



# OPAL AWARD FOR BEST PRACTICES 2024 APPLICATION FORM

For Health & Safety Category

**NOTE:** Each category you apply to requires its own separate application; otherwise, your submission will be automatically rejected.

**Project Name:**

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<b>1. Company Name:</b>	
<b>2. OPAL Membership Number:</b>	

**3. Please select your company's class**

- Operating Companies
- Large Contractors
- Local Community Contractors
- Small and Medium Enterprises

<b>4. Project Owner:</b>	
<b>5. Title:</b>	
<b>6. Mobile:</b>	
<b>7. Email:</b>	

<b>8. Focal Point:</b>	
<b>9. Title:</b>	
<b>10. Mobile:</b>	
<b>11. Email:</b>	

**12. Do you wish to share your project with the industry?**

- Yes
- No



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### **A. Background**

(All questions are mandatory to answer)

#### **13. Company Description**

Describe your company in a short paragraph – (50-100 words max).



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### 14. Project Description:

Describe your project – (300- 600 words max).



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## B. Short Questions

(All questions are mandatory to answer)

**Note:** Certain technical questions in this award application form may not be applicable to your project. Should your company have restrictions on disclosing financial information, you may choose to skip those questions. However, it's important to acknowledge that judges tend to favor award applications that are thorough and comprehensive.

**15. Other Contests** – Has this project been entered into other awards? If yes, please specify which ones and their respective dates.

**16. Implementation Date** – In which month and year was the project officially implemented and presented?

**17. Impact of the Project** – Since implementation, how many individuals have been affected by the project, and to what degree?

- a. \_\_\_\_\_ % **Casual Users?** (Uses Several Times a week)
- b. \_\_\_\_\_ % **Power Users?** (Main Users, almost on daily basis)
- c. \_\_\_\_\_ % **Customers/Suppliers**
- d. \_\_\_\_\_ % **Other (Please specify):** Employees are engaged through campaigns.



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**18. Architecture and Project Methodology:** Please provide a brief overview of the methods or architecture utilized in your project, including the deployment of implementation methodology.

**19. What is the 2024 Budget of your project/system?**

(Please put a check on the correct range)

- Less than \$100,000
- \$100,000 to \$500,000
- \$500,000 to \$1 Million
- \$1 Million to \$2.5 Million
- \$2.5 Million to \$5 Million
- \$5 Million to \$10 Million
- \$10 Million +

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**20. Number of FTEs on Current Team?** - How many full-time equivalent staff (FTE) participated from concept to roll out and/or are on the project?

a. \_\_\_\_\_% are external consultants/contractors from above number? - What percentage is external to the company?



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**INITIAL ROLL OUT** - Please indicate how long it took to implement the project, the total cost, and the years until payback.

**21. Duration of Time** (From approval to initial roll out):

**22. Start Date:**

**23. End Date:**

**24. Cost** (including hardware, software, services, labor):

**25. Years until payback** (or estimate):





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**26. Stewardship/Governance** - Describe the steering committee(s) or person(s) that set direction for the project. – (one paragraph max 250-500 words).



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## C. Best Practices Essay

**NOTE: This is the most important part of your award entry!**

Please describe and explain why your project is considered a best practice in the category to which you are applying to. Judges will evaluate your essay according to four criteria. Please organize your essay to address the judging criteria in the order discussed below.

1. **Business Impact:** What is the business value of the best practice initiative?
2. **Maturity:** To what degree has the project's 'vision' been implemented?
3. **Relevance:** Does the project exemplify best practices that other companies can adopt?
4. **Innovation:** Does the project use an innovative design or approach?





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**Kindly limit your Essay to two pages or less, using the following outline:**

**1) Business Impact:**

**2) Maturity:**



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### 3) Relevance

### 4) Innovation



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## D. Summary / Abstract

Based on your essay, please summarize your overall project. – (300-600 words max).



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**END OF APPLICATION.**