

PROJECT OF THE YEAR CATEGORIES

Category Criteria

This applies to **technology** project of the year, **transformation** project of the year, **engineering, construction and infrastructure** project of the year and **social** project of the year.

Please read this carefully before submitting your entry.

PROJECT MANAGEMENT

Weighting: 40%

Context:

Describe the background of the project and how the need for it arose. Outline the project structure, governance, expected deliverables and outcomes. How did the governance of the project influence its successful delivery? What broad organisational/environmental factors outside of the project had an impact on how it was managed?

Capability:

Tell us about the people who worked on the project, detailing their skills and expertise and how you are continuing to develop these. Explain how the project leader(s) motivated and co-ordinated people working on the project in order to ensure successful delivery. How were the attitudes, relationships and dependencies between those people effectively managed? How was a professional approach established and a shared understanding of deliverables developed and maintained throughout the project?

Delivery:

Describe the methods and techniques used to effectively manage the delivery of outputs, outcomes and benefits. How did this approach positively impact the project? How did the project manage risks, issues and dependencies? What steps were taken to ensure the project was delivered as sustainably as possible, and how did the project perform against goals to minimise environmental impact identified at the start? Did the project deliver on time, on budget and to the required standard?

Interfaces:

How did the management of the project interface with other areas, stakeholders and disciplines?

OUTCOMES AND BENEFITS

Weighting: 40%

Summarise both the short and long term outcomes and benefits the project has delivered. How do these compare to the outcomes and benefits defined in the project's business case? Identify any areas where the project achieved additional benefits over and above those originally identified.

How have the project team's skills and knowledge developed as a result of working on this project? What will members of the project team take away with them into their next project?

Describe the results and the benefits for the customer/end user. What were the success factors of the project from their perspective?

Describe the results and benefits for other stakeholders. How did the successful completion of this project benefit both the wider organisation and society? How has the project contributed positively to sustainability and reducing its environmental impact?

INNOVATION AND LESSONS LEARNED

Weighting: 20%

Lessons learned:

What were the key lessons learned that have been captured and shared within your organisation and/or project team? What methods were used to document and share these experiences? How will you ensure these are incorporated into future projects to continually improve performance?

Managing innovation:

How were innovative ideas within the project team encouraged? Were any innovative project management techniques used to deliver the project? Were these innovations completely new to the project profession (rather than just your organisation)? How did any innovations used impact the success of the project? Describe how these innovations will benefit 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 these impact the end result?