

## Construction/Project Management Firm of the Year 2019

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

Please note your document should be **no more than 10 pages** (5 double sided sheets) and 1000 words in total (including your 250 word summary). If you wish, you may include an appendix of 4 further pages of visuals or photos that you think may be relevant to your entry.

Heading	Details required
1. Summary	Summary: In no more than 250 words summarize why your company deserves to win this award in 2019.
2. Projects	List the projects and construction work that your company has been involved in the last 18 months and highlight any outstanding features, including any innovative solutions that your company has initiated to address problems that arose.
3. Customer Satisfaction	List and explain the steps that your company follows to measure customer satisfaction?
4. Sustainability	Summarise your company's approach to sustainability, and outline your company's plans for further promotion of sustainability in the next 12 months.
5. Partnering	Provide evidence of your company's approach to partnering with clients, contractors and suppliers?
6. Health Safety and Welfare	Summarise your company's approach to health, safety and welfare. Please include evidence of safety certification, highlight your safety related achievements over the last 12 months and outline your company's plans for further strengthening of its performance in relation to safety in the next 12 months?
7. Staff Development	Outline your company's approach to staff development at all levels within the organisation.
8. Business development	What strategic steps has your company taken to sustain or develop its business over the next 12 months?

### Essential tips for a successful entry

- A successful application must address all of the points above. Marks will be allocated only on the evidence provided.
- Use the above headings shown to highlight your answers to those specific questions. DO NOT include company marketing brochures in your entry.
- Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated
- You can use bullet points, charts and photographs in your submission. 4 extra pages (in addition to the original 10 pages) of charts and photographs, which are particularly important for the judges to be able to see your projects or innovations, can be included.
- Don't underestimate the presentation! – the better impression you make with the judges could improve your chances in a tight race. Please remember that **ONLY THE FIRST 10 PAGES** of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed.

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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 provided three unbound copies of all entry material including the completed entry form?