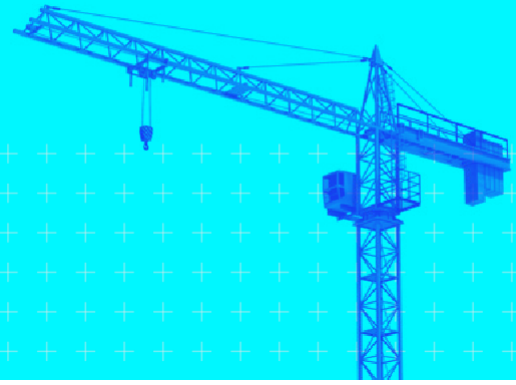| Criteria	Explanation	Word count	Judging weight
SECTION 2	**Summary of the project** • Provide a summary of the project, its outcomes, level of complexity and the reasons or purpose of the project, specific to the category being entered. *This summary may be used in any PMAA related collateral compiled by the AIPM. Summaries may be amended at the sole discretion of the AIPM to suit the specific use.*	100	N/A
SECTION 3	**Outline of the project** • Provide an outline of the project stating the purpose and objectives of the project, the project management methodology applied, its level of complexity, and other relevant information. • Provide a detailed summary of the success of the project by comparing the planned outcomes against achieved outcomes. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	800	8
SECTION 4	**Project management (PM) knowledge areas** • Describe outstanding achievement and/or process domains in **THREE (3)** PM process domains e.g. integration, scope, schedule, cost, quality, resources, communication, risk, procurement, and stakeholder management or other) in either a particular phase of the project or throughout the total project. • Provide relevant examples of project documentary evidence to support the claims made in each of the three narratives. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	500 words per process domain	27 24
SECTION 5	**Issues or challenges** • Describe how **TWO (2)** significant project issues or challenges were managed. • For each example, provide relevant project documentary evidence to support the claims made in the narrative. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	500 words per process domain	16 12
SECTION 6	**Lesson learnt** • Describe **ONE (1)** lesson learnt relating to a PM process domain. • Outline what did not go well, why it did not go well and, where appropriate, provide recommendations for improvement to the project management methodology. • Discuss how this lesson learnt will facilitate outstanding achievement and/or innovation in future projects and provide value to the broader PM community. • Provide an executive summary of relevant project documentary evidence to support the claims made in the narrative. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	600 words per process domain	5 5 3
		TOTAL	**100**

Project submission criteria and judging weights   (Category 9: PMO)

Outlined below is the submission criteria and judging weights for entries in
Category 9: Project Management Office (PMO).

Criteria	Explanation	Word count	Judging weight
SECTION 1	**a) Submission details** • Name of organisation (enter exactly as it is to appear on collateral) • Name of PMO (enter exactly as it is to appear on collateral) • Location of PMO/chapter for submission • PMO years in operation	N/A	N/A
	b) Submission contacts **PMO main contact:** Name, email, phone **Media representative:** Name, email, phone **PMO leader:** Name, email, phone	N/A	N/A
SECTION 2	**Summary of the PMO** • Provide a summary of the PMO and how it aligns to the organisational objectives. *This summary may be used in any PMAA related collateral compiled by the AIPM. Summaries may be amended at the sole discretion of AIPM to suit the specific use.*	100	N/A

Criteria	Explanation	Word count	Judging weight
SECTION 3	**Outline of the PMO** • Provide an outline of the PMO to state its function, structure and processes for continual improvement. • Also provide a summary of how the PMO contributes value to its organisation through exceptional project management capabilities and how the PMO aligns with organisational strategic objectives. • No. of full-time employees (copy of organisational chart to be provided as evidence). • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	800	8
SECTION 4	**Achievements and/or innovations** • Describe **THREE (3)** outstanding achievements and/or innovations achieved/implemented by the PMO that support improved business success and performance. E.g. talent, operational efficiency, improved project capabilities. • Provide relevant examples of project documentary evidence to support the claims made in each of the three narratives. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	500 words per achievement	27 24
SECTION 5	**Issues or challenges** • Describe **TWO (2)** significant issues or challenges and the role of the PMO in contributing to overcoming these issues/challenges. • For each example, provide relevant project documentary evidence to support the claims made in the narrative. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	500 words per issue/ challenge	16 12
SECTION 6	**Benefits realisation** • Describe how the PMO undertakes benefits management, including initial development, tracking and recording during and after a project has closed. • Provide relevant project documentary evidence to support the claims made in the narrative. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	500	7 6
		TOTAL	**100**

Individual awards

Awards for individual project management achievement

Recognising excellence and/or innovation in project management achievement by an individual irrespective of the nature, scale or complexity of the project/s.

