



All Project Awards - Application Guidelines

Your Application document must be a PowerPoint presentation. All entrants are required to include the following information about their entry:

Context

The information you provide, taking into account the points listed below, should consist of no more than 3 slides/charts.

1. **Company Description** e.g. products, turnover, number of employees, major strengths, major challenges and threats
2. **Lean, Six Sigma & Process Improvement in the Company** e.g. when was it implemented, how was it implemented, number of improvement personnel (i.e. Black Belts, Green Belts, etc.); what functions, processes, etc., impact on culture, hard benefits as % of sales, customer satisfaction improvement
3. **Project Context** what was the problem, why was this important to the business, what was the impact of the project on the organisation, has the benefit been sustained

Program

Please include your project close-out report. This part of the PowerPoint presentation should consist of no more than 10 slides, including **at least one for each phase of Project Execution**:

1. Introduction and context
2. Understanding the problem
3. Understanding the existing process (2 slides if necessary)
4. Identifying the causes (2 slides if necessary)
5. Implementing the solution
6. Maintaining the benefit
7. Financial benefit of project
8. Replicate

Title slide and closing slide

In addition to the contextual and project slides, you may also include a title slide listing the project name and team members, and a final closing summary slide.

Your completed Application should include no more than 15 slides altogether (including title and closing slides) and should be no larger than 2MB in total.

Please send completed application to amanda.jenkins@iqpc.co.uk