

HR Team Achievement Award Application

Section Three: Client Information

Identify your client(s) using the following criteria.

- a) Who engaged you to solve the problem?
- b) Who decides when the project is complete and evaluates your performance?
- c) Who are the core users of the services or products you improved?

Client(s)	Job Title/Department	Role on Team (if any)
1.		
2.		
3.		
4.		
5.		
6.		

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Please respond to section four through six using narrative writing and bulleted items as appropriate.

Section Four: Background Context

Describe the context in which this project was undertaken. Include relevant information on corporate and industry trends and measures, culture, climate and organizational structure. Characterize and describe relevant business and organizational challenges. Include details that will clarify the business need for this project and help the committee appreciate your efforts. Use data to support your initiative whenever possible.

Project Beginnings:

Describe the status of the organization prior to your initiative, including relevant data on: the human resource practices, the nature of the relationships in the company, the level of effectiveness in the target business functions. Include “basis” data which measures key targets of the change you were about to undertake. For example you may want to include actual data on: absence rate, cost per hire, turnover rate, retention rate, time to fill, health care cost per person, employee survey data, customer satisfaction data, etc. (See the SHRM web site for more information on calculating these metrics.) www.shrm.org/hrtools/hrmetrics_published/cms_002620.asp

You may also describe:

- the project team’s level of influence in the organization and in the community, and
- the communication strategy that achieved “buy-in” and authorization to move your project forward.

Section Five: The Project

Your Project:

Describe the project and how it addressed the business need, including relevant differences of how the project was proposed versus how it was completed. Identify your global objectives, your overall strategy and your as specific, measurable improvement targets.

Summary of Intervention and Timeline:

Discuss the major steps and milestones in accomplishing your objective. Highlight any obstacles and methods used to overcome them.

Team Development:

Explain the composition of your project team, how members were recruited and selected, and the role each member served on your team. Identify team practices/success factors that were essential to the team’s productivity and overall effectiveness. Discuss any lessons learned about your team’s development.

Organizational Alliances and Support:

Discuss the communications, support and coordination necessary for success in this project and in the organization. How did your team contribute/foster those interactions?

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Summary of Intervention and Timeline:

Identify and briefly discuss the major steps and milestones in accomplishing your objective. Highlight any obstacles and how your team overcame them.

Outcomes and Impact:

What did you accomplish? Chart or graph your results to illustrate the improvements you made from the “Project Beginnings” until the present. Also describe the intangible results associated with those hard measures.

Section Six: Lessons Learned

Describe what your team, your client and the organization learned from this project. Describe the practices you employed to learn and to improve as a team as well as how you communicated what you learned to people outside of your team. Also describe any changes in the practices, systems and culture. Be sure to address formalized learning, including:

- How other teams/departments adopted your process, and
- The creation or revision of official policies, practices or systems that institutionalize your learnings.

Future steps:

Based on the work started by this project, what actions have been approved by your project sponsor, client or other decision makers?

Submit your application by **February 11th, 2005** via e-mail (joygoldman@chi-east.org) or mail to:

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Please direct questions about the application to Joy Goldman at: (410) 337-1499

Thank you for participating in this process. The CHRA Team Achievement Award Committee will consider your application and contact you in mid-January regarding the next steps. Several semi-finalists may be asked to meet with the committee to make presentations on their projects.