



Annex A

APQO ACE Award Team Competition Criteria

Scoring Rubric for Assessing

The team project can be identified by the team or assigned by management however the selection process of the project and the impact of the solution/innovation must be explained

The assessment criteria comprise 8 category items. Each team will receive a score in all eight items and weightage is accorded to the 8 items, and the winners award type will be announced based on the scores attained. While scoring is defined here as 1, 3, or 5, assessors will also be permitted to assign scores of 2 or 4 on the overall 1-5 scale.

1. Opportunity / Problem Definition: (9)

- Does the team have a clear and broad understanding of the opportunities /problem their project / idea seeks to seize/solve?
- Does the team clearly articulate the organisational/customer/market or societal needs of its project?
- Is there a clearly explained opportunity/pain-point the project/idea is addressing?

5 = Team has clearly defined the opportunity/problem & demonstrates a deep understanding of how the project fills the need

3 = Team is clear on the problem, but not articulate on how the idea meets the need (or vice versa)

1 = Team is unclear or demonstrates a limited understanding of the problem

2. Customer Definition: (10)

- How well did the team define its customer?
- How well did the team demonstrate validating their assumptions?
- Is it clear that the team understands its customer's need and expectations?
- Was the team able to define a practical solution in its context?
- Have the team made changes based on what the team had learned?

5 = Team has conducted excellent customer discovery, reaching out and listening to a range of stakeholders in effective ways, learning from their experiences, and making significant adjustments when necessary.

3 = Team has conducted some customer discovery and has made some adjustments based on what they have learned.

1 = Team has not conducted significant (or effective) customer discovery.

3. Project/Product Definition: (8 points)

- Has the team clearly defined their project?
- Is the value proposition clear?
- Does their product/ project meet the defined need of the customer?
- Has the team clearly integrated the need of their customer with their product/service/process?
- To what extent is the innovation different and better than what is currently being done?

5 = Team has a clearly-defined product well matched to customer needs.

3 = Team has a clear product but is not clear on how it meets the need.

1 = Team has unclear product definition.

4. Impact on Productivity: (15)

- Did the team clearly define any productivity related opportunity//problem?
- Do the team present a clear solution to the opportunity /problem?
- Does the solution enhance productivity /quality?
- How is productivity measured by the team for the project?
- How much potential exists for scaling the team's project to other areas?



- 5 = Team has clearly defined the potential for exceptional impact.
- 3 = Team demonstrates believable impact on a modest scale.
- 1 = Team demonstrates unclear or limited impact.

5. Sustainability/Standardisation (8 points):

- Has the team planned for the sustainability/standardisation of the project/ innovation?
- Has the project /solution been implemented?

- 5 = Team displays a solid plan to standardise/make the project's operations sustainable.
- 3 = Team has thought about how to make the project's operations sustainable, but still has gaps in its plan.
- 1 = Team does not have a viable plan for how to standardise/sustain the project's operations.

6. Innovation: (15 points)

- Is the project distinctive or different from existing approaches adopted by organisation or industry?
- Does the project challenge people to think in new ways of addressing to customer or organisational needs?
- Could the project viably be implemented and sustained in the actual work context?
- Would the project inspire people/users to support it for implementation?

- 5 = Breakthrough innovation that potentially changes how impact is achieved; generates enthusiasm and support.
- 3 = Moderately innovative; different but not game-changing.
- 1 = Interesting idea, but not fundamentally or distinctively innovative.

7. Impact on organisation's objectives: (10 points)

- How has the project supported the Vision & Mission/Purpose of Organisation?
- Has the project fit in the transformation process within Organisation/Industry?
- How has the project/innovation made a positive impact on the organisation?

- 5 = Team demonstrated its project / innovation had made a significant positive impact e.g. on the quality/cost/service delivery of the organisation's business /operations
- 3 = Team demonstrated its project had made some positive impact.
- 1 = Team did not demonstrate the impact its project had on the objectives of the organisation.

8. The Team, The Presentation & Other Strengths: (25 points)

- Was the presentation well delivered?
- Does your team comprise the right people to do the project?
- Is there anything else that the team has done exceptionally well?
- Did the team include diversity of expertise necessary to accomplish its goals?
- Did the team demonstrate strong leadership in championing the project?
- Has the team engaged or sought advise from experts and/or partners?
- Is the team passionate and convicted in its presentation?

- 5 = Team demonstrates exceptional, participatory presentation skills that integrate all team members' strengths and abilities. Team is professional in appearance and is strong in its overall cohesion and related skills.
- 3 = Team demonstrates moderate presentation and team cohesion / related skills but would benefit from further guidance and practice.
- 1 = Team is not comfortable or is ineffective in presentation skills and/or team cohesion and related skills.



Annex B ACE - ASSESSOR SCORE SHEET

Team Name:

Country:

No	Items of Criteria	Score 1-5	Weightage	Team Score
1	Opportunity/Problem Definition		9	
2	Customer Definition		10	
3	Project / Product Definition		8	
4	Impact on Productivity/ Value Creation		15	
5	Sustainability/Standardisation		8	
6	Innovation /Transformation		15	
7	Impact on organisation's goals/objectives		10	
8	The Team, Presentation & Other Strengths		25	
	Total		100	
Comments:				

Recommended for	Award
Team Presentation	ACE - 3 / 2 / 1 Star/s
Best Presentation	Yes / No
Impact on Productivity	Yes / No
Impact on Innovation	Yes / No
Leverage Technology	Yes/ No
Enable Transformation	Yes / No

Name of Assessor:

Signature:

Date:



Annex D

TEAM REPORT / PRESENTATION MATERIALS

All presentations should be prepared in Microsoft PowerPoint and must be in English. If video is used it will be included as part of the 12 minutes allocated per team.

Project undertaken by a team and completed in last 36 months from date of competition - highlight

Measurable results/impact on productivity/innovation and include both quantitative and qualitative measures.

Presentation guided by ACE Team Awards Competition Criteria.

Guide to Team Report for submission to organisers:

1. to be the Team's presentation in **MS Power Point slides** version (about 4 MB).
2. good for maximum of **12 minutes talk time** - guide on number of slides can be approximately 20 to 25 slides. (The team decides on number of slides to fit their maximum 12 mins talk time).
3. For ppt slides submitted to Organisers, every slide include speaker notes at the bottom area of the PowerPoint briefly to facilitate understanding by the assessors and their pre-presentation reading as desk top preparation.
4. Teams are requested to make full use of the 12 minutes to share their project.
5. Teams can include criteria item number on the ppt slides. This can help the Assessors focus on your content vis a vis the criteria.
6. Team can highlight the “innovation” and or efforts supporting “transformation “. Also, can share how and where Technology was exploited or used to improve or benefit organisation and or customers

Note: The maximum file size for PowerPoint file is 4 MB for ease of delivery via e-mail. Use the lowest possible resolution for photos and graphics and for back ground use plain slides for backgrounds to help you keep the presentation within the 4 MB size limit.