



2021-2022 Virgin Islands Certified Public Manager® (CPM) Program

Proposed Individual Applied Project

(Please read the accompanying instructions on page 3 before completing this page.)

Agency: _____ **Employee:** _____

Title of Proposed Individual Applied Project:

Brief description of the proposed project, including key areas of concern ('problem') to be addressed:

What benefits do you hope to achieve by engaging in this project? For example, are you seeking to reduce cost, increase revenues, improve efficiency, or enhance customer service?

How will your project contribute to the effectiveness of the Government of the U.S. Virgin Islands (or of your respective organization, if applying from another organization)?

Employee's Signature: _____ **Date:** _____

Approved By:	
Immediate Supervisor: _____	Position Title: _____
Immediate Supervisor's Signature: _____	Date: _____
Approved By:	
Agency Head: _____	Position Title: _____
Agency Head's Signature: _____	Date: _____

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Additional Project Information (OPTIONAL)

Use this page to provide additional information about your proposed project if needed. If you do **not** use this page, please leave the signature fields below blank.

Employee's Signature: _____ **Date:** _____

Approved By:	
Immediate Supervisor: _____	Position Title: _____
Immediate Supervisor's Signature: _____	Date: _____
Approved By:	
Agency Head: _____	Position Title: _____
Agency Head's Signature: _____	Date: _____

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Introduction

As part of the application process for the VI CPM Program, applicants are required to provide preliminary information on the Individual Applied Project (“Capstone Project”) that they will work on **if** accepted into the Program. The proposed Project must be reviewed and approved by the applicant’s **actual** immediate supervisor and agency head (**not a designee**).

The purpose of the individual applied project is to provide Virgin Islands Certified Public Manager candidates with the opportunity to apply problem-solving and decision-making skills to an actual work situation. This is to be an applied project that translates what has been learned in the CPM program into real-world application. The project is designed to allow candidates to study and recommend or take action on an issue or problem in a public organization. The project should contribute to the improvement of the organization.

Selection of the Proposed Individual Applied Project Topic

The topic of the project should be selected on the basis of individual interests, possible future use to the organization, and relationship to CPM program course content. The topic selected should be one that can be completed within a 2-3 month period. Identify a problem that management faces; a problem which needs study, analysis and action; or a product which needs to be developed. This problem or project may involve any or all aspects of management.

Use the following questions to assist you in selecting your proposed topic:

1. Is the topic important to your organization? Will it contribute to your organization’s effectiveness?
2. Is there sufficient information available for the project, or can you generate the data necessary? Is or will the information be reliable?
3. Can you secure the cooperation of individuals necessary for the project?
4. Is it possible to implement any conclusions or suggested solutions which you develop?
5. Do you have sufficient time to complete the project?

To get an idea of the types of projects undertaken in a CPM Program, you can view descriptions of some national award winning “Capstone Projects” on the National Certified Public Manager Consortium’s website: <http://www.cpmconsortium.org/page-18188>.