



## CCDP/AP CERTIFICATION PROJECT GUIDELINES

The Diversity and Inclusion project is designed to demonstrate application and integration of the key learnings from the certification program. The project must be on a current issue in Diversity and Inclusion and related to the Diversity and Inclusion work in your organization or private practice. Final Projects will be reviewed by the Cornell ILR faculty.

**Project Proposal:** Provide a Project Proposal describing the project with enough detail to demonstrate that it will meet the requirements below. Project proposals should be submitted no later than 2 weeks after taking the exam.

**Final Projects:** Must be submitted no later than 3 months after notification of a passing grade on the certification exam. Final Projects will be Approved or Not Approved as the final certification requirement.

Project Proposals and Final Projects should be submitted to Susan W. Brecher, Director of the Diversity and Inclusion program ([swb6@cornell.edu](mailto:swb6@cornell.edu)) and Jasminy Joe, ILR Extension Registrar ([jd51@cornell.edu](mailto:jd51@cornell.edu)) via email.

### PROJECT REQUIREMENTS:

The project should integrate the key learnings from the program, be specific to the organization or client and well thought through. It is anticipated that a typical project will be 10-20 pages in length. The format is below:

1. **Introduction:**

Overview of project and summary of organization, including structure and size. Describe the organization's D&I strategy, current achievements and challenges.

2. **Project Description and Rationale:**

Summary of the project, how it aligns with the organizations and D&I mission and vision and the reasons that you chose it. How did you seek support for the project? What challenges did you anticipate? What were the outcomes?

3. **Design:**

Explain project design in detail. Is this a new project? Is this an ongoing project? What measurements (quantitative/qualitative) were included? Discuss how you applied key learnings from the program and why and did they impact the outcome?

4. **Testing:**

Were your measurements achieved and why? Would you change and/or add to the measurements and why?

5. **Challenges:**

What challenges and obstacles occurred and why? How did and/or will you overcome them? How did the key learnings from the program impact the outcome? It can include a critical analysis of key learnings and what additional knowledge and skills might have helped with the project.

6. **Summary:**

Discuss the outcome of project and the lessons you learned. Are there changes you would make for the future and/or what additional initiatives/projects might be developed in the future as a result of the outcomes? How did the key learnings from the program impact the outcome? It can include a critical analysis of key learnings and what additional knowledge and skills might have helped with the project.