

SUBMISSION GUIDELINES FOR  
MALAYSIA PROJECT MANAGEMENT AND  
SUSTAINABILITY AWARDS

*Malaysian National Sustainability Awards  
2015*

## SUBMISSION GUIDELINES FOR MALAYSIA PROJECT MANAGEMENT AND SUSTAINABILITY AWARDS

### Green Project Management® (GPM®)



Green Project Management® (GPM®) has established the Sustainability Awards program to honor and showcase the achievement and impact of individuals and projects in the advancement of sustainable development thru the implementation of sustainable (green) project management practices. The program represents the achievement in sustainability across all continents of the globe and through a network of training partners encompassing approximately 130 countries. For the first time in Malaysia, GPM bestows awards in 3 categories including:

- **Project of the Year** is bestowed upon a project manager or organization that exemplifies the impact and relevance between sustainability and project success.
- **Individual Sustainability Award** for an individual for their *efforts* in advancing sustainability in project management
- **Student Award/ Fundamentals Award** for a student enrolled in a tertiary (eg University or equivalent) Masters level course which incorporates Sustainable Project Management or Sustainability Practices or a GPM Practitioner Level Course.

All entries judged against the published criteria by a team of industry specialists and peers who will be independent of all submissions. Judges decisions shall be final and no correspondence shall be entered into. Submissions will be assessed on the submitted material ONLY and in accordance with these Submission Guidelines. Logos and pictures are expected as supporting material but will not be formally assessed.

All entries must demonstrate the achievement of sustainability and shall be measured against such guidelines as - the United Nations Global Compact's ten principles (ie relating to aspects of people, planet, and profits), realization of the Millennium Development Goals – and the use of the PRiSM methodology and P5 standard.

## 1.0 Award Category - Project of the Year Award

### Eligibility

A winning project will be one that demonstrates, through narratives and documentary evidence, excellence and/or innovation in the application of sustainable project management practices and procedures, within projects or programs of any size or value, from either the public or private sector anywhere in the world. The project must have an approved project plan and budget. The project must be recently completed or be a recently (generally within 18 months of submission closing date) completed discrete phase of a larger program or project. Acceptance of the project, or discrete phase, by the client/ owner prior to submission is mandatory. Submissions must address the impact of sustainable project management in delivering the project outcomes, based upon the PRISM methodology and P5 standard.

At the sole discretion of the Judging Panel, Project of the Year Awards maybe bestowed in industry based sector categories, such as but not limited to:

- Community Service and/or Development
- Internationally Funded Humanitarian Aid Projects (eg NGO's, Uni- Bilateral Lending Agencies)
- Construction, and Engineering
- Infrastructure projects
- Telecommunications / Information Technology
- Organizational Change Management
- Mining, and Energy



### Past Recipients (International)

- 2015 Gold Recipient- Administradora Comercial Paseo Fase 1, S.A. - Paseo Cayala Program, Guatemala - Gold
- 2015 MAHAK- the Society to Support Children Suffering from Cancer, Iran, -Two Year Operational – Developmental Project - Silver
- 2013 - South Australian Water Corporation, Australia, The Adelaide Desalination Plant project, 2012 - Sarfraz Malik and China Mobile, Pakistan - Renewable Energy Application to Mobile Data Networks
- 2011 - Mark Reeson, United Kingdom - Early Hazard Removal of Nuclear Power, 2011 -

## **Format and Content of the Submission**

- Submissions must be formatted in **Arial 12** point font, **single spaced** in a Microsoft Word compatible document or pdf file.
- Submissions must address each selection criteria separately. For all submissions, indicative page limits are flexible; however total content is not to exceed a total of 35 A4 pages.
- Submissions **MUST** not include promotional, novelty or other material / items not related to or supporting the actual submission.
- Submissions must include the written consent of the project's owner/client to the submission of the project in the awards, together with an overview of the client/sponsor's level of satisfaction of the project outcomes (including any aspects of achieving corporate benefits outcomes) and the standard of project management undertaken. The written consent must be bound into the submission. Consent is also required for the use of project information, photographs, company logos and the like. Non- conforming submissions may be rejected. Note: your evidence is scored during judging and therefore the scoring will be commensurate with the level of appropriate supporting evidence submitted.

*Refer Application Form for content details*

## 2.0 Award Category – Sustainable Award

### Eligibility

Any Sustainable program/project director, or project manager is eligible to enter, or be entered in, the awards. A winning individual will be one who demonstrates, through narratives and documentary evidence, excellence and/or innovation in sustainable project management over a cumulative period of not less than two years, with the 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 individual must be certified at least

GPM-b level from GPM-Global and the demonstrated professional skills equivalent to IPMA Four-Level- Certification (e.g. levels A to D) or other recognized comparable Project Management Certification.

