



2023-2024 Management Certificate Program

MCP Project – Frequently Asked Questions

Management Certificate Program FAQ

1. Does my project have to have a financial or budgetary component or can it be something more simple such as a broad, sweeping policy change that involves multiple external partners and buy-in from subordinates?
 - a. It can be anything you want, so it definitely does not have to have a budget. It can be a broad sweeping policy change or policy change in your unit/department/agency only.
2. What happens if the project is not fully completed by May?
 - a. The project does not have to be completed by May. We ask that you do your best in implementing it, and present on what you would be able to accomplish in the project. You may say that it has failed, and that's okay as well! The goal would be to hear about why it failed and the efforts and learning experience you were able to have.
3. Is there any flexibility with January Project deadline?
 - a. If you have any issues, just reach out to us! We can help figure it out on a case-by-case basis. If you are worried about a change in the future, that's okay as well, do your best to put down what you think it will be and we can adjust with the change accordingly.
4. How do I submit my Project proposal?
 - a. You need to complete this form here: [MCP Project Proposal Form](#)
5. What kind of format can my project proposal be in?
 - a. PowerPoint is not required. You could decide and put it together yourself, assemble the resources needed. You can share screen with documents you produced, narrative, or bullet points.
6. For people who are planning to work in teams with members of the same Secretariat but different department, how should we approach this?
 - a. You can find something that matches your expertise or find something that is more general. Maybe each of your agencies has different ways of solving that problem. It could be looking at it from a different lens and the effect that it has on the different agencies that you are talking to.
7. Can a project be about bringing awareness to a state agency?
 - a. Yes, definitely!
8. For presentations, are you looking more for what we did, how we got there, our thought process, or all of the above?
 - a. A bit of it all. In your presentation you should cover your project and your process, and it would be great if we could hear about what you learned and different obstacles or interesting things that happened.
9. I am interested in doing a solo project, is that okay?
 - a. Yes, absolutely!
10. Does the project have to solve the problem?



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- a. The project can solve the problem, it's a good way to look at something you want to do, but it doesn't have to be the sole focus. Your project might be a new program, and that might be solving a problem anyway.
- 11. Can it be a project that was completed several years ago or should it be more recent or currently underway?
 - a. It can be something that is currently underway, it does not have to be a new project. If the project was completed already, you can revive it with something new, or extend it to include new work you do.
- 12. How much of the materials from the courses should be integrated into the project presentation?
 - a. It doesn't have to be specifically "this is what I took from this class, or this is what I took from that class", but just use what you can for the project. If you want to mention it because it was helpful, great, but it doesn't have to be integrated.
- 13. Does the project proposal submission need to include a project explanation or everything attached or just a gist?
 - a. It can be one sentence, it can be a whole paragraph, and you can work off of that as well. You do not have to attach any materials to the proposal. It's a good way to put into words exactly what you want to do. Consider it a good kickstart to your project.
- 14. What is the time limit for the presentation?
 - a. 5-7 minutes is recommended, but we do have a little buffer time put in. The block of time each person is allotted is 11 minutes, as we want to encourage you to be succinct in your presentation. Keep in mind that in addition to your friends and family that may attend, the senior leaders that you work with will be invited as well.
- 15. I still don't have a topic I need to work on, and I was given some options but I feel uncertain about next steps.
 - a. No problem. Think about a process improvement. Sometimes, you might be drawn to big, grand projects - something you will do that will be statewide and affect your entire secretariat and will last more than 6 months. However, that is not that attainable. Instead, you can try to target a smaller, manageable project to make meaningful and impactful change. An example could be: how do you reduce wait time in a lobby? How to help client have a better experience? Process improvement within a department? Identifying and implementing a simple change in a document to increase customer success?
- 16. Will a lesson plan suffice as the project, e.g., I expect that another agency will be involved in some training for one of the ideas.
 - b. A lesson plan is not a quick and easy task. It is a project. Doing a lesson plan is absolutely a project and maybe someone takes the training to the next level, but a lesson plan is indeed a project. Resource guides, job aids, e-learning, mass.gov secretariat sites, all of these can be vehicles to bring awareness to something.
- 17. When can I submit my project proposal?
 - c. You can send it on January 17, 2025 or before, even now! However, if you're running behind, please let us know and we can definitely help find a solution.



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18. What are our overall deadlines?
 - a. January 176 Project Proposal Form [MCP Project Proposal Form](#)
 - b. May: Project Presentations
 - i. Keep in mind, your project doesn't have to be implemented, but there is still a presentation on what your plan was, what you were trying to do for your agency. Did you gather data? Create a survey? Parse information? Anything for your project is what you want to present on in May.
 - ii. If your project wasn't successful, that's OK as well. You can present on whatever you did do for your project, whether or not it is successful.
19. Do we need to get approval from your Manager?
 - c. You don't need to get a physical signature or formal approval from your Manager, but we do trust that you will talk to your Manager that you will work on a project that they approve.
20. Do I need to refer to concepts learned in the course?
 - d. It's a good idea to call out the major things, but maybe when you've learned something about yourself and you use that information to work more collaboratively with someone, it might be a good idea to add to your presentation. It's more about incorporation than calling it out, we want it to work smoothly with your project.
21. I'm struggling with finding a project because my work is more related to contact with stakeholders than it is about tangible items.
 - e. You can look at how you communicate with your stakeholders, or how you disseminate information or policies as a project. Think about improving the experience or the workflow, which can be something as simple as creating a better form for people to use.