



EOHHS Center for Staff Development Certificate Programs

Guidelines for ASP Proposal and Project

Project Proposal and Presentation Due Dates:

- Project proposals are due to the CSD by **January 17, 2025, 5:00pm**.
- Projects will be presented in May 2025.
 - Specific project presentation dates and time slots will be assigned at a later date.

Signatures Required:

- The proposal form requires a signature from you, your supervisor, your manager, and your project sponsor.
- Every ASP participant needs to have their individual supervisor, manager, and sponsor sign the proposal form (see "Individual vs Group Projects" below).
- **The project sponsor...**
 - ...is the individual, aside from yourself, who will be overseeing the project itself.
 - ...can be your supervisor or manager if they will be overseeing the project.
 - ...must have the authority to help move your project forward as a support.
 - ...is there to help you move through obstacles for completing your project.
- If your manager is acting as your supervisor or if your unit is set up where you report to your manager directly then your manager can sign both the supervisor and manager lines of the form.
- Electronic or wet signatures will be accepted.

Project Proposal Expectations:

- Every participant needs to complete the project proposal form.
- All forms need to be completed in full.
 - If sections are not completed, then the form will be returned to the participant.
- Forms will be accepted electronically.

For questions around projects or proposals please reach out to:

colin.nolan2@mass.gov or CSDInfo@MassMail.State.MA.US



EOHHS Center for Staff Development Certificate Programs

- If you choose to print your form, scan it, and send it as an attachment, please ensure that the form is legible.
 - If a form is not legible then it will be returned to the participant.

Goals of the ASP Project Include:

- Adding value to your secretariat or agency.
- Improving service delivery for the individuals we support.
- Focusing on continuous improvement.
- Giving participants an opportunity to demonstrate the application of newly acquired leadership skills.
- Facilitating the transfer of organizational knowledge and skills.
- Providing the opportunity to demonstrate real life experience that will help prepare you for an advanced position or skill improvement in your current position.

Individual vs. Group Projects:

- Participants may work individually or in groups.
- Groups may have **no more than four members**.
- Group members may be from different secretariats, agencies, or cohorts.
- If you are part of a group then your individual proposal form is still needed with your supervisor, manager, and sponsor's signatures.
 - If you are in a group and each member has the same supervisor, manager, and/or sponsor each group member still needs to turn in their individual, signed, and completed proposal form.
- Individual presentations will be given a total of 10 minutes.
- Group presentations will be given a total of 5 minutes per member with a maximum allotted time of 20 minutes.
 - If a group has two members, then that group will be slotted for 10 minutes.
 - If a group has three members, then that group will be slotted for 15 minutes.
 - If a group has four members, then that group will be slotted for 20 minutes.

For questions around projects or proposals please reach out to:

colin.nolan2@mass.gov or CSDInfo@MassMail.State.MA.US