

# HR Restructuring Project Proposal

**Prepared for:**

[Client Organization Name]

**Prepared by:**

[Consulting Firm Name]

[Consultant Name]

**Date:**

[MM/DD/YYYY]

## 1. Executive Summary

This proposal outlines a comprehensive HR restructuring project designed to align the client’s human resources function with strategic business objectives, enhance operational efficiency, and drive organizational performance.

## 2. Project Objectives

- Assess the current HR organizational structure and processes.
- Identify opportunities for improvement and increased efficiency.
- Design an optimized HR operating model and structure.
- Develop an implementation plan for sustainable change.

## 3. Scope of Work

- Stakeholder interviews and data collection
- Current state analysis (organizational structure, processes, roles)
- Benchmarking against industry best practices
- Future state HR structure and reporting design
- Change impact assessment and communications planning
- Implementation roadmap and transition support plan

## 4. Methodology

1. Initiation & Planning
2. Current State Assessment
3. Gap Analysis & Design
4. Validation with Key Stakeholders
5. Implementation Planning & Support

## 5. Project Timeline

Phase	Duration
<hr/>	

Project Kick-off	Week 1
Current State Analysis	Weeks 2 - 3
Design & Validation	Weeks 4 - 5
Implementation Planning	Weeks 6 - 7
Final Reporting & Wrap-up	Week 8

## 6. Deliverables

- Current state assessment report
- Recommendations and future state HR structure
- Implementation and change management plan
- Final presentation and executive summary

## 7. Project Team

Name	Role	Contact
[Consultant 1]	Lead Consultant	[Email]
[Consultant 2]	HR Specialist	[Email]
[Consultant 3]	Project Coordinator	[Email]

## 8. Investment & Fees

[Provide a summary of estimated project costs, payment schedule, or fee structure.]

## 9. Terms & Conditions

[Outline high-level terms, confidentiality commitments, and any other key provisions.]

## 10. Acceptance & Sign Off

By signing below, the client acknowledges acceptance of this project proposal and authorizes commencement of the described consulting services.

[Client Representative Name]

Date: \_\_\_\_\_

[Consulting Firm Representative Name]

Date: \_\_\_\_\_