# TEFMA CLEVER CAMPUS AWARDS

**CAPITAL INSIGHT PROJECT MANAGEMENT AWARD**

General information for applicants

The **Capital Insight Project Management Award** recognises outstanding project management practice by an individual that demonstrates a holistic, collaborative and innovative approach to project management resulting in a high value outcome for the client, within the education industry in the previous 12 months.

Award applications will be evaluated based on the [criteria](#criteria) set out below.

The award is open to Institutional members of TEFMA. Innovation in your responses should be clearly expressed.

As well as sector recognition, the award winner will receive a uniquely designed, hand crafted trophy, certificate and gift card.

The Capital Insight Project Management Award is proudly sponsored by [Capital Insight](https://capitalinsight.com.au/).

Application dates

Applications for the **Capital Insight Project Management Award** open at the **end of March each year**.

To be considered for the **Capital Insight Project Management Award** applications and supporting material should be received by TEFMA no later than **5pm AEST on the close date** as noted on the [TEFMA website](https://www.tefma.com/scholarships). If an extension is required, this request is to be received in writing by the Secretariat by this date.

Submissions must be made on the official [application form](#applicationForm).

[Award criteria](#criteria) should be addressed in applications.

Assessment of applications and presentation of awards

Selection of the successful applicant will be approved by the TEFMA Board following receipt of a recommendation from a judging panel established to review the applications.

A panel of appropriately qualified judges, including representatives from TEFMA and the professional sector, will be nominated to judge applications.

Applications will be judged against the published criteria. Panel deliberations will be confidential, and the judges’ decisions are final. No correspondence or appeal process will be entered into.

The judging panel may decide not to award if it deems that no suitable applications have been received.

Evaluation of applications for the scholarship will be completed in June / July, with those short-listed to be contacted at least 4 weeks prior to the annual TEFMA Conference. The successful applicant will be announced at the [TEFMA Awards Dinner](https://www.tefma.com/annual-awards-dinner), which forms part of the annual TEFMA Conference. Details on the TEFMA Conference can be found via the [Conference website](https://tefmaconference.com/). Should there be any reason the Awards Dinner is unable to take place in person, an online event will be hosted.

The award winner and / or their nominator may be asked to make a brief presentation, including a 2-minute video, on receiving the award at the TEFMA Awards Dinner. Runners up may have the opportunity to have their 2-minute electronic presentations on display at the Awards Dinner venue.

Eligibility

The TEFMA **Capital Insight Project Management Award** is open for applications from individual/team or organisation of a TEFMA member.

Individuals with outstanding achievements in relevant areas during the past year are encouraged to apply; alternatively, they may be nominated for the award by a colleague or manager.

There is no limit on the number of applications from one institution.

Capital Insight Project Management Award criteria

Applications should clearly reference the criteria provided. Words provided are a prompt only, to assist those completing an application, and are not intended to be exhaustive.

Applications for this award should set out the overall project management methodology to demonstrate the unique project challenges and why the project approach can be distinguished as an exemplar of project management.

Projects of all types and value may be submitted. In other words, the project does not necessarily need to be a capital development project i.e. it may be that the delivery of a new software platform or a change management project is put forward for consideration.

The project needs to have been completed in the period that the annual TEFMA Awards are being considered, but not necessarily commenced in this period.

The project management award will be judged as follows:

1. **Project Management Approach**

What were the specific challenges of the project and set out the distinguishing features of the project management approach taken and why are these novel?

What role did you play in the project, in setting the approach to the project?

Demonstrate how this approach helped the project successfully achieve its strategic objectives. What are the key measures of success to demonstrate how your project management approach helped achieve these.

1. **Project Team Leadership**

What was your approach to project leadership and what are the unique attributes of your approach that demonstrate a clear contribution to the success of the project?

Set out how this project leadership approach could be replicated on other projects.

1. **Collaboration and Stakeholder Engagement**

How the project management approach engendered successful collaboration for the project team, project sponsor, end users etc.

Demonstrate the unique attributes of the approach to stakeholder engagement on the project and how this was embedded in the project process.

