EOHHS Center for Staff Development
Management Certificate Program (MCP)

Guidelines for MCP Project

Goals of the MCP Project include:

- Value-add to the secretariat or agency.
- Improve service delivery for the individuals we support, either directly or indirectly.
- A continuous improvement focus.
- Give participants an opportunity to demonstrate application of newly acquired skills.
- Facilitate the transfer of organizational knowledge and skills.
- Obtain real life experience that will help prepare for an advanced position or skill up in current position.

Project deliverables include:

- Project Proposals are due to the CSD in January.
- Projects will be presented in May.

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.
- All participants should receive manager approval of their Project.
- Individual presentations will be given a total of 10 minutes.
- Group presentations will be given a total of 10 minutes per person.

Planning for Your Project

- Briefly describe your proposed project (Who, Why, When, How?)
- What is the solution to the problem/process you identified?
- What is the problem you are trying to solve or the process you are trying to enhance in your agency that your project will address?
- How does this project align with your agency's mission and goals?
- What impact will your project have on the individuals your agency supports?
- What specific skills do you personally hope to acquire from working on this project? (i.e. public speaking, data analysis, project management, etc.)
- What is a good title to catch the attention of your audience?