### Past Recipients

2015 - Ron Schipper, Netherlands

2013 - Dr. Gilbert Silvius, Netherlands

2012 - Paola Morghese, Italy

2011 - Jeff Hodgkinson, United States



### Submission details

Where an individual makes his/her own submission, it must be endorsed by the individual's supervisor or by the client/owner.

As a guideline, a successful green project manager would be one that:

- Advances sustainability in project management
- balance sustainable technical and management skills, juggling different views and perspectives, corporate goals, backgrounds and personalities

The Award will recognize the individual's demonstrated application of sustainable project management competences, no matter the scale, number or type of projects referenced. It is the individual qualities exemplifying the practice of Green Project Management that will be evaluated, not those of any project worked on.

### **Format and Content of the Submission**

- Submissions must be formatted in Arial 12 point font single spaced in a Microsoft Word compatible document or pdf file.
- Submissions are to be bound and printed in color. Indicative page limits are flexible; however total content is not to exceed 23 A4 pages.
- Submissions may refer to other projects undertaken by the individual, however, written consent to the use of any project in the submission must be provided 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.

*Refer Application form for content details.*

### 3.0 Award Category – Fundamentals Award

#### Eligibility

Any Student enrolled in a tertiary (eg University or equivalent) Masters level course which incorporates Sustainable Project Management or Sustainability Practices or a GPM Practitioner Level Course is eligible to enter.

A winning submission will be one who demonstrates, through narratives and documentary evidence, excellence and/or innovation in course assessments undertaken within two years of the submission date dealing with the practices of Sustainable Project Management. The assessment may be of any size or value, from anywhere in the world.

#### Past Recipients

2015 - Claudia Palacios - Nicaragua - UCI Global School of Project Management

2013 - Anna Wang, China - Volkswagen Financial Services

2012 - Rosana Fransescato, United States - Adobe Systems



### **Submission details – format and content**

The Award will be evaluated on the details included in the submission and will be based on :

- Evidence of the application of sustainable project management to the assessment material based upon the PRISM methodology and P5 standard.
- Presentational quality
- Evidence of the course assessment being industry relevant
- Evidence from the Course coordinator of the assessment criteria, scope and overall status of the assessment within the course of the assessment being submitted for this award.

Submissions must include the written consent of the University (eg course coordinator) to the submission of the assessment material, together with an overview of the course coordinator's level of satisfaction with the students outcomes and the standard of project management undertaken. The consent must be bound into the submission. Consent is also required for the use of all assessment information, photographs, university logos and the like. Non-conforming submissions may be rejected.

The submission should include the following information:

- Title of Assessment
- Name of University where it is being conducted
- Location of University i.e. city, and country
- Name and contact details of the Course Co-coordinator
- Name of Student
- Confirmation that consent to use the assessment has been received
- Confirmation that consent to use photographs, logos and the like has been received
- Confirmation that the assessment was a component of a recognized Masters course which incorporates Sustainable Project Management or Sustainability Practices.
- Full details of the Masters course of which the submitted work was a recognized component.



## **General Conditions relating to all Submissions**

### **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 entries must be submitted in English language.

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, with no restrictions on the use of the submitted information in any promotion of the awards program. All submissions become the property of GPM and are not returned to applicants.

“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.

### **2. The Submission Process**

All entries are to be submitted by close of business on **1 September 2015** to the Malaysia Project Management And Sustainability Award Secretariat Office:

**Secretariat**

**Malaysia Project Management And Sustainability Award**

**A-7-1, Ativo Plaza**

**Bandar Sri Damansara**

**52200 Kuala Lumpur**

**OR**

**Email : [application@malaysiaprojectmanagementawards.com](mailto:application@malaysiaprojectmanagementawards.com)**

Late entries will NOT be considered. Entries must be submitted in accordance with these guidelines.

### **3. Submission Material**

Submissions are to contain the following material:

- An electronic file copy of the complete submission in either CD or suitable email format file (e.g. word or pdf file format) is to be submitted, in following electronic format:
- For all Submissions – a Word or PDF document containing the full submission.
- For Project submissions - a minimum of five and a maximum of 10 high resolution project related photographs in JPG format.
- For Individual submissions - a minimum of five and a maximum of 10 high resolution photographs in JPG format, including a head-and-shoulders photograph of the individual.
- For Student/Fundamentals Awards – a minimum of two and a maximum of 4 high resolution photographs in JPG format, including a head-and-shoulders photograph of the Student.
- All digital photos/drawings are of high resolution quality (files of 1 MB+) and are submitted as full color JPG files. Photos with caption information are preferred. They are to be numbered in the order they are to appear in the presentation.
- Company Logos - Company logos are to be provided in EPS format or other similar format which is suitable for use in high resolution printing and publishing process. Applicant must ensure that they have permission to use the company logo.
- Green Project Management® and GPM® are a registered trademarks of GPM Global. PRISM™ and P5™ GPM-b™, GPM-m™ SiPM™, are copyrighted and may only be used with expressed written consent.