

Project of the Year



Implementation of projects in payroll and pensions is commonplace, and this new award recognises the work involved in implementing a successful project.

The award can be won by either a project team who have been responsible for the project, or a project manager/consultant who led the change.

The nomination should include all of the information asked for in the template below; nominations not received in this format will not be submitted to the judges for consideration.

Summary statement:

- Briefly highlight why this nomination should win, and where in the nomination the supporting evidence can be located
- This statement should be **no more than 250 words**

Overview of the project undertaken. For example:

- Re-organisation of the department to better utilise the existing skills within the team, or
- Changes to processes and/or systems to improve the efficiency and effectiveness of the department
- Implementation of new software and/or operating systems
- Outsourcing certain functions to allow the department more time to focus on other aspects of their role and generate better results

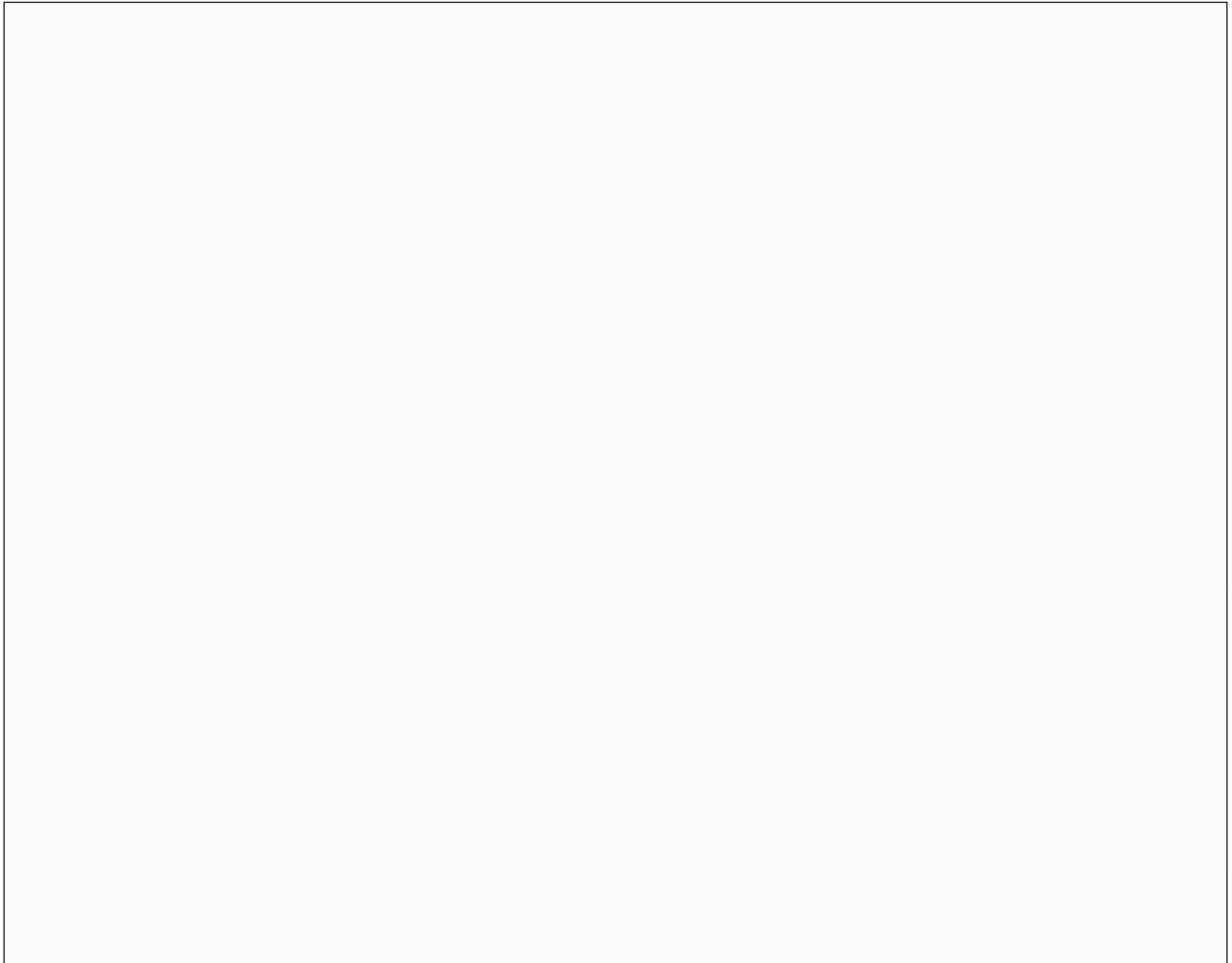
Overview of the internal communications in relation to this project

Evidence of the improvements made:

- How were things done before?
- How was the need for change identified?
- What change(s) was/were introduced?
- Has it saved time and/or money?
- Has it enabled the business to introduce new initiatives?
- Has it assisted the company in winning new business?
- Has it increased customer satisfaction to the organisations clients (internal and/or external)?

Testimonials:

- Testimonials must be supplied on company letterhead, or via a company email, with contact details of the person supplying the testimonial
- The maximum number of testimonials for this nomination is three



NOMINATIONS WILL CLOSE ON 15 AUGUST 2014, TEMPLATES FOR EACH AWARD ARE AVAILABLE AT WWW.PAYROLLAWARDS.ORG.UK OR YOU CAN EMAIL INFO@CIPP.ORG.UK. ALL NOMINATIONS CAN BE RECEIVED ELECTRONICALLY.

Alternatively, if you are submitting your nomination via post, please can you ensure that you include eight copies of everything included in your nomination.

Nomination Rules

The following rules should be followed for all submissions to ensure that your nomination is accepted by the awards judges.

1. The criteria must be met. Templates for each award are available online at www.payrollawards.org.uk and must be used. Any nomination that is received which does not follow this template and meet the required criteria will not be submitted for judging
2. Testimonials supporting the nomination must be supplied on company letterhead, or via a company email, with contact details of the person supplying the testimonial. The maximum number of testimonials for each of the awards is three
3. Summary statements for each award should not exceed 250 words and should provide an overview of "why this nomination should win"
4. You can, and should, self nominate. If you don't shout about your success how can you expect others to?
5. CIPP staff members, and members of the CIPP board of directors, can not be nominated. Any nomination received for a member of the CIPP staff and/or board will be disregarded
6. CIPP tutors, as long as they are not members of the board, can be nominated
7. Awards judges and/or their employing organisations can be nominated. If a nomination is received for one of the judges they will not be permitted to judge for that category, nor will they see the other nominations. The CIPP representative facilitating the judging will ask the individual to leave the room while judging for that award takes place
8. All judges will be required to declare any conflict of interest prior to the judging taking place, and will be asked to leave the judging panel for any award that it is felt they will not judge fairly. The CIPP representative facilitating the judging will ensure that this is the case and that all awards are judged based on the nomination in front of them and without bias
9. The closing date for nominations is **Friday 15 August 2014**
10. Short-listed nominees will be contacted prior to the awards ceremony, however, winners will not be notified before the event on 9 October 2014
11. Nominations can not be withdrawn after the judging has taken place. **The judges decision is final and will not be changed after the judging day in August 2014**

Please sign below to confirm that you have read and will abide by the above rules for nominations.

Please tick this box if submitting this form electronically

By ticking this box you are 'signing' this document and are confirming that the information provided is accurate and that you have read and agree to the above nomination rules

Date: