

## Project presentation and supplementary documents: The two components of your application

Your complete application consists of two parts:

**1. Project presentation:** Please present your project to the Jury in a short and concise 10- to 15-page presentation (format: Powerpoint).

**2. Additional documents:** Please provide us with the following information about your company and your project (format: Word or Powerpoint).

- **Company information:**  
Name, address, industry, size (turnover, number of employees).
- **Controller area information:**  
Number of employees, design of central/decentralized controlling, organizational level.
- **Management summary of the project:**  
Project title, project objectives, brief description of the approach, duration of the project, key results.
- **Detailed project description:**  
Initial situation and motivation, project goals, resources used (financial resources and internal FTE, possibly integrated consulting capacities, etc.), conception, solution/implementation path, description of the results achieved (e.g. acceptance, number of users, efficiency and effectiveness gains, other improvements), implications for company success.
- **Statement from two internal customers or users of the controlling solution**  
Answer to the question: "Please comment on the quality of the result and the creation process and describe what specific changes have occurred for you as a customer as a result of the new controlling solution. Are you satisfied with the creation process and the result?"
- **Further steps**  
Information on the further development of the solution and/or follow-up steps as well as on the utilization of the most important lessons learned in the project.

Please ensure that the Jury can get a complete and good picture of your project based on the project presentation and additional documents!

*In addition* to the Powerpoint and, if applicable, Word document, you can also include a short (homemade) video in your application package. However, there is no obligation to do so.

Irrespective of this, the Jury reserves the right to invite you for a supplementary online interview if necessary after studying the submitted documents and providing detailed advice.