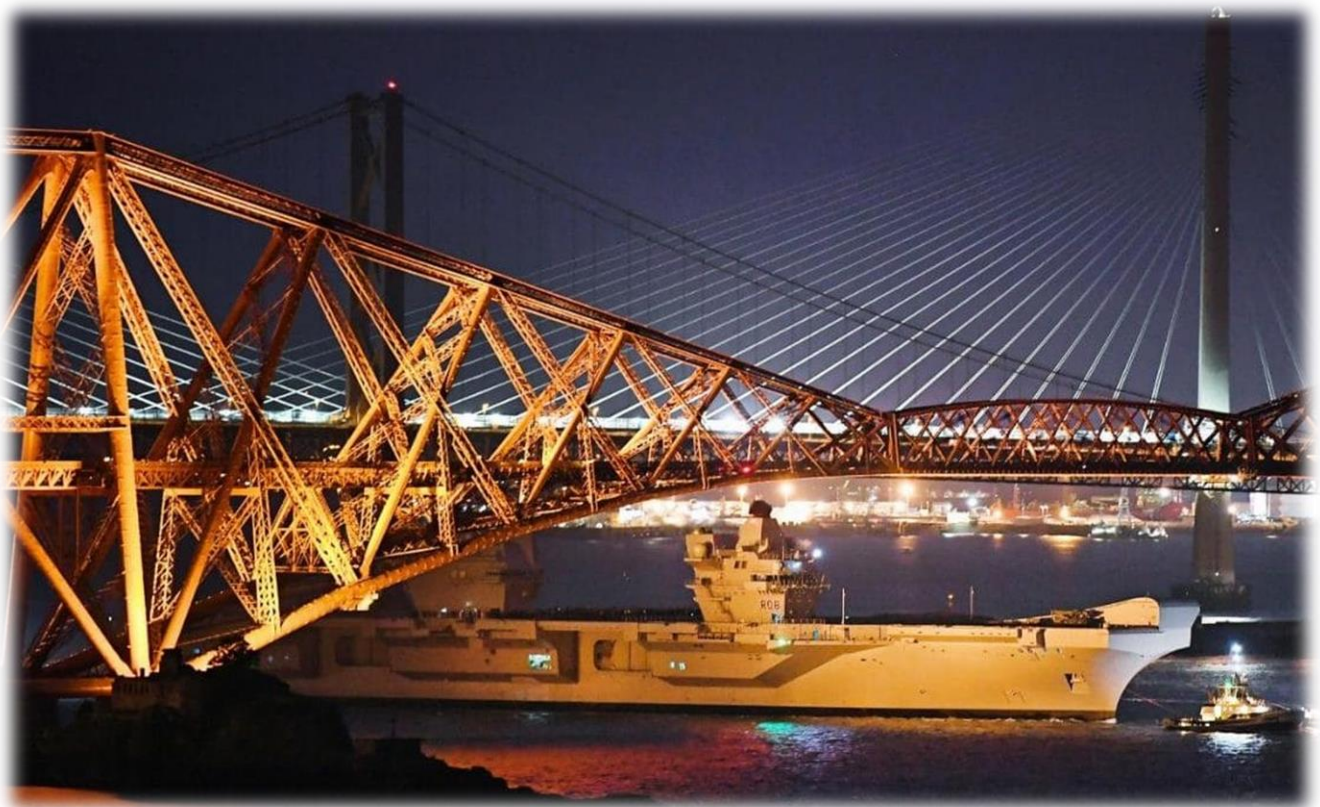




apm

Scotland
branch



PM Apprentice of the Year 2019

Guidance Document



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Competition Objectives and Benefits

The objective of the APM Scotland PM Apprentice of the year competition is to allow apprentice members of the profession an opportunity to showcase and to be rewarded for their budding project management skills. The benefit of the award is that it provides the participating apprentices with a way of aligning their skills to professional practice. The award provides credibility and can make an example of good project management practice in action on live projects. This competition is also an opportunity to showcase any apprentices with significant project management content.

The winner of the award will be announced at the APM Scotland Branch Finals evening on 23rd May 2019.

Submission Criteria & Weighting

The APM judges are looking for the story behind the person who has delivered the greatest benefit to their clients, project teams and wider stakeholders.

The criteria for these categories puts a greater emphasis on the positive contribution the project professional has made to the outputs and outcomes of their project(s), programme(s) and/or portfolio(s) whilst recognising the essential role that the project management techniques have in delivering success.

The Scotland Branch Committee judging criteria will include:

- Reference to APM Body of Knowledge (6th Edition) and APM Competency Framework;
- Applicability or benefit to business and industry;
- Lessons learned for future projects;
- Innovations or overcoming challenges during project delivery.
- Statement of Support from employer.



Project Management

Context: Describe the background of your project/programme and how the need for it arose. How did good governance of your project/programme influence its successful delivery? What broad organisational factors outside of the project/programme had an impact on how you managed it?

People: Outline who worked on the project/programme and how you motivated and coordinated them in line with its objectives. How did you effectively manage the attitudes and relationships between those people? How did you ensure a professional approach was developed and maintained throughout your project/programme?

Delivery: Describe the methods and techniques you used to effectively manage the delivery of outputs, outcomes and benefits. How did this positively impact the project/programme? How did you ensure it was delivered on time, on budget and to the required standard?

Interfaces: How did the management of your project/programme interface with your sponsor and all stakeholders? Outline any challenges you faced that needed to be overcome.

