

Collaboration

This award recognises best practice in collaborative relationships where multiple parties work together in an innovative, progressive way, to generate an outcome that could not have been achieved by a sole party. It celebrates partnerships that evidence mutual objectives and benefits for all parties while demonstrating tangible benefits for the wider workplace, service operation, business. Collaborations can include innovative approaches with, or for, client and / or supplier, showcasing the potential in effective business relationships and working practices between multiple parties.

The IWFM Impact Awards 2024 recognise work and projects that were completed or operational over the last three years (since 1 January 2021).

Who should enter?

Entries are open to individuals, organisations, in-house teams, service providers and suppliers to the industry, in both the public and private sectors. Entries must cover two years' of full operational activity since implementation. Entries will not be accepted from initiatives which are planned, in development or in progress.

Entrant details

Full name

Job title

Organisations (as you would like them to appear on a trophy)

Entry name (project/product/team name) as you would like the entry to be referred to in the Awards process (and as it would appear on a trophy)

Organisations involved

To help IWFM identify conflicts of interest in the judging process please list all organisations involved in this collaboration, including agencies, suppliers or partners.

Entry summary

Please provide a 150-word executive summary of your entry to ensure that the judges or a person with no prior knowledge can quickly understand it and which (should you be named as a finalist) will be used at the Awards ceremony. Please write the summary in 3rd person and do not include any private or sensitive information as this may be available publicly. *Please ensure the key collaboration elements are included, as listed below under “what the judges are looking for”*

What the judges are looking for

- Why was a collaborative approach deemed to be the most appropriate solution given the choices available?
- How was the collaboration planned in terms of vision and values, strategy outcomes, partner selection, and working together?
- What operational goals, mechanisms, and processes are in place to manage the collaboration on a day-to-day basis and to drive continual improvement?
- What did the collaboration achieve, what measures were used to prove its success and what was learned from the approach?

How to create a winning submission

- This entry form is your opportunity to tell the judges why your team or project should be recognised and celebrated: be proud, be clear, show evidence, and sing your own praises!
Tip: Do consult the good practice guidance on the [IWFM website](#) for useful resources to help you focus on the key aspects of your entry.
- Judges are looking for clear, concise information, written in good English in each of the sections when assessing the entries.
- Read each question fully; the judges need you to have understood the question and directly answered it. Incomplete questions will not attract a score.
- Please note, each section has a word limit detailed next to the question. Stick to the word limit as any words beyond the limit will not be read.
- Documents, illustrations, photos, and video can be used to make your entry come alive, these can be referenced and included in your supporting evidence document.
- Equity, diversity, inclusion (EDI), responsible business, and carbon reduction all underpin great workplaces and facilities, and every award entry should demonstrate these principles and their impact in the organisation and project, please be mindful that activity does not equal impact.

Entry questions

1. **Set out how the project or initiative established collaboration objectives and how they were aligned with the organisational mission, vision and values – highlighting the core priorities and objectives.** (400 words maximum)

2. **Describe how equity, diversity and inclusion works in your organisation through your policies, procedures and operational practices and what contribution has this made to the success of your entry? (200 words maximum)**

- 3. Explain the project or initiative lifecycle – from inception through delivery and evaluation.** This could include how scope was defined and objectives were set; collaboration accountabilities, use of research and benchmarks and how organisational 'buy in' was achieved. (300 words maximum)

4. **Describe how the initiative was actually delivered.** This could include change management processes; collaboration decisions; obstacles encountered and how they were overcome. (300 words maximum)

5. **Evidence the measured impact of the project or initiative.** (400 words maximum in total for both elements of this question)
- a) What measurable data can you provide for the initiative? – for example number of participants, collaboration success, completion rates, impact on the organisation's objectives and goals
 - b) Evidence of the impact of the initiative on the participants; bring your success story to life with examples, anecdotes, testimonials, survey results and benchmarking data (these can be referenced in the supporting documents pdf).

6. **What are the next steps for the collaboration, continuous improvement and building upon the impact of your project or initiative?** (300 words maximum)

- 7. Summarise your key learnings from the collaboration during your project or initiative, and how you have shared these beyond your organisation. (300 words maximum)**