# CIPD

# Level 7 Senior People Professional End-point Assessment (EPA)

## Project Proposal Template

Issue 2

# Project Title

## Project Subtitle

Name: Insert Name

ULN: Insert ULN

# Contents

# 1. Executive summary (approx. 600 words)

Please insert your executive summary here.

This is a high-level summary of the key points of the project proposal, covering:

- the scope, definition and purpose of the project
- why it is important
- key objectives/outcomes
- summary of methodology
- overview of key conclusions and findings
- summary of approach/timeline for implementation
- overview of key recommendations.

## 2. Introduction (approx. 400 words)

Please insert your introduction here.

This places your project in its wider organisational context and more broadly within your sector. It introduces the business need that you are intending to address and how your project links to the wider people, business and/or organisation strategies.

## 3. Scope (approx. 600 words)

Please insert your scope here.

This defines the project's purpose, considers why the change is needed, its potential impact over time, and explicitly states what is out of scope.

## 4. Objectives (approx. 400 words)

Please insert your objectives here.

The objectives expand on the scope, explaining what you hope to achieve through the project and why this is important. The objectives/outcomes need to be specific, measurable, achievable, realistic and time-bound.

## 5. Research design and methodology (approx. 700 words)

Please insert your methodology here.

Your methodology outlines the approach that you took to gathering data and evidence, and to involving and collaborating with stakeholders.

# 6. Analysis, evaluation and findings (approx. 1,400 words)

# 7. Conclusions (approx. 600 words)

Please insert your conclusions here.

Present your conclusions and explain how they connect to your analysis, evaluation and findings, and methodology.

## 8. Recommendations (approx. 900 words)

## 9. Proposed implementation plan and approach to change (approx. 1,400 words)

Please insert your proposed implementation plan here.

Include a detailed implementation plan with a timeline showing how your proposal will be fully implemented. In addition, explain your proposed approach to change management, stakeholder management and communication, and incorporate key activities into the implementation plan.

## Annex 1: GD and KSB mapping

| Grading descriptor | KSBs | Sections where we anticipate evidence | Additional sections |
|---|---|---|---|
| PPP1: Synthesises qualitative and quantitative data they identified and gathered, balanced with other relevant metrics, in order to reach evidence based, sustainable recommendations that demonstrate added value.<br><br>PPD1: Critically evaluates analytical tools used to create value for the organisation. | K4<br>S5<br>B7 | Section 5: Methodology – methods used to gather data and evidence<br><br>Section 6: Analysis, evaluation and findings – presentation, analysis and evaluation of data and evidence<br><br>Section 7: Conclusions<br><br>Section 8: Recommendations – that demonstrate value<br><br>Section 9: Proposed implementation plan and approach to change | Indicate additional sections and page numbers |

| | | | |
|---|---|---|---|
| PPP2: Justifies the approach taken when articulating the need for change and questioning accepted practices, drawing on relevant change methodologies, tools and the psychology and impact of change when communicating their recommendations.<br><br>PPD2: Evaluates existing organisational practices and the long-term impact of change on the workforce to create value for the organisation. | K6<br>S7i | Section 2: Introduction<br><br>Section 3: Scope – why change is needed<br><br>Section 8: Recommendations – PPD2 only<br><br>Section 9: Proposed implementation plan and approach to change | Indicate additional sections and page numbers |
| PPP3: Explains how they ensure people and policy practices are inclusive and how they work across organisational and cultural boundaries, evaluating the effect on individuals, groups and the organisation. | K8<br>S9<br>B4 | Section 5: Methodology – stakeholder involvement and collaboration in proposal development<br><br>Section 9: Proposed implementation plan and approach to change | Indicate additional sections and page numbers |
| PPP4: Justifies their selection and application of consulting processes, styles and diagnostic tools, explaining how they identify themes and connections to gain insight into wider issues. | K10<br>S11<br>B6 | Section 5: Methodology – selection and application of consulting processes, styles and diagnostic tools to create insight<br><br>Section 6: Analysis, evaluation and findings – themes and connections across the data<br><br>Section 7: Conclusions | Indicate additional sections and page numbers |

| | | | |
|---|---|---|---|
| PPP5: Justifies their approach to gaining support for their proposal from senior leaders/board members and explains how this helps position the people strategy at the heart of the organisation. | S14i | Section 3: Scope – positioning of the proposal<br><br>Section 4: Objectives – positioning of the proposal<br><br>Section 8: Recommendations – positioning of the proposal | Indicate additional sections and page numbers |
| PPD5: Critically reflects on the range of influencing styles and strategies to secure senior leader /board commitment. | | | |

*The grading descriptors (GDs) in grey shading will be a key focus of the presentation component of this assessment method so there is likely to be less evidence of these in the Project Proposal. Please refer to the Guidance for the Project Proposal, Presentation and Questioning.*

# Annex 2: Evidence of senior leader or board sign-off

You may use the sign-off template below or, alternatively, present other evidence of senior leader sign-off. This could include emails, meeting minutes or sign-off documentation used within your organisation.

**Sign-off template**

I/We confirm that this project proposal has been reviewed and is considered ready for implementation.

| | |
|---|---|
| **Senior leader/board member name** | |
| **Job title** | |
| **Signature** | |
| **Date** | |
| **Comments (*please provide any feedback on the project proposal*)** | |

# Annex 3: References

You do not need to use academic referencing as this is a business document however, if you have used specific research, models or theories and you or Training Provider would like to use referencing, please use a style of your choice.