Individual award categories

CATEGORY A:

Senior Project Professional

This category is suited to senior project professionals who regularly direct or monitor projects (or series of projects) and evaluate the effectiveness, benefits and alignment of those projects with organisational goals and strategy. As a guide, skills and experience level for this category would be equivalent to AIPM certification of CPPD or above.
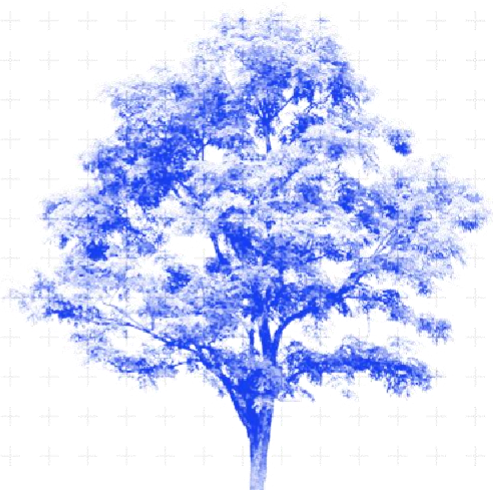
CATEGORY B:

Project Professional

Submission in this category is open to project professionals from any industry, who have demonstrated skills and experience in planning projects, managing teams, and implementing projects in consultation with higher authorities. As a guide, skills and experience level for this category is equivalent to AIPM certification of CPPM or CPSPM.

CATEGORY C:

Future Project Leader (under 35 years)

This category is suited to project professionals from any industry, who are under 35 years of age as of 1 July 2024 and who manage and/or work on projects of any size or complexity. As a guide, skills and experience level for this category is equivalent to AIPM certification of CPPP or CPPM.

Individual awards submission criteria

Individual submission criteria and judging weights

Outlined below is the submission criteria and judging weights for entries in the Individual award categories.

Criteria	Explanation	Word limit	Judging weight
SECTION 1	**a) Submission details** • Submission details category being entered • Individual's name (enter exactly as it is to appear on collateral) • Name of organisation (will not appear on collateral) • Chapter for submission • CV is to be provided as evidence, sufficiently summarising relevant educational and work background, including programs(s)/project(s) undertaken, and any other relevant information. Maximum 2 pages. • Age (if applying for Future Project Leader category only)	N/A	N/A
	b) Submission contacts **Entrant:** Name, email, phone **Supervisor:** Name, email, phone **Media representative:** Name, email, phone	N/A	N/A
SECTION 2	**Summary of the individual** • Provide a summary of the individual, including performance and project responsibilities. *This summary may be used in any PMAA related collateral compiled by the AIPM. Summaries may be amended at the sole discretion of AIPM to suit the specific use.*	100	N/A
SECTION 3	**Exhibition of excellence and/or innovation** • Describe how the individual exhibited excellence and/or innovation in their management of, or contribution to programs/projects and describe how this benefited the achievement of the desired outcome of the program/projects.	500	12
	• Evidence to support the narrative should take the form of supporting project documentation. Referee comments by the individual's supervisor or the project owner/client, must also be included. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.		10

Criteria	Explanation	Word limit	Judging weight
SECTION 4	**Individual PM knowledge and skills** • Provide a description of **TWO (2)** project management strategies employed by the individual and how it was applied within a program/project lifecycle. • Should reflect the individual's application of project management knowledge and technical skills. • Evidence to support the narrative should take the form of supporting project documentation. Referee comments by the individual's supervisor or the project owner/client, can also be included. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	500 words per example	16 12
SECTION 5	**Achievement and/or innovation** • Describe **TWO (2)** examples of outstanding achievement and/or innovation in an aspect of management which involved interpersonal skills. For example: leadership, negotiation, communication, management of stakeholders, team management, or conflict resolution. This list is indicative only, and any other interpersonal skill may be addressed. • For each example, supporting evidence should take the form of referee comments by the individual's supervisor or the project owner/client. • Also provide relevant project documentary evidence to support the claims made in the narrative. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	500 words per example	16 12
SECTION 6	**Lesson learnt** • Describe **ONE (1)** lesson learnt relating to a PM process domain. • Outline what did not go well, why it did not go well and, where appropriate, provide recommendations for improvement to the project management methodology. • Discuss how this lesson learned will facilitate outstanding achievement and/or innovation in future projects. • Provide relevant project documentary evidence to support the claims made in the narrative. • Supporting material MUST be provided. You can upload up to five (5) attachments per section.	400 words per example	12 10
		TOTAL	**100**

# Eligibility and conditions of entry

Project awards (the project/phase)

✓ Can be located anywhere in the world but must have an Australian affiliation

✓ Be recently completed or be a recently completed discrete phase of a larger program or project - generally within 18 months of submission closing date

✓ Be of any size, complexity and dollar value (except for Category 5: Small projects which has a limit of AUD $20 million)

✓ Be from either public or private sector

✓ Must have an approved project plan and budget

✓ Projects can be entered in ONE (1) category in ONE (1) state/territory only . The only exception is you are allowed to enter a submission into the PMO category as well as ONE project category.

