

APM Yorkshire and North Lincolnshire Branch – Young Project Manager of the Year Award 2018

The Association for Project Management (APM) is the Chartered body for the project profession. A registered charity with over 23,100 individual and 545 corporate members the APM is the largest professional body in the United Kingdom developing and promoting the professional disciplines of project management and programme management.

The APM Yorkshire and North Lincolnshire Branch Young Project Manager of the Year Award 2018 seeks to recognize rising talent in our area – those in the early stages of their project management career who are making a difference to their projects, the companies and clients they work with and the project management profession as a whole.

The Award 2018 is open to project managers and specialists aged 30 years or under at the date of submission but candidates may not be a student. They can be working on any project where their involvement has been substantial.

We are looking for the candidate who has delivered the greatest benefit to their clients, project teams and wider stakeholders. The emphasis will be on the positive contribution the project manager has made to the outputs and outcomes of their project, whilst recognising the essential role that the project management techniques have in delivering success. Project management criteria are based on the APM Body of Knowledge 6th edition.

Candidates must be nominated by the Yorkshire and North Lincolnshire Branch Corporate Member by whom they are employed or contracted. There is no limit on the number of number of entries from each corporate member, although each entry must be submitted on a separate form. The closing date for entry is 29th January 2018.

For further information please go to the APM website branch [community page](#). And the [APM Body of Knowledge](#).

Finalists will give a presentation of their work at a presentation evening in March 2018 alongside the finalists of the APM Yorkshire and North Lincolnshire Branch Undergraduate Student of the Year Award 2018. Marks from the presentation will be added to the marks already awarded for the written submission to provide an overall winner. The winner will be announced at the end of the evening. Prizes are in the form of Amazon vouchers to the value of £150 plus individual membership for a year of the APM.

Please find attached the submission form which will need to be completed for each entry in accordance with the timescales shown. Submissions should be sent as PDF attachments to ypmynl@apm-yorksnlincs.org.uk. Please advise if you wish to submit by any other format. Please do not submit any other documents.

Kind Regards,



Hilary Pattison
Corporate Liaison Committee Member,
APM Yorkshire and North Lincolnshire Branch

**APM Yorkshire and North Lincolnshire Branch
Young Project Manager of the Year Award 2018
Submission Cover Sheet**

All submissions must include this cover sheet

Candidate First Name	
Candidate Surname	
Candidate Job Title	
Candidate Date of Birth	
Company Name (to appear on all relevant materials)	
Company Twitter @username (for APM to make announcements)	

Project Name (to appear on all relevant materials)	
Project/major phase end date (no more than 12 months prior to submission deadline date)	
Brief Project Summary (50 words)	

Advocate Name	
Advocate Job Title	
Advocate Relationship to Candidate	
Advocate Phone Number	
Advocate Company Postal Address	

Total page count of entry Strict maximum of eight pages excluding this cover sheet. Exceeding the word count will result in a deduction in marks.	
If you do not wish APM Yorkshire and North Lincolnshire Branch to reproduce elements of the submission for the purpose of promotional materials such as: Winner case-study, PR or other, please indicate.	

By submitting this entry and submission cover sheet to the APM Yorkshire and North Lincolnshire Branch, I confirm that I have read, understood and accepted the rules of entry.

APM Young Project Manager of the Year 2018 – Yorkshire and North Lincolnshire Branch

Each of the criteria is scored 0-25 and each section is weighted accordingly

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. Project management criteria are based on the APM Body of Knowledge 6th edition.

Project management	Weighting 25%
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 other areas and disciplines? Outline any challenges you faced that needed to be overcome.	
Results and benefits	Weighting 50%
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?	
Describe the results and benefits for other stakeholders. How did the successful completion of your project/programme benefit wider society?	
Innovation and lessons learned	Weighting 25%
Lessons learned: What were the key lessons learned that have been captured and shared within your organisation or project/programme? 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?	

Rules of Entry

1. All entries must be submitted with an APM Yorkshire and N Lincs Branch cover sheet.
2. The same project and its material may not be submitted as the basis for entry for more than one candidate.
3. Question sheets form part of the entry and should be utilised for the submission. Entries should contain no more than 8 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.
4. 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.
5. The candidate must have been responsible for the work described within the submission.
6. The deadline for submission of entries is midnight on 29 January 2018.
7. Entries submitted after the deadline will be rejected.
8. Entries will only be accepted when submitted in the English language.
9. The content of all submissions remains, at all times, the copyright of the advocate or candidate as appropriate, but APM Yorkshire and N Lincs 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.
10. APM Yorkshire and N Lincs Branch reserves the right to accept or reject entries, and/or not make an award, as circumstances dictate.
11. Submissions must be in PDF format and submitted by email unless otherwise advised in advance. The maximum submission size is 5MB inclusive of all documentation.
12. The email address that entries must be submitted to is ypmynl@apm-yorksnlincs.org.uk
13. All finalists must prepare a ten minute presentation for delivery on awards night, for which marks will be awarded.
14. The judging panel will consist of individuals who are both experienced APM Full Members and Yorkshire and N Lincs Branch committee members.
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 aged 30 years or under at the date of submission.
18. All entries are made at the expense of the corporate member organisation. No submission will be returned once the judging process is complete.
19. 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 the APM Code of Professional Conduct. Any breaches will be addressed through the existing mechanisms, including the APM Professional Conduct Procedural Rules.