Application form

Instructions

1. To be considered for this award you must provide the following:
* Completed application form.
* Supporting materials (if any).
* Details of any additional material to be made available should the judging panel choose to make a site visit.
1. All sections of the application form must be complete for an application to be considered.
2. Applications must be endorsed and signed by the relevant Institutional Member.
3. Applications must be submitted online via the Online Submission Portal – [link available here](https://www.tefma.com/resources/download-application-forms-here-tefma-clever-campus-awards-scholarships).
4. Save your file name as YOURSURNAME\_SCHOLARSHIPNAME\_datesubmitted i.e. SMITH\_EPA\_15.05.25. Word or PDF is acceptable.
5. If you have supporting documents (up to 2 supporting documents can be uploaded), please ensure they are saved as YOURNAME\_SCHOLARSHIP NAME\_Attachment A or Attachment B i.e. SMITH\_EPA\_ATTACHMENT A
6. Once you have submitted your application for this award, you will receive an automatic email within 24 hours. If you do not receive an email, please email the TEFMA Secretariat: info@tefma.com to confirm your application has been uploaded correctly.
7. Applications are due by **5pm AEST on the date advised on the TEFMA website,** unless otherwise agreed**.** Please contact the TEFMA Secretariat on +61 2 9431 8692 or info@tefma.com with any queries.
8. Applicants that are shortlisted will be asked to submit a 2-minute video presenting a snapshot of the nominee and their work proposed for the award.

Hints for application preparation

Be factual and positive.

It is important to provide evidence to back up your claims. As well as describing the situation you are presenting, you should cite actual examples relating to the work done, how well it was carried out, what was achieved, and how it has benefited your institution.

Responses need not be lengthy, but they should be relevant, include meaningful supporting descriptions, and should demonstrate particular characteristics, qualities or approaches that have resulted in the work making a significant contribution to your organisation.

A submission should anticipate the key points a panel member will be looking for in the responses to the award criteria.

To maximise your chances of success it is important that you address the award criteria to clearly identify the suitability of your application, or nominee, for consideration as winner of the award.

When addressing the criteria, you should look for things to highlight that might set you or your nominee apart from other applicants.

Be clear and to the point and do not exceed word limits. Edit your responses for grammar, spelling and punctuation.

**NOTE:** Please delete this text and all previous pages prior to submitting Application

TEFMA Clever Campus: Capital Insight Project Management – Application Form

Applicants should address all sections 1 – 6 in this form and should note item 7.

1. Applicant information

The applicant’s institution must be a current financial member of TEFMA.

Applications are required to be supported by the TEFMA Institutional Member.

|  |  |
| --- | --- |
| Applicant’s name: |  |
| Applicant’s Institution: |  |
| Applicant’s Title: |  |
| Contact Details: | Phone: Email: |
| Name of TEFMA Institutional Member: |  |
| Signature of Institutional Member: |  |
| Date: |  |

1. Abstract

Provide an abstract of no more than 250 words, summarising the key aspects of your submission for the Capital Insight Project Management Award.

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| 250 words maximum |

1. Narrative

Provide a narrative describing the work proposed for the TEFMA Capital Insight Project Management Award in no more than 500 words,

OR

Provide your narrative using an alternative media presentation form such as video, graphic representations or other standard formats.

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| 500 words maximum |

1. Response to selection criteria

Describe the individual’s role and work proposed for the award in a written response to all award criteria that are relevant to the activity being put forward for the award, with a maximum of 500 words for each.

Applications should clearly demonstrate examples referencing as many as possible of the characteristics listed below. Words provided are a prompt only, to assist those completing an application, but are not intended to be exhaustive.

|  |  |
| --- | --- |
| CRITERIA | RESPONSE |
| 1. **Project Management Approach**

Project challenges and project management approach, your role and its influence on a successful project outcome including measures of success. | 500 words maximum |
| 1. **Project Leadership**

Set out your unique approach to project leadership and how this contributed to the success of the project. How can this be replicated on other projects. | 500 words maximum |
| 1. **Collaboration and Stakeholder Engagement**

How your approach engendered successful collaboration for the project team, project sponsor, end users etc.The unique attributes of the approach to stakeholder engagement and how this was embedded in the project process. | 500 words maximum |

1. Supporting materials

Supporting materials for applications may be provided and should be listed within, and attached to, your application.

The judging panel will decide whether or not to review all material provided, depending on the extent to which it informs the application, and the quantity of information.

Applicants should provide only information of direct relevance to support their application as the time available to the judging panel to make their assessment is limited.

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| List of any supporting materials: |

1. Additional material for site visit

Provide a list of any additional materials that would be made available to the judging panel during a site visit, should a visit be scheduled.

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| List of any additional materials for panel review: |

1. Snapshot video

Shortlisted applicants will be asked to provide a brief, maximum 2-minute video presenting a snapshot of the nominee and their work proposed for the award.