✓ Where a project is undertaken across multiple states/territories/countries, the submission is to be made in the state/territory of the project director/manager or the project team

✓ PMO category only: must attach a current organisational chart as supporting evidence

✓ Supporting material MUST be provided. You can upload up to five (5) attachments per section.

Individual awards

✓ Entrant must be an AIPM member at the time of submission closing date

✓ The project(s) undertaken may be:
 • of any size, complexity or dollar value
 • from either public or private sector
 • located anywhere in the world

✓ Responses should represent experience from projects completed within two (2) years of submission closing date

✓ Entrants in the Future Project Leaders category must be aged 35 years or under as of 1 July 2024

✓ Submission must be made in the state/territory that is the entrant's principal place of work

✓ Individuals can be entered in ONE (1) category in ONE (1) state/territory only

✓ 2023 National Winners cannot enter into the same category in 2024

✓ Individuals must include their CV (max 2 pages), a high-resolution head/shoulders photograph and a written reference from their supervisor or the client/owner endorsing their submission

✓ Supporting material MUST be provided. You can upload up to five (5) attachments per section.

General conditions of entry for all submissions

- Only submissions made via the PMAA portal before the deadline will be accepted.

- Consent must have been granted by the client/sponsor to use the project and its images/logos.

- Requests for extensions will not be granted.

- All expenses relating to the preparation of the submission and attendance at the award ceremonies are the responsibility of the applicant.

- Applicants may be asked to present their individual or project submission at an AIPM event.

- All photos and logos may be used by AIPM in preparation of any marketing collateral relating to the PMAA. If you do not wish for this information to be used for this purpose, please advise the AIPM in writing.

- No hyperlinks, videos or other material/items not related to or supporting the actual submission is to be included.

- High resolution company logos must be uploaded in EPS and JPEG format.

- 6-10 high resolution project related photographs/drawings in JPEG/PNG format. Note: resolution quality file size should be min 300 dpi to a maximum of 600 dpi or 1 MB+ but not bigger than 10MB (for use in the PMAA presentation, AIPM documentation and the website)

- Supporting material must be provided.
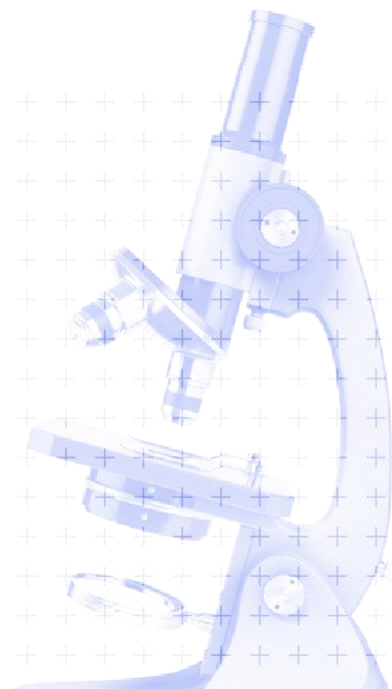
Judging

Judging of the Project Management Achievement Awards
is conducted at the highest standard and with the utmost integrity
and rigour. Judging panels are formed from a range of industry groups
and with a broad range of experience in project management.

Judging panels will be independent of all submissions and are overseen by category chief judges, national deputy chief judges and a national chief judge.

Judges' decisions are final, and no correspondence shall be entered into.

Submissions will be assessed in accordance with these guidelines. Logos and pictures are expected as supporting material but will not be formally assessed unless provided as evidence within the submission.

