



## AWARD-WINNING PARTNERING APPLICATION TIPS

*How do you write an IPI John L. Martin award-winning Partnering application? Here are some tips to help you write a complete and accurate application:*

### **1. Make Winning an IPI Award One of Your Partnering Charter Goals**

Expectations create results. If you start out with the intent to do what is necessary to win an IPI Partnering award, the team will fulfill those expectations.

### **2. Collect Success Stories and Photos of Issues Resolved**

During your kick-off partnering session, decide who (maybe the Resident Engineer or the Project Manager) will collect the project success stories and photos of resolved issues and save them in a file on their computer. You will use those stories and photos later when preparing the application. Before and after pictures are a great way to showcase specific elements of your project. Keep in mind that pictures must be supported by the write-up you provide.

Also, celebrate Milestones and take photos - Partnering isn't a barbecue, but barbecues help build teams.

### **3. Get Quotes and Input from Your End-Users**

Your end-users will be using the road, building, etc. that you have just built for the next 40 years. Include them in the partnering process because people don't argue with what they help create. You will be creating partnering champions.

### **4. Review the Judges' Criteria, (Judges' Score Sheet) and the Point System Before You Begin the Application Process**

Knowing what the judges are looking for before you start writing your application can help you focus and expand on important areas to maximize scoring.

### **5. Start the Application During Your Close-Out/Lessons Learned Partnering Session**

During your Close-Out/Lessons Learned Partnering session, you will be reviewing issues that came up and how you resolved them for future projects. Make a note and use what comes up in your IPI award application.

### **6. Complete the Application as a Team**

Schedule a conference call or hold a lunch meeting and fill out the application as a team. Writing a good application takes teamwork. Have your partners look over the materials you prepare for additional comments or insights. Buy-in from principal stakeholders may strengthen your application.



**7. Include All Requested Elements**

The application must include all the elements requested in the application to maximize the points available. In cases where scores are close, the quality of the application may be the deciding factor. The information included should be concise, and well-articulated.

**8. Provide Examples Throughout the Application**

Examples are a descriptive and concrete way to show the judges how your project was exceptional. A panel of judges who may have no previous exposure to your project will review and evaluate your project write-up. The judging panel for each project category is made up of experienced and qualified professionals who can only evaluate what you present.

**9. Submit Your Application by the Deadline: February 3, 2020**

Unfortunately, late submittals are not accepted, so be sure to submit your application by the deadline.

**10. Ask IPI for help.**

If you have questions about any of the sections on the applications, please feel free to email IPI at [ed@partneringinstitute.org](mailto:ed@partneringinstitute.org) with your specific questions and we'll respond to your questions in writing within 24 to 48 hours. If you have general questions about the applications you can call our office at (925) 447-9100.

GOOD LUCK!