

[COMPANY NAME]

2018 apfpm Submission for [Project Name]

Category H: Project Management Research Awards

Please note:

- The apfpm Research Submission Guidelines take precedence over any other apfpm related documentation.
- If entering in multiple project categories, a separate submission for each category is required.
- Page limits apply to all apfpm Submissions and include all appendices.

[Author]

[Pick the date]

Contents

Section 1. General Information	2
Submission Contacts.....	2
Research team contact.....	2
Media representative	2
Research sponsor 1.....	2
Research sponsor 2 (if multiple)	2
PMAA submission manager	2
MA contact details	2
Submission Confirmations.....	3
Research Sponsor Confirmation.....	3
Consent to Use Photographs, Logos and other properties.....	3
Confirmation of Plan and Budget Approval.....	3
Confirmation of Acceptance.....	3
Section 2. Summary of the Research	4
Research Summary for Category H: Project Management Research Award	4
Section 3. Outline of the Research	5
Section 4. Research Outcomes	6
Section 5. Outstanding Achievement and/or Innovation in Research	7

[All content must be presented in Arial font, minimum size 12 points. Maximum length is 35 pages, A4 size including appendices.]

[Photos should be included at appropriate points throughout the submission. The electronic submission must include a minimum of five and a maximum of 10 high resolution project related photographs in JPG format.]

Section 1. General Information

Title of Research:

Name of Institution:

Location of Research: [i.e. city, State or Territory and country]

Names of key stakeholders:

- [name of stakeholder 1] including email address, telephone number and postal address
- [name of stakeholder 2] including email address, telephone number and postal address
- [etc]

Submission Contacts

<p><i>Research team contact</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>	<p><i>Media representative</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>
<p><i>Research sponsor 1</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>	<p><i>Research sponsor 2 (if multiple)</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>
<p><i>PMAA submission manager</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>	<p><i>MA contact details</i></p> <p>Name:</p> <p>Email address:</p> <p>Telephone number:</p> <p>Postal Address:</p>

Submission Confirmations

Research Sponsor Confirmation

[Confirmation that consent to use the research has been received from the client/owner. For example a letter or email from the client /owner granting consent.]

Consent to Use Photographs, Logos and other properties.

[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 research 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 research has been accepted by the sponsor. For example a letter or email from the sponsor confirming acceptance or an approved research completion document (including the approval).]

Section 2. Summary of the Research

Research Summary for Category H: Project Management Research Award

[All submissions must provide a summary of not more than 100 words on the research, its outcomes, level of complexity and the reasons or purpose of the research. This summary may be used in any audio-visual presentation compiled by the apfpm.]

Section 3. Outline of the Research

[In this section provide an outline of the research, to state the purpose and objectives of the research, the methodology applied, its level of complexity, and any other relevant information. Specific mention should be made of any innovative methods or practices that were adopted to deliver the research.]

Section 4. Research Outcomes

[In this section provide a detailed summary of the success of the research by comparing the planned outcomes against achieved outcomes, including the outcomes of the previously mentioned innovative methods or practices.]

Section 5. Outstanding Achievement and/or Innovation in Research

[In this section provide a detailed summary of the demonstrated relevance to project management, and how the outcomes benefit project management.]