

SUBMISSION MATERIAL

Submit the material under the following headings as per the guidelines provided.

1. PROJECT SUMMARY (1 page)

This is a general description of the project, what it was intended to achieve, and an explanation of your role in the project and the client / end-users of the project outcome.

This information will firstly assist the awards committee in assigning your submission to an appropriate category and secondly serve as the synopsis for the project in the Awards communication. It should set the scene in terms of industry, nature and size of the project, composition of the project team, location, outcome, project approach, and project management methodology followed.

Be sure to include a sentence about why this project and/or the way it was managed can be considered exceptional.

2. PROJECT DETAILS (5-6 pages)

The project details section is your opportunity to explain the project and project management on a high level and make references to supporting material in the Work Evidence section, which will enable the adjudicators to determine that

a) the project realised the strategy, delivered end-user benefits, and displayed the application of project management practices according to a defined methodology (globally recognised or customised) and

b) the project and/or the project management practices applied were exceptional in some way, e.g. in terms of the overall impact of the project in the Zimbabwean context; economic growth; sustainable development; job creation; innovation; or overcoming adversity.

The project details document shall consist of the following:

2.1 Background

Explain the business case/motivation/mandate for the project and the company/environment/industry it was created for. Set the scene in terms of the organisational structure (include an organogram showing project role-players including project sponsor/project manager etc.), and the project scope in terms of size, cost and reach.

Indicate which strategic objectives the project was intended to achieve and how these would be measured. Explain the project scope in terms of size and cost.

2.2 Methodology

Describe the methodology followed and explain why this methodology was chosen. Be sure to include evidence supporting each component of the

methodology in the Work Evidence section (documentation such as the critical path, scope statement, cost/benefit calculations, risk register, project budget, stakeholder analysis etc.) Adjudicators wish to see an outline of the high-level process used to deliver the project end to end with the key phases of the lifecycle identified and explained.

2.3 Success Measurement Criteria

Describe any success measurement techniques that were considered prior to the project planning. Describe how success metrics were used to determine if the strategic objectives and project goals were met.

Describe the outcome of these measurement techniques and the extent to which goals and objectives were achieved.

2.4 Outcome and Benefits

Describe the overall project outcome, benefits realised, impact on society, environment or the economy, lessons learned and what's ahead in terms of future use of the project outcome, and short and long-term opportunities as a result of the project outcome.

2.5 Unique Characteristics

What made this project unique, different and better than the norm? Describe the unique characteristics of this project and what made it exceptional. This may be a creative way of overcoming a project challenge, an innovative technique applied to the project, or an outcome that is a first of its kind.

Note:

'Project' characteristics which were exceptional – This implies that project management was conducted in a manner consistent with industry standards but that the outcome of the project went beyond the norm and achieved an exceptional result.

'Project Management' characteristics were exceptional –This implies that unique or innovative practices were applied to the project management process/method to achieve an extraordinary result or overcome typical or unusual challenges or constraints.

Each industry type may have a different measure of what they consider to be new, exceptional, or innovative. The subject matter experts judging the submission will use their knowledge and insight in making this evaluation.

3. PROJECT EVIDENCE

This section should contain indexed information/templates/reports etc. in support of the Project Details Section

Include samples of project documentation, communication with stakeholders, measurement tools and results summaries, photographic material, audio-visual material etc. to best portray the elements and outcome of the project. (Mark any confidential information as such and this will not be distributed beyond the adjudication panel)