



Society of
Project
Managers
Singapore

25th ANNIVERSARY

Project Partners in Nation Building

Macpherson Road Post Office PO Box 1083 Singapore 913412

Tel: 6748 8306

Email: societyofprojectmanagers@gmail.com

Website: <http://www.sprojm.org.sg>

SOCIETY OF PROJECT MANAGERS SINGAPORE

OUTSTANDING PROJECT MANAGERS AWARDS 2020

OPM Awards Submission Guidelines

INTRODUCTION

The Society of Project Managers Singapore (SPM) has established a project management awards program – **Outstanding Project Manager Awards** (known as the **OPM Awards**).

The conferment of this award will highlight the multi-faceted role played by a Project Manager in building and leading a project team to deliver the project whilst meeting the many objectives of the client. The Project Manager has to be knowledgeable in design and construction matters and uphold a high standard of professionalism to earn the respect of all parties in a project. A proficient Project Manager is a valuable asset and should be given due recognition.

The awards will be judged by a panel of experts appointed by the **SPM**. The **SPM** do not charge fees to organisations submitting entries to the **OPM Awards**.

OPM Award entries are limited to a max of 2 project submissions (within any single category) from any organization. All **OPM Award** entries must be submitted through their relevant organization.

There are **8 categories** for the OPM 2020 Awards –

1. **Outstanding Project Manager (Contract Sum > S\$85Million)**
2. **Outstanding Project Manager (Contract Sum < S\$85Million)**
3. **Outstanding Young Project Manager (S\$20Million< Contract Sum)**
4. **Outstanding Project Manager (Client)**
5. **Innovator of the Year**
6. **Outstanding Project Manager for Special Project**
7. **Outstanding Publication on Project Management**
8. **Outstanding Project Manager for International Project**

The nominees will be assessed in the following aspects:

- The management of projects,
- Individual project management achievement, and
- Research and Innovation in project management

There are 3 parts to the Guidelines:

- Part 1: Awards for the OPM 2020
- Part 2: General Conditions relating to all Submissions
- Part 3: Additional Notes for Applicants

Applicants must carefully read these Submission Guidelines and respond to all submission requirements.

PART 1 OPM Awards for the Senior and Junior Categories.

1.1 ELIGIBILITY

Any program/project director or project manager who completed a relevant project(s) in Singapore is eligible to enter, or to be entered in, the awards. A winning individual will be one who demonstrates, through narratives and documentary evidence, excellence and/or innovation in project management over a cumulative period of not less than three years. The programs/projects undertaken may be of any size or value, from either the public or private sector and can be located anywhere in the world.

The project must have an approved project plan and budget. The project must be recently (*within 3 years* of submission closing date) completed (at least by obtaining Temporary Occupation Permit (TOP)). Acceptance of the project, or discrete phase, by the client / owner prior to submission is mandatory.

The project submitted by the candidate must have never been submitted in the previous OPM award(s).

There are 8 categories for individual submissions:

Category 1: Outstanding Project Manager (Contract Sum > SGD\$85Million)

This category is open to a project director/project manager with at least 15 years of relevant project management experience and shall have managed projects of size more than SGD\$85Million construction value in a single project

Category 2: Outstanding Project Manager (Contract Sum < SGD\$85Million)

The category is open to a project director/project manager with at least 15 years of relevant project management experience and shall have managed projects of size up to SGD\$85Million construction value in a single project

Category 3: Outstanding Young Project Manager (SGD\$20Million< Contract Sum)

The category is open to a project manager with at least 8 years of relevant project management experience and shall have managed projects of size up to SGD\$20Million construction value in a single project

Category 4: Outstanding Project Manager (Client)

The category is open to a project director/project manager with at least 10 years of relevant project management experience and shall have managed projects of size more than SGD\$20Million construction value in a single project, in the capacity of Lead Project Manager / Project Director representing the Client.

Category 5: Innovator of the Year

The category is open to a project director/project manager who have launched an innovative initiative as part of the entire project cycle. This can be a new construction technique, product or improvement of an existing technique or product.

Nominees shall submit clear evidence to meet any or several of the following criteria (including but not limited to):-

- Sustainability
- Materials utilisation
- Ease of use
- Speed of construction
- Cost savings

Category 6: Outstanding Project Manager for Special Project

The category is open to a project director/project manager who has completed a Project that has significance to the Community or Nation. The nominee shall demonstrate the significance in the application.

Category 7: Outstanding Publication on Project Management

The category is open to anyone whose publication broke new grounds on Project Management concepts or Construction Methodologies.

Category 8: Outstanding Project Manager for International Project

The category is open to a project director/project manager who has completed an international project outside of Singapore. The Project Manager shall be based in Singapore of a Company that has an operating office in Singapore.

