Annex A

APQO ACE AWARD TEAM COMPETITION CRITERIA

Scoring Rubric for Assessment

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 of 8 categories. Each team will receive a score for each category. These scores are then weighted for each category, and the winners will be announced based on the weighted scores attained. Whilst scoring scale is defined here for each of the scores 1, 3 and 5, assessors may assign scores of 2 or 4 within the overall 1-5 scale.

Category	Weight	Criteria	Score=1	Score=3	Score=5
1. Opportunity/ Problem Definition	15	• Does the team have a clear and broad understanding of the current SOPS, targets of Key results areas / opportunities /problem/ their project/idea seeks to seize/ solve? • How the project have been selected? (based on importance and urgency for needful solution/s that would enhance product, service, customer experience , competitive advantage etc for the organization) • Does the team clearly understand the organisational/customer/market or societal needs of its project? • Is there a clearly explained opportunity/pain-point the project/idea is addressing?	Team is unclear or demonstrates a limited understanding of the problem or opportunity	Team is clear on the problem, but not considered or able to articulate on how the project meets the need (or vice versa)	Team has clearly defined the opportunity/problem & demonstrates a deep understanding of how the project fills the need or maximises the opportunity and selected the project based on priority to enhance organization effectiveness

Category	Weight	Criteria	Score=1	Score=3	Score=5
2. **Customer Definition**	10	- Team was able to clearly define its customer. - The team was able to validate their assumptions. - The team understands its customer's need/s and expectations. - The team able to conceive practical solution/s? - The team made changes based on what the team had learned.	Team has not conducted significant (or effective) customer discovery.	Team has conducted some customer discovery and has made some adjustments based on what they have learned.	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 (e.g. Interviewing stakeholders, Mapping the customer process, Mapping the customer journey, Conducting "follow me home" research, Interviewing customers, Conducting voice of customer surveys, Analyzing competition).
3. **Project/ Product Definition**	7	- Has the team clearly defined their project? (producing a product, learning or sharing knowledge, is it within the scope of the job/section/department and organization current needs) - Is the value proposition clear? (deliverables, features, functions, tasks, deadlines, and ultimately costs) - 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? Is there a clear understanding of what drives their customers to buy a product or service?	Team has unclear project definition.	Team has a clear project but is not clear on how it meets the need of the customers, staff or organization.	Team has a clearly-defined product and services or development aims are well matched to customer needs.

Category	Weight	Criteria	Score=1	Score=3	Score=5
4. **Impact on Productivity**	15	• Did the team clearly identify any productivity related opportunity/problem? • Do the team present a practical and cost effective solution to the opportunity /problem? • Does the solution enhance productivity /quality? • Was productivity properly measured using the right indicator/s by the team for the project? • Were potential for the team's project to be applied to other departments/areas in the organization identified and proposed?	Team demonstrates unclear or limited impact.	Team demonstrates believable impact on a modest scale.	Team has clearly defined the full potential impact and every opportunity seized for maximum project effectiveness
5. **Sustainability/ Standardisation**	8	• Has the team planned for the sustainability/standardisation of the project/ innovation? • Has the project /solution been implemented?	Team does not have a viable plan for how to standardise/sustain the project.	Team has thought about how to make the project's system operationally sustainable, but still has gaps in its plan.	Team displays a well thought out plan to standardise/make the project's operations sustainable.
6. **Innovation**	10	• Is the project distinctive from existing approaches adopted by organisation or industry? • Does the project challenge people to think in new ways to address customer or organisational needs? • The project inspired people/users to support and sustain its implementation?	Not fundamentally or distinctively innovative.	Innovative; different but not game-changing.	Breakthrough innovation; high achievement in realization of profits market shares customer satisfaction, generates internal and external enthusiasm and support.

	Category	Weight	Criteria	Score=1	Score=3	Score=5
7.	Impact on organisation's objectives	15	• How has the project/innovation made a positive impact on the organisation? • To what extent is the innovation different and better than what is currently being done?	Team did not demonstrate the impact its project had on the objectives of the organisation.	Team demonstrated its project had made some positive impact.	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
8.	The Team, the Presentation & Other Strengths	20	• Was the presentation well delivered? • The team comprise of 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 advice from experts and/or partners? • Is the team passionate and convicted in its presentation?	Team is not comfortable or is ineffective in presentation skills and/or team cohesion and related skills.	Team demonstrates moderate presentation and team cohesion /related skills but would benefit from further guidance and practice	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.

Annex B
ACE – ASSESSOR SCORE SHEET

Team Name:			Country:	
Category No	**Items of Criteria**	**Score 1-5**	**Weightage**	**Team Score (=Score x Weight/5)**
1	Opportunity/Problem Definition		15	
2	Customer Definition		10	
3	Project / Product Definition		7	
4	Impact on Productivity/ Value Creation		15	
5	Sustainability/Standardisation		8	
6	Innovation /Transformation		10	
7	Impact on organisation's goals/objectives		15	
8	The Team, Presentation & Other Strengths		20	
	Total		100	
Comments:				

Recommended for	**Award**
Team Presentation	ACE - 4/ 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:

Approved by APQO Program Coordinator/VP Awards/President:

Annex C

ACE TEAM AWARD - COMPETITION REGISTRATION FORM

Name of APQO Member: (Eg. IQPMA, MPC etc) Contact Person: Contact Details:			
Name of Participating Organization: Contact Person: Contact Details (email, Mobile):			
Full Name of Teams participating (Please provide the full & complete name as to be engraved on trophy. Please note: Any changes after 15th July will NOT be entertained)	**Total No of Members in the team participating***	**Year of National Team Competition participated by team e.g. 2024, 2025 etc**	**Award received e.g. Gold, Silver, Platinum etc**
Team 1:			
Team 2:			
Team 3:			

Notes:

1) Please check for spelling of **name of teams** to ensure accuracy and please type or write in capital. This name provided by you will be used on all materials and awards.

2) Names of all Team Members in each team participating the competition can be included in the PowerPoint slides being submitted as materials

3) * For 2026 Team Registration Fee is USD 250 per Team. For Team members, leaders, facilitators, supporters Fee is USD **575** per person (Min 4 participants). Please use the prescribed form for conference registration to register team members and make payments. This fee includes in-person participation at the Conference, ACE & awards night dinner. For Online ACE participation (only a few teams will be accepted) Fee is USD 1200 per Team including up to 6 members payable to APQO.

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 *15* 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 (20 MB Max).

2. good for maximum of **15 minutes talk time** - The team decides on number of slides to fit their maximum **15 mins talk time**.

3. For PowerPoint 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 15 minutes to share their project.

5. Teams can include criteria item number on the PowerPoint 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 20 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 20 MB size limit.

Annex E

ABSTRACT FORMAT FOR ACE TEAM COMPETITION

Type of Team	QCC / QCP / QCI (SS) / 5S / SIX SIGMA / Others...... * *cross out the unnecessary options*
Name of Team	
Name of Organization	
Contact Person	
Profile of The Team & Company (250 word limit)	
Group Photo	
Project Title	
Abstract (300 word limit English)	