

Applicant Guidelines – Project of the Year: Private Sector

1. Introduction

The Project of the Year – Private Sector Award recognizes exceptional Facility Management projects within the private sector that have demonstrated excellence in sustainability, digitalization, and technology-driven Facility Management practices.

2. Eligibility

- Private sector Facility Management projects
 - Facility owners, operators, and service providers
 - Commercial, industrial, mixed-use, or private developments
 - Projects may be completed or ongoing
 - One submission per project per category
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3. Submission Requirements

- One consolidated PDF file
 - Recommended length: 10–15 pages
 - Language: English
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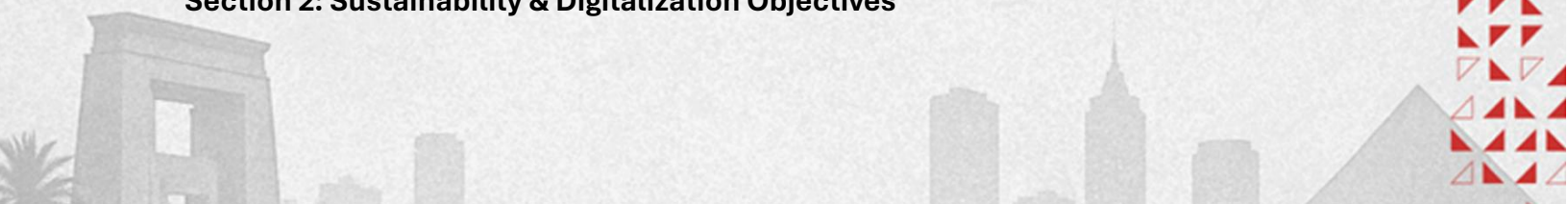
4. Suggested Submission Structure

Section 1: Project Overview

Provide an overview of the project, including:

- Project name and owner
- Facility type and sector
- Duration and operational context

Section 2: Sustainability & Digitalization Objectives



Explain how sustainability and digitalization objectives were defined, including:

- Environmental and operational targets
- Digital transformation goals
- Alignment with business strategy or corporate objectives

Section 3: Planning and Execution

Describe how the project planned and executed sustainability and digitalization initiatives, including:

- Project planning and governance
- Implementation phases
- Coordination between stakeholders and service providers

Section 4: Technology Integration

Explain how technology was integrated to support Facility Management operations, such as:

- FM platforms or CAFM systems
- Smart building technologies
- Automation, monitoring, or analytics tools

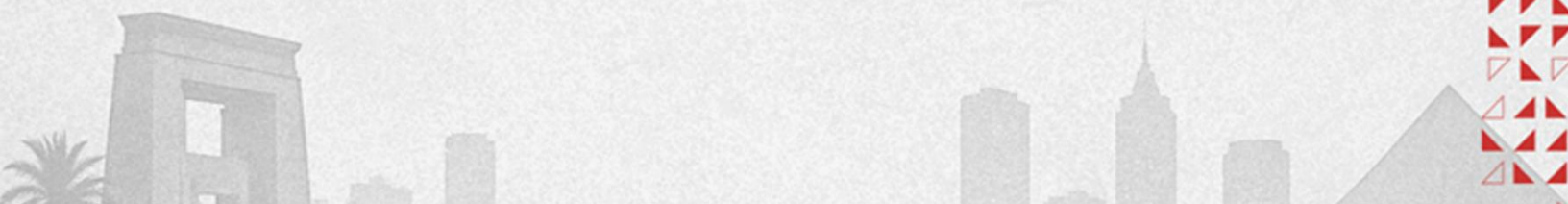
Section 5: Measurable Impact and Results

Demonstrate the impact of implementation using measurable outcomes, such as:

- Energy or water savings
- Operational efficiency improvements
- Cost optimization
- Improved service quality or tenant satisfaction

Section 6: Supporting Evidence

Include charts, dashboards, reports, certifications, audits, or official documentation where applicable.



5. Evaluation Criteria

Submissions will be evaluated based on:

- Relevance to private sector Facility Management
 - Clarity of objectives and execution approach
 - Effective use of technology
 - Measurable performance and business outcomes
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6. Important Notes

- All submitted information will be treated as confidential
- The organizing committee reserves the right to request clarification
- Incomplete submissions may not be considered

