APM Branch Awards Emerging Professional 2023

Report Guidelines and Marks

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 emphasis on the positive contribution the project professional has made to the outputs and outcomes of their project(s) and programme(s), whilst articulating the essential project management techniques utilised in delivering success.

Report Guideline

- Entries should contain a maximum of 4000 words, not including cover sheets
- Entries should be submitted using Arial font and size 12
- Entries can be supplemented with diagrams or images which will not be used in the word count
- Entries should be submitted to - branchawards@apm.org.uk by the stated deadline.

 Marks are awarded as indicated.

Project Management	Weighting
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?	40%
People ▪ Outline who worked on the project/programme and how you motivated and co-ordinated them in line with its objectives ▪ How did you effectively manage the relationships and attitudes between people? ▪ How did you ensure a professional approach was developed and maintained throughout your project/programme?▪ Overall lessons learned	
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? ▪ How did the management of your project/programme interface with your sponsor and all stakeholders?	

Results and Benefits	Weighting
Organisation ▪ 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?	30%

Team ▪ Describe the results and benefits for your project team ▪ What will the project team take away with them into the next project/programme?	2
Customer ▪ Describe the results and the benefits for the customer/end user ▪ Why was your project/programme deemed to be a success?	

Innovation and Lessons Learned	**Weighting**
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?	30%
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 the project/programme?	
Overcoming Challenges ▪ What difficulties were anticipated and/or foreseen during the delivery of your project/programme? ▪ How did you overcome these challenges?	

Additional information

APM 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.

APM Competence 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 29 competences based around outcomes that project professionals need to achieve.

*APM judges will be made up of Branch Committee Members or Branch supporters (volunteers)