

Society of  
Project  
Managers  
Singapore

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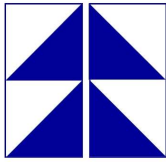
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# OUTSTANDING PROJECT MANAGERS AWARDS 2025

- OPM Awards Submission  
Guidelines



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## INTRODUCTION

The Society of Project Managers Singapore (SPM) proudly launches the **Outstanding Project Manager Awards (OPM Awards)**, a prestigious initiative to honor exceptional achievements in project management.

This award celebrates the vital role of Project Managers in driving project success. Beyond meeting diverse client objectives, a Project Manager must exhibit strong leadership, in-depth knowledge of design and construction, and uphold the highest standards of professionalism to gain the trust and respect of all stakeholders. Recognizing and celebrating such excellence is essential, as skilled Project Managers are pivotal to advancing the Built Environment.

A distinguished panel of industry experts, appointed by SPM, will evaluate all submissions to ensure fairness and quality.

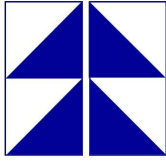
Each individual may submit a maximum of 2 project submissions (within any single category) from any organization. All entries must be formally submitted through the respective organization's designated channels.

Through the OPM Awards, SPM aims to inspire Project Managers to set new benchmarks in professional practice, leadership, and innovation, further advancing the Built Environment sector in Singapore.

### **There are 2 parts to the Guidelines:**

- Part 1: Awards for the OPM 2025
- Part 2: General Conditions relating to all Submissions

Applicants must carefully read these Submission Guidelines and respond to all submission requirements.



## **PART 1 - Awards for the OPM 2025**

### **1.1 ELIGIBILITY**

Any Project Director or Project Manager who has successfully completed a relevant project in Singapore is eligible to participate in or be nominated for the OPM Awards. A winning individual must demonstrate, through narratives and supporting documentary evidence, excellence and/or innovation in project management, with a cumulative track record of no less than three years.

Projects undertaken may vary in size or value and may originate from either the public or private sector. While the individual must have completed a project in Singapore, other projects submitted may be located anywhere globally, provided they meet the criteria.

To qualify:

- The project must have an approved project plan and budget.
- The project must be recently completed, within **five years of the submission closing date**, with at least a Temporary Occupation Permit (TOP) obtained.
- Client/owner acceptance of the submission must be confirmed prior to submission.
- Projects submitted for this award must not have been submitted in any previous OPM Awards.

**There are 8 award categories :**

#### **Category 1: Outstanding Project Manager (Contract Sum > SGD\$85Million)**

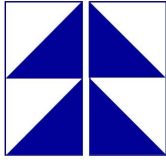
This category is open to a project director/project manager with at least 15 years of relevant project management experience and shall have managed projects of size more than SGD\$85Million construction value in a single project

#### **Category 2: Outstanding Project Manager (Contract Sum < SGD\$85Million)**

The category is open to a project director/project manager with at least 15 years of relevant project management experience and shall have managed projects of size up to SGD\$85Million construction value in a single project

#### **Category 3: Outstanding Young Project Manager (Contract Sum > SGD\$20Million)**

The category is open to a project manager with at least 8 years of relevant project management experience and shall have managed projects of more than SGD\$20Million construction value in a single project



#### **Category 4: Outstanding Project Manager (Client)**

- **Infrastructure**
- **Building**

The category is open to a project director/project manager with at least 10 years of relevant project management experience and shall have managed projects of size of more than SGD\$85 million construction value in a single project, in the capacity of Lead Project Manager / Project Director representing the Client.

#### **Category 5: Innovator of the Year**

The category is open to Practicing Project managers in Built Environments who have successfully launched an innovative initiative with proven results. This can be a leading construction technique or product, digitalization, Net Zero initiatives, or improvement of an existing technique or product.

#### **Category 6: Outstanding Project Manager for Special Project**

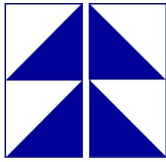
The category is open to a project director/project manager who has completed a Project that has significance to the Community or Nation. The nominee shall demonstrate the significance in the application.

#### **Category 7: Outstanding Publication on Project Management**

The category is open to anyone whose publication broke new grounds on Project Management concepts or Construction Methodologies, Net Zero, or productivity enhancement.

#### **Category 8: Outstanding Project Manager for International Project**

The category is open to a project director/project manager who has completed an international project outside of Singapore. The Project Manager shall be based in Singapore of a Company that has an operating office in Singapore.



