



2012 SPACE

Award submission package

1) **SCOPE :**

The award is made to an associate member that has improved significantly its industrial and supply chain performance during the previous year.

This performance must not only be internal but must have been noticed by at least 2 customers with quantitative proof of evidence from them (ex: metrics).

This performance must be sustainable or at least should convince that it is and so that it is not a temporary event.

The decision process will take care of the relevance of the improvement and of the involvement of management and operational staff.

2) **SUBMISSION PROCESS :**

2.1) **Eligibility :**

The award is opened to any SPACE Associate members having conducted an improvement project either in "push" or "pull" mode. (ie with or without SPACE direct help). SPACE will invite every Associate member to compete.

2.2) **Competitive period :**

The period for which submissions will be accepted is the twelve-month calendar year Y, January 1 - December 31 before the year Y+1 of the award.

2.3) **Submission deadline :**

Thursday 1st March 2012

3) **SUBMISSION PACKAGE :**

The submission package defines the necessary information to be presented.

In "push" mode the expert leader could help establishing the package.

3.1) **Package content :**

Information presented are under the responsibility of the issuing member.

Submitting package should **not exceed 10 pages**.

3.1.1) **Short presentation of member :**

Maximum 2 pages.

⇒ **Project member contact name, phone & mail needed for optional further information request.**

3.1.2) **Project scope :**

Maximum 3 pages

- Starting conditions
- Environment
- Target aimed

3.1.3) **Project management :**

Maximum 3 pages

- Actions implemented
- Training performed
- Project organization (steering committees frequency, team involved...)

3.1.4) **Results in terms of performance reached :**

Maximum 3 pages

- **Impact on customers** : Any quantitative document from customers showing the improvement
- **Sustainability** : Any information showing a clear evolution in one or several following areas : 1) Process, 2) People and organization (ex: training), 3) Tools and data)
- **Metrics** used : ideally those from the SPACE benchmark are welcomed since it is a common definition. Otherwise other metrics could be used.

3.2) **Package format:**

All submissions should be submitted **in English in electronic PDF format** (3MB maximum so please lower the resolution of pictures attached if needed) and mailed to c.serville@space-aero.org with the following object "SPACE award submission from X", X being the name of the submitting member.