
2020 Project / Business Initiative Submission

Category being entered (i.e. type of work):

-

Country Award being entered into:

-

Company name:

-

Project / Initiative name:

-

Section 1. General information

NAME OF COMPANY:

NAME OF PROJECT / INITIATIVE:

LOCATION OF PROJECT / INITIATIVE:

NAME OF KEY STAKEHOLDERS:

Name:

Name:

Email address:

Email address:

Telephone number:

Telephone number:

Postal address:

Postal address:

Name:

Name:

Email address:

Email address:

Telephone number:

Telephone number:

Postal address:

Postal address:

Section 1. Submission contacts

Project / Initiative team contact

Name:	<input type="text"/>
Email address:	<input type="text"/>
Telephone number:	<input type="text"/>
Postal address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Media representative

Name:	<input type="text"/>
Email address:	<input type="text"/>
Telephone number:	<input type="text"/>
Postal address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Project / Initiative owner/client

Name:	<input type="text"/>
Email address:	<input type="text"/>
Telephone number:	<input type="text"/>
Postal address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Project / Initiative owner/client representative

Name:	<input type="text"/>
Email address:	<input type="text"/>
Telephone number:	<input type="text"/>
Postal address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Submission Manager:

Name:	<input type="text"/>
Email address:	<input type="text"/>
Telephone number:	<input type="text"/>
Postal address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Sustainability Manager

Name:	<input type="text"/>
Email address:	<input type="text"/>
Telephone number:	<input type="text"/>
Postal address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Value Of Project / Initiative (including currency type)

Section 1. Submission confirmations

OWNER/CLIENT CONFIRMATION

- Confirmation that consent to use the project / initiative has been received from the client/owner.**

For example a letter or email from the client /owner granting consent.

CONSENT TO USE PHOTOGRAPHS, COMPANY LOGOS ETC.

- Confirmation that consent to use photographs, company logos and the like has been received.**

For example a letter or email from an appropriate person granting permission.

CONFIRMATION OF PLAN AND BUDGET APPROVAL

- Confirmation that the project / initiative has an approved plan and budget**

For example a letter or email from an appropriate person stating the plan and budget approval, or a copy of an approved plan and budget (including the approval).

CONFIRMATION OF ACCEPTANCE

- Confirmation that the project – initiative /phase has been accepted by the client/owner.**

For example a letter or email from the client /owner confirming acceptance or an approved project completion document (including the approval).

Section 2. Summary of the project / initiative

PROJECT CATEGORY TO BE ENTERED:

A summary of **not more than 100 words** of the project / initiative, its sustainability outcomes, level of complexity and the reasons or purpose of the project. This summary should be aligned to the category the project is being submitted under.

(This summary may be used in any audio-visual presentation compiled by ANZISM for the Awards Program. (NOTE this greyed section can be deleted to maximise space)

[Type here]

Section 3. Outline of the Project / Business Initiative

In this section provide an outline of the project / initiative (**indicatively two to three pages**), to state the purpose and objectives of the works, the sustainable principles applied, its level of complexity, and any other relevant information (including but not limited to – sustainable objectives and outcomes). Include details of planned sustainable corporate and project outcomes and the success of the works by comparing the planned outcomes against achieved outcomes. (Include references to Sustainable Development Goals (SDGs) and Sustainable Management Principles targeted within outcomes). (NOTE this greyed section can be deleted to maximise space).

[Type here]

Section 4 (a). Outstanding achievement and/or innovation in sustainability / sustainable management best practice

Management Knowledge Areas

Describe outstanding achievement and/or innovation in **four** Sustainability knowledge areas relevant to such aspects as United Nations Sustainable Development Goals and Sustainable Management Principles in either a particular phase of the works or throughout the total works (**indicatively two pages for each example**).

Provide relevant examples of documentary evidence to support the claims made in each of the four narratives (**indicatively two pages for each example**). Also, include any specific examples of excellence in the application of interpersonal skills (for example: leadership, negotiation, communication, management of stakeholders, team management, conflict resolution).

At least two of the four knowledge areas must reflect how sustainability was integrated and managed. The management of significant issues or challenges should be addressed under the next section 'Issues or Challenges'.

