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| [Company name] |
| Internship Project Proposal |
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| Student Name  Semester |

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1. Summary

This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

The summary should remain on a separate page and not exceed one page.

The summary should contain the following elements:

* Brief identification and purpose of your organization
* The purpose and anticipated end result of this proposal
* The type and amount of support requested
* The total anticipated budget
* Other information you deem pertinent

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. a. if applicable) The Department

Describe the department for which you are doing your HRD Internship project. In your description include the following: o Brief background about the department and the situation that justifies/frames your project

1. Needs/Problems

* Describe the current situation or human performance needed
* Describe the desired human performance or ideal situation
* 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

1. The Plan

Briefly describe what will you 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 final tangible deliverable output?

1. Procedures/Scope of Work

Address the following:

1. What are the specific expected deliverables along the way toward completion of your overall project?
   * What milestones will you reach by when, throughout the Internship semester?)
2. 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?).
3. 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).

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| **Stages of Internship Management** | **Task** | **Start Date** | **Finish Date** |
| Analyze |  |  |  |
| Analyze |  |  |  |
| Analyze |  |  |  |
| Analyze |  |  |  |
| Analyze |  |  |  |
| Designing |  |  |  |
| Designing |  |  |  |
| Designing |  |  |  |
| Designing |  |  |  |
| Designing |  |  |  |
| Development |  |  |  |
| Development |  |  |  |
| Development |  |  |  |
| Development |  |  |  |
| Development |  |  |  |
| Implementation |  |  |  |
| Implementation |  |  |  |
| Implementation |  |  |  |
| Implementation |  |  |  |
| Implementation |  |  |  |
| Evaluation |  |  |  |
| Evaluation |  |  |  |
| Evaluation |  |  |  |
| Evaluation |  |  |  |
| Evaluation |  |  |  |

1. Timetable

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.

* + 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

You can use a Gantt chart for more detailed project timetable:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **IMPLEMENTATION TIME** | | | **RESPONSIBILITY** |
| 1. Design and implement training program for  project management | Month 1 | Month 2 | Month 3 |  |
| XXXXXXX |  |  | Program  Manager (PM) |
| 1.1. Conduct needs assessment |  | XXXXXX |  | Consultant |
| 1.2. Design training modules |  |  | XXXXXX | Consultant |
| 1.3. Conduct training |  |  | XXXXXX | Consultant |
| 2. Improve procedure for project management | XXXXXXX | XXXXXX | XXXXXX | Program  Manager |
| 2.1. Conduct management audit of current  procedures |  | XXXXXX |  | Consultant |

1. Budget

State the proposed costs and budget of the project. Also include information on how you intend to manage the budget.

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|  | **Description of Work** | **Start and End Dates** |
| **Analyze** |  |  |
| **Design** |  |  |
| **Develop** |  |  |
| **Implement** |  |  |
| **Evaluate** |  |  |
|  | **Total** | **$ 0.00** |

1. Communications Plan

List the communications plan for key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholders** | **Document Name** | **Document Format** | **Contact Person** | **Due** |
| Project Manager | Monthly progress report | Hardcopy and conference call |  | 1st of every month, end of the day |
|  |  | Weekly phone call or email |  | Every Friday, end of the day |
|  | Monthly progress report | Monthly emails |  | Last Friday, of every month |
|  |  | Emails as needed |  | Every Friday, end of the day |
|  |  | Conference Call and Email |  | Every Friday, end of the day |
|  |  | Conference Calls and Emails |  | Bi-monthly |
|  |  | Hardcopy and email |  | 1st of every month, end of the day |

1. Stakeholder Contact Information