



# 2021 Project Team Awards

## PTA Entry Tips



Highlight elements that made team collaboration, which is 30% of the total score, stand out in overcoming project challenges.



Follow explicitly the submittal guidelines. **In 2021, filing naming protocols are required for all uploaded files.** Approach it like an important proposal, and get outside help if it's your first awards entry or if staff time is limited.



Check out the categories and note there are subcategories for small and large project sizes Start early! Identify projects, notify the owner and other team members and strategize together to prepare your entry.



Learn what has worked for past winners from your staff, public articles, websites, social media posts, CBC programs that highlight PTA winning projects, and the PTA Program Book.



Write from the whole team's (owner, users, consultants, suppliers, subcontractors) perspective, including their information and quotes.



Work with the owner to craft the permission-to-enter letter so that it adds substance to and confirms details included in the submittal.



Optimize the additional pages section with before/after or team photos, infographics, sample reports, partnering charters, and published articles.



Use language targeted to the judges who are industry professionals and check for completeness, clarity, grammar and typographical errors.



Include professional photography of in-process shots, teaming events, and fully completed projects, including landscaping, furniture, equipment, and end-users.



Address unique project challenges, worth 30% of your score. Tout metrics, such as time or budget savings, added items over original scope, change orders vs standards, energy savings, user satisfaction, etc.



Tell your team's story in a way that is captivating, easy to follow and clearly highlight's the value that teamwork played in the project's success.



Be sure to include your complete list of team members in the Project Team Spreadsheet. It is worth 20% of your total score.