

# IMPACT AWARD APPLICATION

## GUIDANCE NOTES

---

### AWARD TITLE

---

There are no predetermined award categories, so you can request an award title that closely reflects the nature of the activity and/or what was achieved.

You can consider using words such as effectiveness, sustainability, efficiency, productiveness, capability, competency, accomplished, innovation, enhancement, improvement, etc

Examples: Lean Trainer Effectiveness, Lean Programme Sustainability, Lean Project Innovation, Communications Engagement , xxx Process Improvement, Coaching Effectiveness, Capacity Realisation, Customer Journey Improvement, Stakeholder Value Enhancement, Lean Strategy Execution.

### APPLICATION SUMMARY

---

Summarise the activity undertaken and its overall impact, covering hard and/or soft outcomes and the overall positive difference it made. Note that detailed information on the activity is captured in later sections, so keep this brief.

### APPLICATION DETAILS - SECTION 1: WHAT ACTIVITY WAS UNDERTAKEN AND HOW IT WAS DELIVERED

---

Describe the project, programme or initiative that took place, its overall context, how it was delivered and organised.

Note that it could be related to routine activities or be a one off activity.

## **APPLICATION DETAILS - SECTION 2: EXPLAIN WHY IT WAS UNDERTAKEN**

---

Explain why the activity was undertaken, for example, its strategic context and the business need it addressed - such as an issue, problem or opportunity. Application Details - Section 3: Detail who was involved and when it occurred

Describe who was involved in the activity and the roles they performed. Indicate the start and end dates; note that the activity should have been concluded within the previous 12 months of the award application date.

## **APPLICATION DETAILS - SECTION 4: DESCRIBE THE IMPACT THAT OCCURRED**

---

Describe the nature of the activity's impact, covering hard and/or soft measures. 'Hard' includes quantified and measurable impacts, while 'soft' covers qualitative aspects, particularly relating to culture, communication and behaviours. If appropriate, outline the measures put in place to sustain the impact.

## **APPLICATION DETAILS - SECTION 5: STAKEHOLDER ENDORSEMENT**

---

Add confirmation that a stakeholder, such as a line manager, customer or project sponsor, has endorsed the impact. You can include quotes, if available, or upload supporting documents in section 6.

## **APPLICATION DETAILS - SECTION 6: SUPPORTING DOCUMENTS**

---

Upload files that support your application that add more detail and clarification. These could include A3's, reports, images, presentations, videos, etc.

Upload up to ten documents (each up to 8mb). If you have larger files, use a file transfer service, such as [WeTransfer](#).

## **CONSENT AND SUBMIT**

---

Consent or not to Lean Competency Services Ltd collecting, storing and publishing data from the form for the purpose of evaluating the Impact Award application and communicating the award to the practitioner community. Not consenting will mean that the application cannot be processed.