## **1.2 GENERAL TERMS AND CONDITIONS**

Only projects completed in Singapore shall be considered for all categories except Category 8. The submission can be entered by either the project owner or any of the project stakeholders with each criteria addressed from either of these perspectives.

All submissions must be completed using the OPM Project Submission template that can be uploaded from the SPM website.

The SPM do not charge fees to organizations submitting entries to the OPM Awards.

## **1.3 FORMAT AND CONTENT OF THE SUBMISSION**

### **1.3.1 Format**

Submissions must be formatted in Arial 12-point font single-spaced in a Microsoft Word-compatible document.

The front cover of the submission must indicate the category being entered.

Submissions are to be in colour. Indicative page limits are flexible; however total content is not to exceed 5000 words or 10 A4 pages.

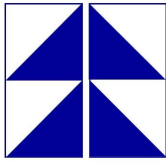
Submissions may refer to other projects undertaken by the individual. Written consent to the use of any project in the submission should be sought from the project client/owner.

The written consent and any endorsements or referee reports must be included in the submission. Consent is also required for the use of project information, photographs, company logos and the like, used within the submission. Non-conforming submissions may be rejected.

### **1.3.2 The submission should address the following five sections.**

#### **1.3.2.1 General Information**

- Name and contact details of the individual
- Name of Company/employer
- Name and contact details of the individual's supervisor
- Name and contact details of the project owner/client representative
- Confirmation that consent to use the project(s) has been received from the client/owner
- Confirmation that consent to use photographs, company logos and the like has been received
- Confirmation that the project(s) have an approved plan and budget



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#### **1.3.2.2 Executive Summary**

Provide a summary of not more than 100 words of the individual, including performance, program/project outcomes, and program/project responsibilities. This summary may be used in any audio-visual presentation compiled by SPM for the OPM awards.

*NOTE: Summaries may be amended at the sole discretion of SPM to suit the technical requirements of the presentation.*

#### **1.3.2.3 Curriculum Vitae**

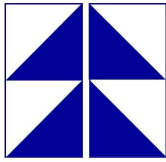
In this section provide a Curriculum Vitae or detailed summary of the individual (indicatively Four (4) pages), to sufficiently summarise relevant educational and work background, including program (s)/project(s) undertaken, and any other relevant information such as project value, size of team managed, etc.

#### **1.3.2.4 Project Context**

In order to provide the context in which the individual is/was working, provide a brief outline of the program(s)/project(s), including purpose, outcomes, and level of complexity; as well as the project management methodology applied. The summaries should include the success of the project(s) by comparison of the planned and achieved outcomes.

#### **1.3.2.5 Write- Up**

This section requires the submission of narratives and evidence which reflect the management performance of the individual in achieving or exceeding desired project outcomes through the application of best practice and the demonstration of outstanding achievement and innovation.

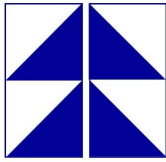


## Guidelines for Write-Up submission

### Evaluation:

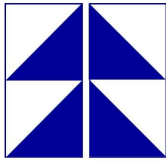
Submissions will be reviewed based on the value and benefit brought to the project, project team, clients and stakeholders.

Area of contribution	Weightage
<b>A. Project Management</b>	<b>50%</b>
<b>Project brief:</b>  Describe the project background and context, its reason for inception and the stakeholders involved. Briefly explain your role in the project and how you broadly influenced the project's successful delivery.	
<b>People management:</b>  Share what strategy was adopted to align various project stakeholders and consultants/team members to achieve the project deliverables. Explain what challenges were encountered in managing differences and relationships within the team, and how you professionally approached the situation and resolved issues.	
<b>Project Management:</b>  Describe how various knowledge areas of PMBOK were adopted to achieve the project deliverables. How did your contributions lead to timely delivery of the project with the desired quality and within the project budget?	
<b>Externalities:</b>  Explain the challenges you encountered from external factors that were/were not anticipated and how you managed them, without affecting the project deliverables.	
<b>B. Project Delivery</b>	<b>25%</b>
<b>Project Success:</b>  Describe why this project was deemed a success and how you were instrumental in the project's success. Explain the key results of the project that contributed to its success.	
<b>Client Benefit:</b>	



