HRD 329: Proposal Outline for HRD Internship Projects, Instructional Design and other projects

Clarified Project Commitment: The whole document should be about 3 pages long (including the timeline). Write a tight, focused, clear, concise narrative containing the following information:

- **1. The Organization**
  Describe the organization for which you are doing your internship project. In your description include the following:
  - What does it do? (see, manufacture, service, produce, distribute, etc)
  - Who are its clients?
  - Where is it located?
  - How many branches, operating stores, or locations, and which one(s) you will be assisting?
  - How many employees?

- **2. The Department (if applicable)**
  Describe the department for which you are doing your HRD Internship project. In your description include the following:
  - Brief background about the department and the situation that justifies/frames your project

- **3. The Need**
  - Describe the current situation or human performance needed
  - Describe the desired human performance or situation is
  - Identify cause of the performance gap
  - Indicate you have become certain about the cause of the performance gap
  - Explain it is important (from the organization or sponsor perspectives) to address this issue now
  - Explain the solution you are proposing is a most appropriate one for this gap
  - Purpose for the training, if that is what you are proposing.

- **4. The Plan**
  - Briefly describe what you will hand in to your sponsor and to your HRD professor at the end of your internship
    - What you will do to narrow or close the performance gap as your HRD 329 project:
      - What will you work to create?
      - What you will produce or what will be the tangible outcome?

- **5. Key Steps towards completion of your project (Project breakdown)**
  Address the following:
  - What are your specific expect deliverables along the way toward completion of your overall project
    - What will you complete by when, throughout the Internship semester
  - What meetings/sessions involving company resources/people will need to be held from start to finish
    - List all the scheduled meetings, and all other meetings not yet identified (with whom and for what?).
  - Articulate each of these project breakdown deliverables/meetings/sessions/final deliverables in the form of S (specific) M (measurable) A (attainable) R (results oriented) T (time dated) goals (Example: On Thursday, September 5, I will meet with Mr. Schmale, Director of
the Corporate University, to obtain his sign-off on my project timeline. The meeting is scheduled for 3:00 – 4:00 p.m. in the Executive Conference Room at company headquarters, Chicago).

d. Develop a visual timeline
   - Plot the deliverables along the way including the final deliverable on the timeline you create
   - Plot scheduled meetings on the timeline
   - Plot anticipated meetings on the timeline

➤ 6.YOUR COMPLETE CONTACT INFORMATION AND SPONSOR’S COMPLETE CONTACT INFORMATION