1.2 GENERAL TERMS AND CONDITIONS

Only projects completed in Singapore shall be considered for all categories except category 8. The suitable projects for submission consideration for **OPM 2020 Awards** are:

1. Healthcare,
2. Education,
3. Civil & Infrastructure & Transportation,
4. Offices, Residential & Mixed Developments,
5. Coastal & Marine,
6. Sports,
7. Logistics & Industrial ... etc

A submission can be entered by either the project owner or any of the project stakeholders with each criterion addressed from either of these perspectives.

All submissions must be completed using the OPM Project Submission template that can be uploaded from the SPM website.

1.3 FORMAT AND CONTENT OF THE SUBMISSION

1.3.1 Format

Submissions must be formatted in Arial 12-point font single spaced in a Microsoft Word compatible document.

The front cover of the submission must indicate the category being entered.

Submissions are to be in colour. Indicative page limits are flexible; however total content is not to exceed 5000 words or 10 A4 pages.

Submissions may refer to other projects undertaken by the individual. Written consent to the use of any project in the submission should be sought from the project client/owner.

The written consent and any endorsements or referee reports must be included in the submission. Consent is also required for the use of project information, photographs, company logos and the like, used within the submission. Non-conforming submissions may be rejected.

1.3.2 The submission should address the following five sections.

1.3.2.1 General Information

- Name and contact details of the individual
- Name of Company/employer

- Name and contact details of the individual's supervisor
- Name and contact details of the project owner/client representative
- Confirmation that consent to use the project(s) has been received from the client/owner
- Confirmation that consent to use photographs, company logos and the like has been received
- Confirmation that the project(s) have an approved plan and budget

1.3.2.2 Executive Summary

Provide a summary of not more than 100 words of the individual, including performance, program/project outcomes, and program/project responsibilities. This summary may be used in any audio-visual presentation compiled by SPM for the OPM awards.

NOTE: Summaries may be amended at the sole discretion of SPM to suit the technical requirements of the presentation.

1.3.2.3 Curriculum Vitae

In this section provide a Curriculum Vitae or detailed summary of the individual (indicatively Four (4) pages), to sufficiently summarise relevant educational and work background, including program (s)/project(s) undertaken, and any other relevant information such as project value, size of team managed, etc.

1.3.2.4 Project Context

In order to provide the context in which the individual is/was working, provide a brief outline of the program(s)/project(s), including purpose, outcomes, and level of complexity; as well as the project management methodology applied. The summaries should include the success of the project(s) by comparison of the planned and achieved outcomes.

1.3.2.5 Write- Up

This section requires the submission of narratives and evidence which reflect the management performance of the individual in achieving or exceeding desired project outcomes through the application of best practice and the demonstration of outstanding achievement and innovation.

Guidelines for Write-Up submission

Evaluation:

Submissions will be reviewed based on the value and benefit brought to the project, project team, clients and stakeholders.

Area of contribution	Weightage
A. Project Management	50%
<p>Project brief:</p> <p>Describe the project background and context, its reason for inception and stakeholders involved. Briefly explain your role in the project and how you broadly influenced the project's successful delivery.</p>	
<p>People management:</p> <p>Share what strategy was adopted to align various project stakeholders and consultants/team members to achieve the project deliverables. Explain what challenges were encountered in managing differences and relationships within the team, and how you professionally approached the situation and resolved issues.</p>	
<p>Project Management:</p> <p>Describe how various knowledge areas of PMBOK were adopted to achieve the project deliverables. How did your contributions lead to timely delivery of the project with desired quality and within the project budget?</p>	
<p>Externalities:</p> <p>Explain the challenges you encountered from external factors that were/were not anticipated and how you managed them, without affecting the project deliverables.</p>	
B. Project Delivery	25%
<p>Project Success:</p> <p>Describe why this project was deemed a success and how you were instrumental in the project's success. Explain the key results of the project that contributed to its success.</p>	
<p>Client Benefit:</p>	

Explain how your stakeholders including end users benefited from your project management approach and strategies.	
<p>Project team benefit:</p> <p>How your team and your organization benefited from your leadership, organizational skills and other project management techniques.</p>	
C. Knowledge management	15%
<p>Lessons learnt:</p> <p>Explain the lessons learnt by you, project team and your organization that will help them to overcome similar challenges in future.</p>	
<p>Documentation:</p> <p>Describe how the project lessons learnt were captured along the way and how lessons were recorded/documented formally for easy reference in future, for your organization.</p>	
<p>Lessons from past:</p> <p>Where applicable, how were past experiences tapped on to avoid similar situations in the project?</p>	
<p>Knowledge for industry:</p> <p>Share your lesson learnt from the project that you believe may contribute to the industry's knowledge and greater benefit of the profession.</p>	
D. Innovation	10%
<p>Innovation in Project Management:</p> <p>Describe what innovative project management approaches/techniques were adopted by you during the entire project that have benefited the project.</p>	
<p>Managing Innovation in project:</p> <p>Explain how you managed innovation in project that may have been in concept of project, aspects of design.</p> <p>Explain how you were instrumental in integrating innovation in the project.</p>	
TOTAL	100%