Submissions need to be concise yet contain sufficient information for the judging panel to adequately assess the merits of the entry.
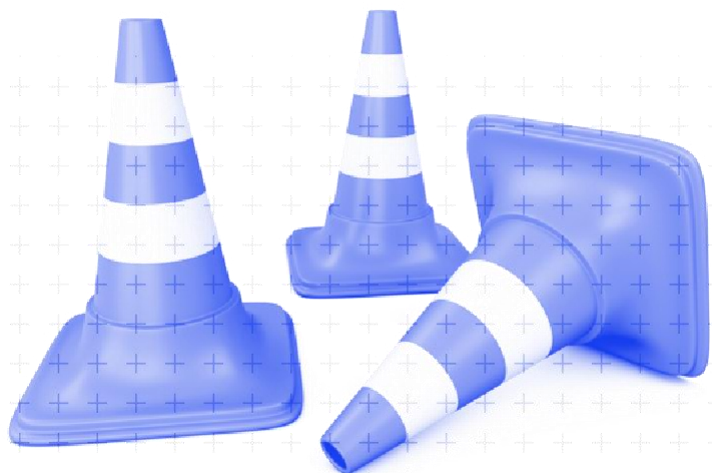
Announcement of winners

Winners are determined by the highest score within the category.

Chapter PMAA Events (August 2024)
Chapter winners announced

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Chapter winners proceed to national PMAA level

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National PMAA Event (October 2024)
National winners announced

Note: it is possible for a category not to have a winner if none of the submissions are deemed to be of high enough calibre. The national winner of a category is determined by the highest score within the category.

Project of the Year award

At chapter level, the Project of the Year award will be granted to the submission with the highest score across all project categories within that state or territory.
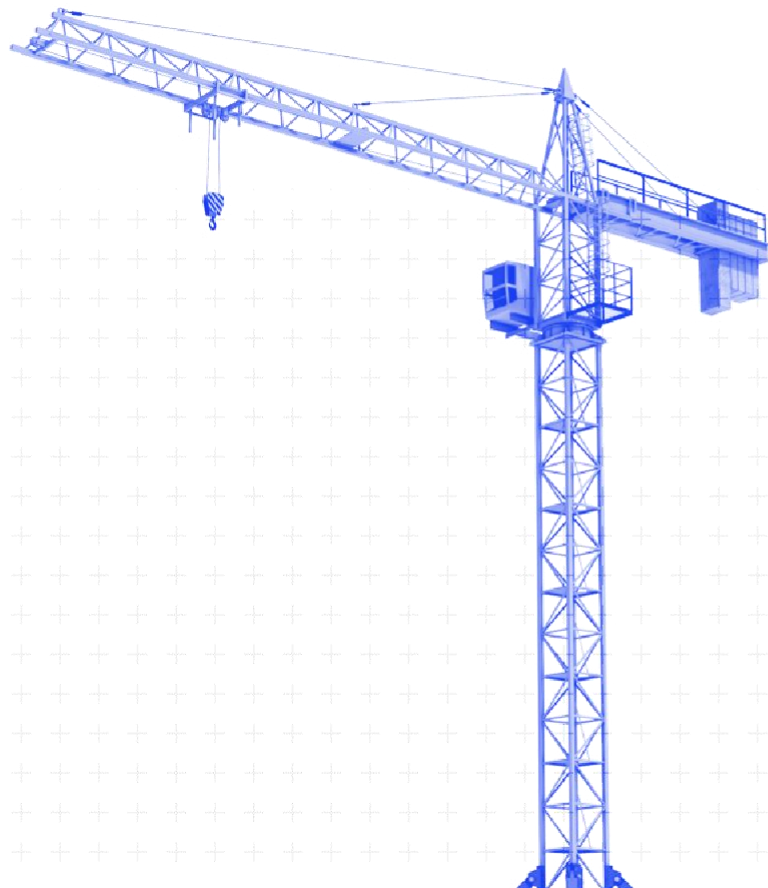
The award for National Project of the Year is awarded to the project submission which achieved the highest score across all project category submissions received in the 2024 PMAAs.
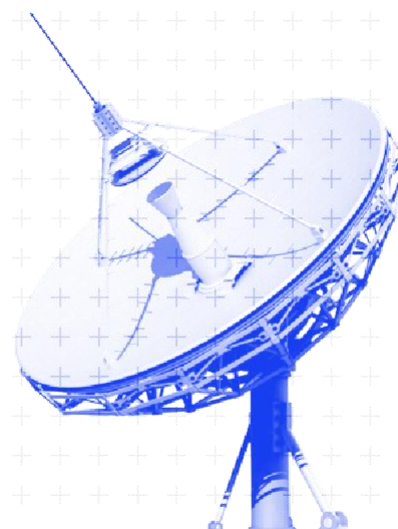
International awards

Selected 2024 National PMAA winners will be invited to enter the 2024 International Project Management Association (IPMA) Global Awards and the 2025 Asia Pacific Federation of Project Management (APFPM) Achievement Awards.

This will require the redrafting of the submission to meet the International Awards guidelines as well as payment of the entry fee (at the winner's own expense). AIPM will advise those eligible to enter these awards.

2024

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