(NOTE this greyed section can be deleted to maximise space)

KNOWLEDGE AREA 1:

[Type here]

Section 4 (b). Continued

KNOWLEDGE AREA 2:

[Type here]

Section 4 (c). Continued

KNOWLEDGE AREA 3:

[Type here]

Section 4 (d). Continued

KNOWLEDGE AREA 4:

[Type here]

Section 4 (e). Continued

Issues or Challenges

Describe how **two** significant project issues or challenges were managed, (indicatively two pages for each example). For each example, provide relevant documentary evidence to support the claims made in the narrative **(indicatively one page for each example)**.

(NOTE this greyed section can be deleted to maximise space)

ISSUE OR CHALLENGE 1:

Name of issue or challenge.

[Type here]

Section 4 (f). Continued

ISSUE OR CHALLENGE 2:

Name of issue or challenge.

(NOTE this greyed section can be deleted to maximise space)

[Type here]

Section 4 (g). Continued

Lesson Learnt / Innovation – item 1:

Describe one lesson learnt relating to a sustainability knowledge area.

Outline what did not go well, why it did not go well and, where appropriate, provide recommendations for improvement to the sustainability / sustainable management methodology. Additionally, discuss how this lesson learned will facilitate outstanding achievement and/or innovation in future works (**indicatively two pages**). Provide relevant documentary evidence to support the claims made in the narrative (**indicatively one page**).

(NOTE this greyed section can be deleted to maximise space)

[Type here]

Section 4 (h). Continued

[Type here]

Lesson Learnt / Innovation – item 2:

Describe one lesson learnt relating to a sustainability knowledge area.

Outline what did not go well, why it did not go well and, where appropriate, provide recommendations for improvement to the sustainability / sustainable management methodology. Additionally, discuss how this lesson learned will facilitate outstanding achievement and/or innovation in future works (indicatively two pages). Provide relevant documentary evidence to support the claims made in the narrative (indicatively one page).

(NOTE this greyed section can be deleted to maximise space)

Appendices

Appendix 1

NAME OF EVIDENCE INCLUDED:

Evidence is required to support your submission claims. For example, if the innovation you are claiming saved 10% of the budget, then providing the financials from a business case with a comparison document showing the saving is considered validated. Another example may be that an extract from the original works document be included with a copy of the amended plan again highlighting the difference between what was planned and what occurred.

Photographs and quotes from clients or managers substantiating claims that you make are also classed as appropriate evidence.

NOTE: evidence is scored during judging and therefore if evidence is not provided, the judges score for evidence may be zero, and likewise if the evidence is not relevant or considered to be supportive, then the scoring will be commensurate with this.

(NOTE this greyed section can be deleted to maximise space)

[Type here]

Appendices Continued

Appendix 2

NAME OF EVIDENCE INCLUDED (INCLUDE REFERENCE TO RELEVANCE):

Include evidence for each knowledge area, issue or challenge, and lesson learnt covered in section 5.
One piece of evidence may be relevant for more than one of areas of the knowledge areas, issue or challenges,
and lesson learnt.
(NOTE this greyed section can be deleted to maximise space)

[Type here]

Appendices Continued

Appendix 3

NAME OF EVIDENCE INCLUDED (INCLUDE REFERENCE TO RELEVANCE):

Include evidence for each knowledge area, issue or challenge, and lesson learnt covered in section 5.
One piece of evidence may be relevant for more than one of areas of the knowledge areas, issue or challenges,
and lesson learnt.
(NOTE this greyed section can be deleted to maximise space)

[Type here]

Please Note

- The Submission Guidelines take precedence over any other award related documentation.
- Page limits apply to all Submissions and include all appendices.
- All content must be presented in a PDF document with Arial font, minimum size 12points. **Maximum length is 37 pages, A4 size including appendices.**
- Photos should be included at appropriate points throughout the submission. The electronic submission must include **separate files in high-resolution project related photographs in JPG format.** A minimum of five and a maximum of 10 to be provided. .

(NOTE this greyed section can be deleted to maximise space)

For more information contact:

AISM

Director of Awards:

president@anzism.com