Results and Benefits

Describe the results of your project and the benefits to your organisation. How did your project/programme achieve what it set out to do? How were you instrumental to this?

Describe the results and benefits for your project team. What will the project team take away with them into the next project/programme?

Describe the results and the benefits for the customer/end user. Why was your project/programme deemed a success?

Innovation and Lessons Learned

Lessons Learned: What were the key lessons learned that have been captured and shared within your organisation or project/programme? What was your biggest personal learning and what would you do differently as a result in your next project? What methods did you use to document and then share these experiences?

Managing Innovation: What innovations were there in the way you managed the project/programme? What tools and techniques did you use to manage innovation? How did this impact the successful delivery of your project/programme? How can the wider profession benefit from the way you managed your project/programme?

Challenges Overcome: What difficulties were anticipated and/or unforeseen during the delivery of your project/programme? How did you overcome these challenges?



Submission Timeline

Following our launch of the individual award these will be judged and the winners announced at our Scotland Branch competitions finals night on 23rd May 2019 in Glasgow. The closing date for all entries is 31st March 2019. Shortlisted finalists will be contacted by 30th April 2019 and further details of the finals night awards ceremony will be provided. It is anticipated that the shortlisted entrants will be asked to present a short summary of their entry.

In line with the submission criteria above please submit your entry, covering no more than 6 A4 pages (not including the cover sheet) using Arial 10 font. Entries should include the APM Scotland branch competitions cover sheet. Entries should be submitted to the email address SPMC@apm-scotland.org.uk.

The prizes for the winner will be one year's associate membership of APM, a selection of APM reference books, and an opportunity to participate in active PR with APM celebrating their success.

Body of Knowledge

The APM Body of Knowledge (<https://www.apm.org.uk/body-of-knowledge/>) defines the breadth of the project, programme and portfolio management profession. It makes up one of the FIVE Dimensions of Professionalism.

The APM Body of Knowledge definitions can be found on the APM Knowledge site (knowledge.apm.org.uk) broken down into the 69 topic areas, which are contained, in the full text. Topics are divided over four sections; context, people, delivery, and interfaces.

APM Competency Framework

The APM Competence Framework (<https://www.apm.org.uk/resources/find-a-resource/competence-framework/>) sets out the competences required for effective project, programme, portfolio management and project management office (PMO). The framework consists of 27 competences based around outcomes that project professionals need to achieve. Each competence includes a series of criteria covering knowledge and the application. It also includes a Ratings Scale, a simple 5-point scoring system for assessing performance against the application and knowledge criteria (aware, practiced, competent, proficient and expert).

The marking schedule for this year's competitions will have alignment with the competency framework at its heart and this should be used as a core reference for candidates participating in them.



Category Competition Rules – APM Scotland PM Apprentice of the Year Award

This award is open to project management apprentices who must be undertaking an approved and recognised apprenticeship, which has a significant project management content at the time of entry, or have completed their apprenticeship since 1st June 2018.

1. All entries must be submitted with an APM Scotland Branch cover sheet.
2. The same project and its material may not be submitted as the basis for entry for more than one candidate within an individual category.
3. Submissions should include a statement of support/recommendation from the apprentice's employer sponsor. This statement should also detail the contact details for the sponsor in case further dialogue or references are required.
4. Question sheets form part of the entry and should be utilised for the submission. Entries should contain no more than 6 sides of A4 in Arial 10 font, not including the cover sheet. The entire submission including the cover sheet should have a maximum file size of 5MB.
5. Entries that exceed the size requirement or page count will be subject to a mark deduction. NB: Any supporting diagrams and images must be included within the stated page count if they are part of the entry.
6. The candidate must have been responsible for the work described within the submission.
7. The deadline for submission of entries is midnight on 31st March 2019.
8. Entries submitted after the deadline will be rejected.
9. Entries will only be accepted when submitted in the English language.
10. The content of all submissions remains, at all times, the copyright of the advocate or candidate as appropriate, but APM Scotland Branch may wish to reproduce some content for the purpose of promotional materials such as: winner case-study, PR or other. If an advocate or candidate does not give automatic permission for material to be reproduced without prior discussion, this must be noted on the cover sheet.
11. APM Scotland Branch reserves the right to accept or reject entries, and/or not make an award, as circumstances dictate.
12. Submissions must be in Microsoft Word or PDF format and submitted by email unless otherwise advised in advance. The maximum submission size is 5MB inclusive of all documentation.
13. The email address that entries must be submitted to is SPMC@apm-scotland.org.uk.
14. The judging panel will consist of individuals who are experienced APM Full Members, Fellows or ChPPs.
15. The judges' decision is final. No correspondence concerning their decision will be entered into.
16. The project described must either be finished and the end of the project not more than 12 months prior to the submission deadline, or a significant phase completed by the submission deadline.
17. Candidates must be undertaking an approved and recognised apprenticeship, which has a significant project management content at the time of entry, or have completed their apprenticeship no earlier than 1st June 2018.
18. All entries are made at the expense of the candidate and/or their employing organisation.
19. No submission will be returned once the judging process is complete.
20. APM board members, committee members, members of other APM groups, staff and judges are subject to the association's conflict of interest policy, Board Member Code of Conduct and/or the APM Code of Professional Conduct. Any breaches will be addressed through the existing mechanisms, including the APM Professional Conduct Procedural Rules.