Explain how your stakeholders including end users benefited from your project management approach and strategies.	
<b>Project team benefit:</b>  How your team and your organization benefited from your leadership, organizational skills and other project management techniques.	
<b>C. Knowledge management</b>	<b>15%</b>
<b>Lessons learnt:</b>  Explain the lessons learnt by you, project team and your organization that will help them to overcome similar challenges in future.	
<b>Documentation:</b>  Describe how the project lessons learnt were captured along the way and how lessons were recorded/documented formally for easy reference in future, for your organization.	
<b>Lessons from past:</b>  Where applicable, how were past experiences tapped on to avoid similar situations in the project?	
<b>Knowledge for industry:</b>  Share your lesson learnt from the project that you believe may contribute to the industry's knowledge and greater benefit of the profession.	
<b>D. Innovation</b>	<b>10%</b>
<b>Innovation in Project Management:</b>  Describe what innovative project management approaches/techniques were adopted by you during the entire project that have benefited the project.	
<b>Managing Innovation in project:</b>  Explain how you managed innovation in project that may have been in concept of project, aspects of design.  Explain how you were instrumental in integrating innovation in the project.	
<b>TOTAL</b>	<b>100%</b>





## **PART 2 - General Conditions relating to all Submissions**

### **2.1 GENERAL SUBMISSION REQUIREMENTS**

Submissions need to be concise yet contain sufficient information for the judging panel to adequately assess the merits of the entry.

All necessary clearances and permissions required for the release of all information submitted including any proprietary, confidential, technical or commercial information must be obtained by the applicant.

There should be no restrictions on the use of the submitted information in any promotion of the OPM 2025 awards program.

All expenses relating to the preparation of the submission and attendance at the award ceremonies are the responsibility of the applicant.

All submissions become the property of the SPM and are not returned to applicants.

Applicants consent to have submissions used for the OPM 2025 awards promotional purposes for a period of two years from the year of submission.

Submissions will be accepted under the conditions of these Guidelines.

*NOTE: "Documentary evidence" is required to support and validate all claims made in the submission. Photographs and quotes from clients or managers substantiating claims or extracts from project documents may be used. Evidence is used for scoring of submissions during judging and therefore the scoring will be commensurate with the level of appropriate supporting documentation submitted.*

### **2.2 THE SUBMISSION DEADLINE**

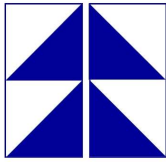
All entries for the **OPM 2025 Awards** must be submitted to the **SPM OPM 2025 Committee** no later than **Friday, 30th May 2025, by 5:00 PM (Singapore Time)**. Late submissions will **not** be considered.

Submissions must strictly adhere to the provided guidelines to ensure eligibility. Entrants are encouraged to review all requirements carefully before submission.

### **2.3 SUBMISSION MATERIAL**

**All submissions must be made electronically, either via email to [info@spm.sg](mailto:info@spm.sg) or through the designated Google Form available on our website at <http://www.sprojm.org.sg>**

Submissions made via the Google Form should include an upload of the required files and adhere to the same guidelines. Entrants are encouraged to review all materials thoroughly to ensure they meet the specified requirements.



## 2.4 JUDGING

Established members in the industry and SPM Council Members will form the judging panel to assess the applicants. The judging panel will be independent of all submissions and will collectively have a broad range of experience in project management.

The following should be noted:

- Judges will generally take into consideration the submitted written material to support the submission.
- An interview would be carried out to shortlisted applicants within the relevant category and the overall judging shall be an aggregate of the judging of both written material and the interview.
- Judges will evaluate the submission against the published Submission Criteria and in terms of the specific category being entered
- Judges will be looking for demonstrated achievement in the project management aspects of the project (note: the award is not for the project – it is for the project management of the project)
- Submissions that do not contain the written consent of the project's owner/client will not be considered
- Submissions must contain relevant supporting and corroborating evidence within the submission to allow judges to evaluate the claims made in the narrative.
- Judges will evaluate the performance of the Individual over a period of years NOT the project or projects specifically
- In evaluating submissions, all judging panels will use a standard template.

The Judges' decisions shall be final.

## 2.5 ANNOUNCEMENT OF WINNERS

The winners will be publicly announced at the SPM Annual Dinner 2025 Ceremony to be held in September 2025.

Additional information on the ceremony will be shared with the Award winners in due time.

The outcome of the judging process will be announced before the Awards Ceremony to enable winners to attend.

## 2.6 AWARDS

All award winners will each be given a free 1-year SPM membership inclusive of the one-time entrance fee.