



Everyone wants to win an APM Award. It's arguably the most sought-after method of recognition in the profession. Our Project Management Awards celebrate excellence, endorse innovation and have the power to enhance careers. We're supported by our generous headline sponsor, RPC UK Ltd, and we welcome entries from all sectors across the globe.

## PROJECT PROFESSIONAL OF THE YEAR Category Criteria

This applies to both the project professional of the year and young project professional of the year categories. Please read this carefully before submitting your entry.

### OUTCOMES AND BENEFITS

Weighting: 40%

Describe the short and long term outcomes and benefits you brought to your organisation through delivery of the project. Did your project/programme achieve what it set out to do and what part did you play in this?

Describe the results and benefits you achieved for your project team, paying particular regard to lessons learned and improvements in project management competence, both your own and the team's. How have you ensured the project team will take these with them to the next project/programme?

Describe the results and the benefits you achieved for the customer/end user. How were you instrumental in your project/programme being deemed a success? Identify any examples of where your influence resulted in the project achieving additional benefits over and above those originally identified.

Describe the results and benefits you delivered for other stakeholders. How did you ensure the successful completion of your project/programme benefited the wider organisation and society? Share examples of how you maximised project/programme benefits related to the environment and sustainability.

## **PROJECT MANAGEMENT**

Weighting: 40%

### **Context:**

Describe the background of your project and your role within it. Outline the project structure, governance and expected deliverables. How did you manage the governance of the project to influence its successful delivery? What broad organisational/environmental factors outside of the project had an impact on it, and how did you manage these?

### **Capability:**

Describe how you informed, motivated and coordinated the project team in order to ensure successful delivery. How did you manage the attitudes, relationships and dependencies within the project team to ensure best use of resources? How did you develop and maintain a professional approach and shared understanding of deliverables with the team and wider stakeholders throughout the lifecycle of the project?

### **Delivery:**

Describe the methods and techniques you used to effectively manage the planning and delivery of outputs, outcomes and benefits. How did this approach positively impact the project? How did you manage risks, issues and dependencies? What steps did you take to ensure the project was delivered as sustainably as possible, and how did you influence the project/programme's performance against goals to minimise environmental impact identified at the start? Did the project deliver on time, on budget and to the required standard and what was your role in achieving this?

### **Interfaces:**

How did the management of your project interface with other areas, stakeholders, and disciplines? Outline any challenges you faced that needed to be overcome in this area and how you did this.

## **INNOVATION AND LESSONS LEARNED**

Weighting: 20%

### **Lessons learned:**

What key lessons learned did you capture and share within your organisation and/or project team? What methods did you use to document and share these experiences? How will you ensure these are incorporated into future projects to continually improve performance?

### **Managing innovation:**

How did you encourage innovative ideas within your project team? Did you use any innovative project management techniques to deliver the project? Were these innovations completely new to the profession (rather than just your organisation)? How did any innovations used impact the success of your project? Describe how these innovations will benefit the success of future projects, both in your organisation and/or the wider profession.

### **Challenges overcome:**

What were the biggest challenges faced during the execution of this project, and how were they overcome? How did you identify risks, issues and dependencies during the delivery of your project? How effectively did you manage and mitigate these? How did these impact the end result?