PART 2 General Conditions relating to all Submissions

2.1 GENERAL SUBMISSION REQUIREMENTS

Submissions need to be concise yet contain sufficient information for the judging panel to adequately assess the merits of the entry.

All necessary clearances and permissions required for the release of all information submitted including any proprietary, confidential, technical or commercial information must be obtained by the applicant.

There should be no restrictions on the use of the submitted information in any promotion of the OPM 2020 awards program.

All expenses relating to the preparation of the submission and attendance at the award ceremonies are the responsibility of the applicant.

All submissions become the property of the SPM and are not returned to applicants.

Applicants consent to having submissions used for the OPM 2020 awards promotional purposes for a period of two years from the year of submission.

Submissions will be accepted under the conditions of these Guidelines.

NOTE: "documentary evidence" is required to support and validate all claims made in the submission. Photographs and quotes from clients or managers substantiating claims, or extracts from project documents may be used. Evidence is used for scoring of submissions during judging and therefore the scoring will be commensurate with the level of appropriate supporting documentation submitted.

2.2 THE SUBMISSION PROCESS

All entries for the OPM 2020 Awards must be submitted to SPM latest by **4pm (SG Time) 31 July, 2020**, to the SPM Secretariat. Late entries will not be considered.

Entries must be submitted in accordance with these guidelines.

2.3 SUBMISSION MATERIAL

Submissions are to contain the following material:

All submissions are to be electronic and submitted to the email address [**societyofprojectmanagers@gmail.com**](mailto:societyofprojectmanagers@gmail.com).

The submission is to include the following electronic files:

For all Submissions: A single Word or PDF document containing the full submission together with a minimum of five and a maximum of 10 high resolution project related photographs in JPEG format.

Please ensure the digital photos / drawings are of high-resolution quality and are submitted as full colour JPEG files. Photos with caption information are preferred. They are to be numbered in the order they are to appear in the presentation.

2.4 JUDGING

Established members in the industry (APM assessors) and SPM Council Members will form the judging panel to assess the applicants. The judging panel will be independent of all submissions and will collectively have a broad range of experience in project management.

The Judges' decisions shall be final.

2.5 ANNOUNCEMENT OF WINNERS

The winners will be publicly announced at the SPM Annual Dinner 2020 Ceremony.

Additional information on the ceremony will be shared with the Award winners in due time.

The outcome of the judging process will be announced prior to the Awards Ceremony to enable winners to attend.

PART 3 Additional Notes for Applicants

3.1 SUBMISSION JUDGING NOTES

The following should be noted:

- Judges will generally take into consideration the submitted written material to support the submission.
- An interview would be carried out to shortlisted applicants within the relevant category and the overall judging shall be an aggregate of the judging of both written material and the interview.
- Judges will evaluate the submission against the published Submission Criteria and in terms of the specific category being entered
- Judges will be looking for demonstrated achievement in the project management aspects of the project (note: the award is not for the project – it is for the project management of the project)
- Submissions that do not contain the written consent of the project's owner/client will not be considered
- Submissions must contain relevant supporting and corroborating evidence within the submission to allow judges to evaluate the claims made in the narrative.
- Judges will evaluate the performance of the Individual over a period of years NOT the project or projects specifically
- In evaluating submissions, all judging panels will use a standard template. The standard template will include the following aspects of each criteria.

OPM Awards

Project Complexity (30% of overall) –

- To what extent has the candidate managed projects based on the types and scale?
- Has the context of the works performed by the candidate in the nominated project been demonstrated in the write-up?

Project Management Experience and Scope and Knowledge upgrading/ relevancy (25% of overall) –

- How many years has the candidate been involved in the role of a PM?
- To what extent does the write up provide evidence that the individual has been involved in the respective stages of the project?
- To what extent has the candidate performed across the spectrum of the PM Scope?
- Has the candidate sought continuous learning and certification to keep him/herself relevant to the changing landscape of the Built Environment?

Write – Up (30% of overall)

Interview (15% of overall)

- Performance of the individual during the interview?

3.2 AWARDS

All award winners will each be given a free 1-year SPM membership inclusive of the one-time entrance fee.