



## 2025-2026 Virgin Islands Certified Public Manager® (CPM) Program

### Proposed Individual Applied Project (Capstone Project)

#### Overview

The purpose of the project is to allow applicants to apply the knowledge and skills gained through the CPM program to a real-world issue within their workplace. The project should aim to improve the organization by addressing a problem or developing a useful solution or product.

#### Information Requested

As part of step 2 of the application process for the Virgin Islands Certified Public Manager (CPM) Program, each applicant is required to submit a brief description of a proposed project to be completed *if* they are accepted into the program. Applicants will be prompted to provide a project title and responses for the following:

1. *Project Overview:*
  - a. *Provide a summary of your proposed project. (60 words max)*
2. *Objectives and Goals:*
  - a. *What are the primary objectives of your project? (50 words max)*
  - b. *How do these objectives align with your agency's (or organization's) overall goals? (60 words max)*
3. *Key Areas of Concern:*
  - a. *What specific problems or challenges within your agency (or organization) does your project aim to solve? (60 words max)*
  - b. *Why are these issues significant to your agency (or organization)? (60 words max)*
4. *Expected Benefits*
  - a. *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? (60 words max)*
  - b. *How will these benefits impact your agency (or organization) in the short and long term? (100 words max)*

#### Choosing a Project Topic

Applicants should select a topic that:

- Aligns with their interests
- Has potential long-term value for their organization
- Relates to the content covered in the CPM program

The project should be something that can be completed within a 2–3-month timeframe and should focus on a real issue that requires analysis and action, or on the development of a product or process. It may involve any area of management.

## Guiding Questions for Topic Selection

To help identify a suitable project topic, applicants should consider the following questions:

1. Is the topic important to the organization? Will it enhance organizational effectiveness?
2. Is there enough information available, or can the necessary data be collected? Is the information reliable?
3. Can the applicant obtain the cooperation of key individuals needed for the project?
4. Are the proposed solutions or recommendations feasible to implement?
5. Is there sufficient time to complete the project within the required timeframe?

## Project Examples

To see examples of award-winning projects from other CPM programs, visit the National Certified Public Manager Consortium's website: <http://www.cpmconsortium.org/page-18188>.