

CPM Level V - “Solution of Problem” Project Instructions

This final project in the MCPM Program is intended to be your terminal project learning experience so be sure to include the learning experiences you have gained in CPM Levels I - V.

CPM Level V - “Solution of Problem” projects may be conducted by individual participants OR jointly with other MCPM participants. Projects which are conducted jointly must be conducted by participants who are completing projects for the same Level.

Implementation of Solution to Assessed Problem.

The Level V project requires implementation of the solution of the problem in your work unit that was defined in your CPM Level IV Project – “Assessment of Problem”. Your project should contain a heading for each of the following:

A. Assessment of Problem

1. Describe the Problem – Describe the situation surrounding your problem/project in detail and include the stakeholders, their expectations and the impact of the project on them.
2. Identify Major Issues – Describe the major issues, both current and historical that may or have impacted the need for the project.
3. Clarify the Vision – Take time to imagine the ideal outcome of your project. What would you most like to see happen? What are the actions of the people involved? Describe what you envision as the best outcome of this project.
4. Strategy – Describe the strategies used to create the desired outcome.

B. Plan

1. Determine Criteria – Describe the evaluation criteria set for evaluation of project process and outcome.
2. Task – Discuss the major tasks, the people responsible, changes from the proposed tasks and any unforeseen tasks.
3. Identify Resources – Discuss any issues related to availability of resources or failure to identify needed resources.
4. Timelines – Discuss any issues related to meeting timelines.
5. Contingency Plans – Discuss any unexpected problems and how they were addressed.
6. Communication – Discuss how the communication flowed in relation to the communication plan.

C. Action

1. Implement the Solution Plan – Discuss how you implemented the solution plan. (Note – this is a key part of the report)

D. Evaluation

1. Assess the Action – Describe how your project met or failed to meet your expectations and the criteria established in the solution plan. Be sure to include specific measures, timelines, deadlines, etc. You will also need to include information on monies saved, work-hours saved and/or other fiscal benefits of your project.

*Note: Projects that are not implemented and lack evaluation/assessment information will be returned.

Alternate Option: You must receive permission from the MCPM Program Direction to use this option for the CPM Level V project.

Complete a new “Assessment of Problem” and begin on a new project of your choice.

Note: Projects in progress will not be accepted for this option.

*** Upon submission of your completed CPM Level V Project – “Solution of Problem”, you will be eligible to enroll in the next available Level VI Session.**

Confidentiality:

All projects become the property of the MCPM Program and will not be returned to the participant. The reports will be kept in the strictest confidence. To ensure complete anonymity for others, participants should avoid using the name of the other persons in the work environment or should substitute fictitious names. Personnel problems should be discussed in behavioral terms rather than personal characteristics. Project should be designed to take positive action.

Model Projects: The MCPM Project Evaluator or the MCPM Program Director may recommend a project as a “model” and request written permission from the participant to use the project in classroom illustrations, as an example for other participants in the program who are working on projects, or to promote the benefits of the management development program.

General Requirements for ALL Projects

All projects must be:

1. Written in acceptable, standard English in a style that is complete, concise and clear. The font size should be 12.
2. Typed with double spacing and divided into appropriate paragraphs.
3. Submitted with a Title Page and an Abstract Page.
4. Relevant to you, your work unit, or your agency.

Composition and Format Requirements for Completed Projects

A. Title Page (Mandatory)

All submitted Projects must have a standard Title Page which includes the following:

- Project Title and Subject
- Project level
- Date
- Participant's Name and MELMS ID Number
- Participant's Organization/Division and Work Address
- Email Address
- Home Address
- Telephone numbers at work and home

B. Abstract Page (Mandatory)

The abstract is a short (no more than a paragraph or so) summary of what your project is about. **This summary should be identified only by your MELMS ID Number.** It should NOT include the agency name, your name or the names of any employees.

C. Style

Projects should be typed, double-spaced and submitted on standard paper or via email. They may include attachments such as reports, memos, letters, charts, diagrams, manuals, etc. that will help the reader understand the project. Projects that produce an "end product" such as a manual, newsletter, or training program **must** be accompanied by a discussion of the process used in producing the product. The process should follow the problem solving steps listed below and be an expansion of the original proposal noting any changes, deviations, learning outcomes and applications of CPM materials. When quoting or using supplementary material, please cite the source; however, footnotes and bibliographies are not required.

D. Length

Although projects have no specified length or required number of pages, it should typically be at least 5 typed pages. The project should be complete, clear, and concise.

E. Proofread Your Project

Would you want the head of your agency to read your report? It is important that projects reflect your professionalism and commitment to excellence. They should be written in clear, standard English and follow all standard guidelines for grammar, spelling, punctuation, and paragraphing.

Writing experts recommend that you first check the content, then revise or rewrite, and then check for errors in grammar, spelling and punctuation. Experts also tell us it is easier to catch errors on paper than on a computer screen, so always proofread your hard copy before submitting your final project. **Projects that have errors in grammar, spelling, or punctuation will be returned for revision.**