

Project/Construction Management Firm of the Year 2010

This award is open to all sizes of project and construction management firms.

Entries must be no more than 800 words and should include pictures to illustrate highlighted projects.

Entrants to all categories must also complete the entry form overleaf.

Please provide this information on no more than four pages of A4. The entry form will not be counted in this limit. Please provide two copies of all entry material including the entry form.

JUDGING CRITERIA

In your submission please provide information on the following points:

- Summarise why your company deserves to win this award in 2010.
- Outline the projects and construction work that your company has been involved in the last 12 months and highlight any outstanding features, including any innovative solutions to difficult problems.
- What systems do you have for measuring customer satisfaction?
- What is your company's approach to sustainability?
- What is your company's approach to partnering with clients, contractors and suppliers?
- Have you introduced any new innovations in the last 12 months?
- What is your company's approach to health and safety policies? Highlight any achievements in this area over the last year.
- Explain your company's approach to training.
- Do you regard your company as a good employer – highlight any particular benefits you think appropriate.
- What strategic steps has your company taken to sustain or develop its existing business over the next 12 months?

Essential tips for a successful entry

- A successful application must address all of the points above to be considered.
- Where we have asked for specific information use headings to highlight your answers to specific questions.
- Concentrate on facts that can be substantiated.
- Include information on your exceptional successes during the year such as business innovations or techniques that have reaped significant benefits.
- You can use bullet points, charts and photographs in your submission. Photographs are particularly important for the judges to be able to see your projects or innovations.
- Additional information will not be forwarded to the judges unless specifically requested.
- Please provide us with two copies of all entry material including the entry form. If you are shortlisted we will need additional copies and we will contact you in this instance.

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Application (please complete in block capitals)

Contact Name		
Job Title		
Company Name		
Address		
Telephone		email
Tax Registration Number		
NB: This form must be signed by a Director, Chairman or Chief Executive of your organisation		
Date		
Signed		
Name in caps		
Job Title		

Client References

Please fill in details of at least one client we can contact in relation to a project you have worked on

Client Reference 1		
Client Company Name		
Client Contact Name		
Client Phone Number		

Client Reference 2		
Client Company Name		
Client Contact Name		
Client Phone Number		

Checklist

- Have you filled in your contact details on the entry form?
- Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- Have you completed your maximum 800-word maximum entry on no more than four pages of A4?
- Have you provided two unbound copies of all entry material including the completed entry form?