MIDDLE EAST & AFRICA PROJECT CONTROLS
SMALL BUSINESS OF THE YEAR

WHAT THE JUDGES ARE LOOKING FOR

Judges are looking at small businesses to evidence the ways in which they operate as a Project Controls specialist organisation, either fully or in part support of other organisations.

For this award category a small business entity is one that has an aggregated turnover of less than £10m AND/OR less than 50 staff". Either apply within this award category.

How are you structured and how are your strategies formulated? How has your client's culture been impacted through engagement? How have you developed your client's processes and implemented assurance? What examples can you share of team formation, work planning and managing data and other information? What client training was required and what were the implications to/for the client of its implementation? What changes are evident as a result and what measurements are in place to monitor continued improvement?

NOTE: A key element of the submission will be client endorsement.

Each of the criteria is scored between 0 (no evidence at all) and 10 (perfect evidence) with each section being weighted accordingly (see %)

PEOPLE (35%)

> **Training: Up to 200 words**

- From a recent client engagement describe what client training was required.
- What were the implications to/for the client of its implementation?
- Explain how any issues were overcome throughout the process.

> **Cultural issues: Up to 150 words**

- How would you describe the culture within the consultancy?
- How has this evolved over time?
- From a recent client engagement, how has their culture been impacted as a direct result?

> **Leading innovation in P3M: Up to 200 words**

- Outline any key challenges you/they encountered managing the interfaces with other areas and disciplines that needed to be overcome.

> **Career development and professionalism internally: Up to 250 words**

- Describe the development and training options that are available for staff within your consultancy.
- How are these structured/linked to any career progression requirements?
- Outline the key milestones and why these have been selected.
- How important do your staff find a professional approach to career development to be?
- Explain how this professional approach was selected, implemented and then further developed so that it remains appropriate.

There will be no discussions or interviews with applicants of the awards' submissions. Each written submission and documents are reviewed by a team of independent, professional, industry judges who will not confer on entries. Their decisions are final.

Please note our rules of entry document on www/projectcontrolexpo.com/awards

From 25th May 2018 it is essential for organisations to be GDPR compliant. On the Awards web submission form there is a check box to allow your submitted data to be used for the awards judging process. Please ensure the box is checked for your submission to be valid.

ORGANISATIONAL DESIGN (25%)

› **Structure: Up to 200 words**

- How is your business structured?
- How was your current business strategy formulated?
- What difficulties have been encountered in implementing and maintaining the strategy?
- How have you overcome these challenges?

› **Establishment of changes: Up to 150 words**

- How do you go around identifying, implementing and then establishing the correct changes for your clients?
- What tools & techniques and innovative ways do you utilise to assist this?

› **Diversity of project teams, recruitment and development: Up to 150 words**

- What diversity can be evidenced within your business in terms of creation of project teams, recruitment and business development?
- What is the biggest single lesson learned from these in the past 12 months?

› **Implementation of sponsor role: Up to 150 words**

- How is the role of sponsor appointed, within your own business and/or your client's?
- What one good practice tip would you share those others, outside of your business, could benefit from?

PROCESSES (40%)

› **Project assurance: Up to 200 words**

- What tools & techniques do you utilise to develop and implement your client's Project Controls assurance?
- How are these monitored by the client, ongoing?

› **Completeness of P3M processes: Up to 200 words**

- Describe the key processes utilised by your business.
- How these have been refined over time.
- What formal 'methodologies' do you use if any, in support of these key processes, as you provide your services around Project Controls?

› **Documentation and access for client staff: Up to 200 words**

- Describe, from a recent client engagement, the overall documentation process and how client staff access was managed.
- What issues were encountered and how were the stakeholders kept appraised?

› **Results and benefit in the client businesses: Up to 200 words**

- Provide, as an attachment, client endorsement, on their headed paper, of your engagement, and signed off at a suitably senior level, explaining why the project was a success through their lens?
- Describe the results and the benefits for the customer/end user.
- Describe the results and benefits for other stakeholders.
- How did the successful completion of the project provide any benefit to wider society?

› **Results and benefit in your own business: Up to 200 words**

Focusing on a specific single recent client engagement:
- How did the project achieve what it set out to do for your business?
- Describe the results and benefits for the overall project team.
- What will the project team take away with them into the next project?

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