

## 2008 ADM DMO/Industry Team of the Year Awards

### ENTRY PREPARATION CHECKLIST FURTHER GUIDANCE/HELPFUL HINTS

1. **Cover Page:** Graphics; DMO and/or Industry branding, colours, logos etc may be used. If you wish to do so, please liaise with DMO Public and Parliamentary Engagement Manager to arrange.
2. **Media Releases page:** It is not mandatory to provide excerpts from media releases of speeches made by the CEO DMO, senior Defence/DMO representatives, the Minister or the Parliamentary Secretary Defence Procurement. If you have such items though, you should use them. If you don't have any, the Media Releases Page will be deleted from the pack. Note that you will not be penalised for not providing these items, and those who do have them, won't gain extra points. But it does help the external judges comprehend the relevance/significance of your activities.
3. **Submission Contacts Page:** Ensure that you use, as your primary point of contact, someone who has extensive knowledge of the activity, and who will also be available throughout January 2009 should the judges require clarification from you on any content in your entry. Do NOT identify someone who will be on leave, or who will be leaving the team before mid Feb 2009.
4. **Supporting Statement:** DMO should approach their FEG as soon as possible to seek a brief supporting statement. DMO should then forward that letter in its original form, to the DMO Public and Parliamentary Engagement Manager with the rest of their entry for inclusion in their final pack.
5. **Activity Summary Page:** DMO and Industry teams should prepare a brief overview of the activity for which they are nominating – background information that supports/explains the activity in question. This page 'sets the scene', and should clearly identify precisely what the activity is that you are nominating for; and if it is part of a larger activity/project, where it fits in the bigger scheme of things and whether the activity is critical to the success of that bigger activity/project.
6. **DMO Part 1 Response Page:** This must be prepared using the appropriate Part 1 Response Word document provided as a separate document to the Part 2 and 3 Response. It must also be submitted separately to the remainder of the entry. Note that any evidence of collaboration between DMO and Industry for this portion of the entry will attract heavy penalties.
7. **Industry Part 1 Response Page:** This must be prepared using the appropriate Part 1 Response Word document provided as a separate document to the Part 2 and 3 Response. It must also be submitted separately to the DMO Public and Parliamentary Engagement Manager, and not through the DMO team. Note that any evidence of collaboration with DMO on this response will attract heavy penalties.

**NOTES:** The individual responses to Part 1 must be prepared in accordance with the guidelines stated in the Judging Criteria because each team will be scored separately on their response.

It should also be noted that in selecting the most outstanding Major Company, and the most outstanding SME – each of whom will receive the perpetual Essington Lewis Trophy – it is only the Industry team scores that are counted. **DMO's Part 1 scores are not counted in that selection process.**

## **General Guidance**

### ***Eligibility***

Eligible activities for all categories can constitute any achievement in the acquisition and sustainment domains that contributes to the DMO's ability to effectively equip and sustain the ADF.

The only exception is an FMS acquisition.

While an FMS acquisition is not in itself an eligible activity, the integration by industry of equipment - acquired through an FMS case – **is** an eligible activity.

If in any doubt about the eligibility of your activity for these awards, please contact the Awards Coordinator in DMO, Kalinya Parker-Pryce on 0424 142 517 or 02 6265 5622.

### ***Presentation of entries***

Limit the use of acronyms to the DMO, the company name (if applicable) and in the case of projects, the project identifier. Remember that the judges are not from Defence or DMO, and your intention should be to make it as easy for them to read your entry as possible. Do not make the document look cumbersome by peppering it with acronyms or Defence-speak.

Use photos where possible. Use screen dumps to illustrate your claims re schedule, risk management, etc. You can also provide, as attachments to your entry, spreadsheets or other information to support your entry and reference these within the body of your entry.

### ***Size of entry***

There is no limit on the size of the entry pack. However, keep the entry succinct.

If you need to make sure that the judges get the significance of some point, make it in a standalone paragraph of one short sentence but no more than three short sentences.

### ***Submitting your entry:***

Entries that contain photos, graphics, screen dumps, etc may be too large to get through the Defence internet gateway. If that is the case, your entry can be submitted on a CD mailed to the DMO Awards Coordinator at the address provided in the footer of the Word documents provided on the DMO website.

Late entries will not be accepted unless prior arrangements have been made with the DMO Awards Coordinator – and these will only be made in the most extenuating of circumstances.

### **Remember:**

These awards – in the Certificate Categories, and the perpetual trophy categories – are designed to recognise excellence in the degree to which industry and DMO have worked together in a spirit of collaboration to ensure that the ADF has the materiel it needs, when it needs it, and at a cost that represents value for money.

### **Further information**

If you need any further information, please contact Kalinya Parker-Pryce, either by emailing [DMO.PublicEngagements@defence.gov.au](mailto:DMO.PublicEngagements@defence.gov.au), or via mobile on 0424 142 517.

Good luck.

