



PROJECT REPORT GUIDELINES

The number of Projects that you will need to write for certification completion is determined by your professional designation needed in accordance with the table below.

Professional Designation	Number of Projects
CHRC [®]	3
CHRD [®]	2
CHRM [®]	1
CHRP [®]	1

These pages define the content requirements for the projects. Those projects deemed to be of benefit to practitioners and educators may be copyright and published on *HRMI*[®] website. Also, researches and publications on an HR-related topic shall be considered as projects.

The following format is helpful on “How to write a Project Report”. The requirements vary according to areas you have chosen. The report should closely follow the standards outlined in the notes. There is no reason to match the exact format but make sure you prepare the report as per the general format.

Project proposal:

Prepare the project proposal as the first draft of your final Project Report. The proposal should have the following headings:

- **Title of project**
- **Problem identification** – What are going to work on?
- **Proposed methods for data collection** – How are you going to study this?
- **Expected results and inferences** – What will you find out from your results?

Please note that the project has to be on an original piece of work carried out by you. Then, you can do your project focus on one of the following core competencies:

- Compensation analysis
- Employee selection
- Human resource planning
- Job analysis and design
- Measurement and evaluation of employee attitudes, opinions and satisfaction
- Organizational design
- Performance appraisals
- Total quality and performance management
- Training needs analysis and training program development



Human Resource Management Institute

Send a copy of your project proposal to the *HRMI*[®] offices or approved center for evaluation. We will send you an approval letter. Please note that it is essential to obtain approval of your project before carrying out your work and submitting your project report. This approval letter has to be included in your final project report as well.

FINAL PROJECT REPORT

Once you have completed your project, it is time to write your project report. Please ensure that you have at least two weeks to do this. Report should be typewritten. **Handwritten reports will not be accepted.** Bind your report (hard cover) to make sure that pages do not go missing during transit. Include a copy of the Project Approval letter sent by the *HRMI*[®] or approved center officer in the final report. Make two copies of your project report. Send one copy to *HRMI*[®] offices or approved center and retain the other for your records.

Page limit:

The final project report should be written in 12 point characters, font "Time New Roman" and not to exceed 15 pages (A4 paper, 1 inch margins and 1.5 spaced). Photographs, drawings, graphs, tables, survey forms, references and appendices can be added over and above the page limit. Project reports will not be considered for evaluation if:

- They have been submitted without an approved project proposal
- They are either less than 10 pages or more than 15 pages of text.
- They are hand written
- They are not related to the initial project proposal that was sent for approval

Heading:

Write your name, the professional designation, title of the project, registration number and date.

Introduction:

This should outline the purpose of your project. The objective of your project should be to find out a problem in the organization or department and implement or suggest any changes.

The introduction should not be more than 3 pages and should be on what you wanted to do and why. Why did you think it was interesting or important to investigate the problem? Has any previous work been done on this? All we want is a brief description and the size of the organization (e.g. number of employees) to give us an idea of the place where you did your project work. Please include contact details of the Director of this particular organization for us to verify the Project.



Method:

This should outline how you went about collecting material and data for your project. You should also include any problems you encountered while collecting your data. **Include a copy of your sample questionnaire or survey form in the report.** Do not put in the survey forms which have been filled by the staff. These are for your analysis.

Results:

Here you discuss the final outcome of your project. What is the information that you obtained from your data search or survey? What was your sample size? Put your results in tabular form. Provide statistical inference and interpretation on your final results. Report all the tests and analyses you did. You should include the statistical techniques you used during analyses. You can use the services of a statistician if you wish, but please mention that you have done so.

Discussion:

This is basically an interpretation of your results. It forms the key element of your report and marks are awarded here for summarizing your results. Select the major findings from your project results and explain them. What have you understood from your project? Summarize and interpret your results.

Conclusion:

It should not be more than a page. Discuss what you have learned from the project.

References:

Provide references on the data source and literature review wherever possible and applicable.

Appendices:

If you conduct a survey, include your questionnaire here. If you collect your data from published sources, attach a photocopy of the first page of each data source. Onsite photographs of the organization may be included.

In case of any clarifications please feel free to contact Registrar@HRMI.org