

**Subject:** Request for Approval to Enrol in Level 4 Project Data Analytics Apprenticeship

### 1. Executive Summary:

I am seeking approval to enrol in the Level 4 Project Data Analytics Apprenticeship delivered by Projecting Success, one of the leading authorities in data driven project delivery. This government-funded course promises not only to enhance my skills in data analytics and AI but also to significantly uplift my personal productivity. It also presents an opportunity to directly apply my learning to develop new capabilities for [Your Company's Name], driving transformational change.

### 2. Background:

In a world increasingly driven by data, mastery of data analytics and AI is crucial for keeping pace with industry advancements. It will also enable us to begin to leverage insights from our hard won experience, codified in data. This apprenticeship aligns perfectly with this imperative.

### 3. Apprenticeship Objectives:

- **Personal Productivity Enhancement:** Expecting a significant increase in my productivity through advanced data analytics skills.
- **Practical Application:** Using assignment projects within the apprenticeship to develop new capabilities tailored to our organisation's needs. I will create dashboards, apps, data pipelines or similar to solve some of the challenges that we currently face.
- **Insight into Our Data and Systems:** Gaining deeper understanding of our own data, systems, and constraints, as I pilot new approaches and grapple with the obstacles to implementation.
- **Releasing Capacity.** I anticipate that any improvement in personal productivity can be reinvested in higher value added work, such as pre-empting where problems may arise, developing better insights or drive up project delivery performance.
- **Catalyst For Change.** This course isn't just about me. I would hope that this enables me to become a catalyst for change across my team and wider organisation. Inspiring others, showing them a path and leading by example.
- **Leveraging External Expertise:** Accessing the technical expertise at Projecting Success to facilitate our transformational journey, combined with leveraging the power of the crowd via community hackathons and solutions developed by my apprenticeship peer group.

### 4. Benefits to [Your Company's Name]:

- **Improved Project Outcomes:** Direct application of enhanced skills to benefit ongoing and future projects.
- **In-House Capability Building:** Developing skills that allow us to internally manage and analyse our data more effectively.
- **Cost-Efficiency:** The course is fully funded by the government, offering substantial benefits at no financial cost.
- **Staying Ahead in the Market:** Ensuring our company remains competitive and innovative in a data-driven era.
- **Thought Leadership:** Keeping us at the forefront of a subject that will be transformational within the project delivery arena,

### **5. Alignment with Organisational Goals:**

This apprenticeship aligns with our strategic goals of [insert specific company goals], particularly in terms of innovation and efficient data utilisation.

### **6. Proposed Timeline and Commitment:**

The duration of the course is 15 months. I will manage my duties to ensure that my participation does not adversely impact my current project commitments. There are approximately 20 days of remote training when I won't be available, but the remainder of the time will be involved with assignments, projects and hackathons. The projects will be aligned to solving internal challenges that we have; i.e. developing technical solutions to our problems. The hackathons provide an opportunity to network with my peer group and build up my support network, connect with like minded people and gain a deeper understanding of the industry. I'll also have access to the code and solutions that emerge from the events, which can help to accelerate our journey.

### **7. Risk Assessment and Mitigation Strategies:**

- **Risk:** Reduction in utilisation during training, which I would hope I can recover multiple times over via a step change in my productivity.
- **Mitigation:** Strategic planning and possible interim delegation to maintain project continuity.

### **8. Why this apprenticeship?**

Projecting Success founded the project data analytics in 2017 and have been at the forefront of data driven project delivery ever since. They helped to found the Project Data Analytics Task Force and also sit on the APM's data advisory board. The Ministry of Defence have selected them as training provider to upskill their project professionals in data driven project delivery. They have also been selected to deliver a senior leadership cohort of the level 4 cohort to 10 government departments, including the Infrastructure Projects Authority, at up to Director level. They are the only organisation who delivers training that focuses 100% on the niche of project data analytics.

### **9. Conclusion and Recommendation:**

Enrolling in the Level 4 Project Data Analytics Apprenticeship represents a strategic investment in my professional development and, by extension, in the future success of [Your Company's Name]. The skills, insights, and external expertise accessible through this course will significantly contribute to our organisational growth and our ability to navigate and leverage data-driven opportunities.

Your approval for this initiative would be greatly appreciated, and I am eager to bring these advancements back to our team.

### **10. Approval:**

[Space for your line manager's approval and comments]