

Guild of Project Controls (GPC)

Knowledge Library Submittal (KLS)



Preface:

This section of the Guild Application Package refers to the submission elements which are to be made visible to other Members of the Guild of Project Controls that demonstrate examples of Members work experience; serving essentially as learning materials for use by other Members.

Purpose:

The Guild Library contains “*Information Papers*” which have been provided by Members and Applicants for several purposes;

- Provided to share knowledge and provide help and assistance to other practitioners, **and / or**
- Provided as part of a Membership Competency Assessment, **and / or**
- Provided as part of any ongoing obligations to maintain Membership.

The target audience is practitioners interested in learning more about the practical application of fundamental tools, techniques and methodologies to help to address real problems. To provide such benefit to other GPC Members, the following ‘*submittal types*’ are welcomed: **case studies, presentations, reports, production rates, lessons learned, sample / schedule templates, sample code and structure sets for schedules (i.e. scope breakdown structures, numbering systems, etc.), processes, procedures, etc.**

Submittal Requirements:

Submissions are to be sent to Admin@GuildofProjectControls.com. Each submission file is to be accompanied by the following information to aid in its review and loading into the Library:

- **Title** – how you propose the content to be referenced
- **Filing Tags** – keywords to assist other GPC Members in finding this content
- **Description** – several paragraphs to explain the content of the submission including giving details of who needs to be given credit as the originator / owner of the material. The “Description” is to be provided using the following 7 headings:
 - 1) **Purpose**: *a short explanation of the purpose, what it does, why it’s necessary etc.*
 - 2) **Design / Methodology / Approach**: *a short explanation of how you undertook the exercise.*
 - 3) **Findings and Value**: *a short explanation of what you have found and why it’s of use.*
 - 4) **Research Limitations / Implications**: *a short explanation to say if it is based on formal research / evidence or if it is simply an experience-based “Lessons Learned” paper.*
 - 5) **Practical Use / Implications**: *a short explanation to say how this should be used by practitioners.*
 - 6) **Originality / Value**: *a short explanation to say if it is your own work or if you need to reference and give credit to any other / additional authors etc.*
 - 7) **Conclusions**: *a short explanation to say what you found and why this is worth reading.*

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- Provided in appropriately useful “electronic copy” format and must be less than 2MB in size.
- All major or pertinent statements of fact must be supported by an appropriate reference. Wikipedia is not considered to be an acceptable reference and content must not contain plagiarism.

Note

Only the Title, Filing Tags and Description will be made available to the viewers of the Internet. The actual submittal file / soft copy will **only** be available for viewing and download by other GPC Members via <http://www.planningplanet.com/guild/library>

In providing the submittal, the submitter acknowledges that content will be received on the basis:

- that submitter has granted an international, non-exclusive, perpetual, irrevocable, royalty-free license **for GPC to use the material for the benefit of other GPC Members**; please note that all intellectual property rights not expressly licensed (above) remain with the submitter
- that submitter has obtained any necessary permissions to do so and that it is free from any / all commercial or corporately sensitive information
- that it should not contain any blatant advertising or be perceived as a commercial advocating any specific software, product or service
- that should a submitter provide material that he or she does not have the rights to contribute then he or she remains liable to support GPC against any complaint arising as a result of the contributor having submitted the content

When submissions are being reviewed for acceptance, the basis of any applicable review / scoring will be:

- Does the submission contribute to or expand the Guild of Project Control’s Body of Knowledge?
- Does the submission serve as learning materials for use by other Members?
- Given that some membership level application processes rely heavily upon the assessment of submitted material; is the submission consistent and supportive of this requirement?

Any queries with respect to this information are to be sent to Admin@GuildofProjectControls.com