**Entry form**

Best change management initiative

This award recognises an initiative that has improved business performance by implementing a programme of major change. Winning entries show that plans aligned with operational strategy and the desired organisational culture, and that they have been executed with HR considerations in mind. Entries will demonstrate HR’s contribution through all stages of the programme, from making the business case through to measuring the overall impact of the change programme.

The judges will be looking for evidence of:

* how the initiative aligned with operational strategy and the desired organisational culture
* how you diagnosed the problem and developed your understanding of the necessary change
* how you ensured employees were properly informed and consulted, and their interests were taken on board
* how you balanced continuing day-to-day operations with the delivery of change
* the demonstrable impact on organisational performance and quality of working life
* HR’s contribution through all stages of the programme, from informing the business case to measuring the impact.

**Before completing this form, read the** [rules of entry](http://www.cipdniawards.co.uk/how-to-enter/) **and** [top tips here](http://www.cipdniawards.co.uk/how-to-enter/)**.**

**How to enter**

* Type your answers on this form, addressing each of the key areas listed below.
* We understand that some information provided may be confidential and commercially sensitive, but note that some entry details may be published throughout the Awards process.
* You may upload additional supporting materials in a PowerPoint presentation along with your entry – up to 50 MB.
* The total of all your answers (Q1 – Q5) must not exceed the word count of **1200 words**.

**Your organisation**

Organisation name:

Organisation sector (delete as appropriate): Private / Public / Third

Organisation website:

Describe your organisation in 100 words (this is not included in the word count):

**Your entry**

**Project name:**

(Note: this name will appear on promotional materials and, if your entry is successful, at the Awards event. **10 words maximum**)

**Project start date:**

1. **Give an overview of the project you worked on including its objectives and timescales**
* What were the key challenges you were trying to solve?
* How did the project align with the organisation’s strategic objectives?
1. **Outline any barriers that were experienced and indicate how they were overcome.**

(*Hint: barriers could include time, budget, engagement, communication, geography)*

1. **Describe the impact that the initiative had on the business objectives in your organisation.** *(Hint: this is a crucial section. The judges will be looking for supporting data and clear evidence of HR/L&D’s impact on organisational outcome.)*
2. **Provide a summary of the project team, highlighting individual roles and responsibilities.**
3. **Provide details of any external support used, such as consultants and trainers.**

**Once you have completed your form, make sure to save and upload it to the online entry system by** [clicking here](https://www.cipdniawards.co.uk/submit-your-entry/)**.**