

MS-CIP

 MISSISSIPPI CONTINUOUS
IMPROVEMENT PROGRAM

Building Our Capacity for Innovation and Efficiency in State Government

A six-month project management intensive designed for state employees by the



PURPOSE

The Mississippi Continuous Improvement Program (MS-CIP) is designed to enhance the State's internal capacity for promoting, facilitating, and implementing systematic and sustainable improvement efforts. This is achieved by developing groups of skilled practitioners who are nominated by their organizations to lead and support these efforts. The skills and knowledge gained by the participants are not just for personal growth but for making significant contributions to the efficiency and effectiveness of their organizations. The program, which includes training in project management, process improvement, and change management, also aims to foster connections and relationship-building among participants, creating a diverse community of continuous improvement practitioners across organizations who will continue to assist and support one another.

PROGRAM

Through practical exercises and collaborating on an actual State project, the participant will gain valuable skills in three areas:

- **Project Management Foundations:** This course covers the fundamental knowledge, terminology, and process of effective project management. To ensure our project management methods are aligned with best practices, the training leverages the body of knowledge and glossary of terms established and maintained by the Project Management Institute (PMI).
- **Lean Process Improvement:** This course provides an overview of the principles of Lean thinking and how they can be applied in state government. It also examines in-depth tools and techniques for achieving operational excellence and building a culture that supports continuous improvement.
- **Change Management:** This course provides participants with the knowledge, skills, and tools to facilitate successful change initiatives. It also provides guidance on integrating change management with project management and lean process improvement efforts.

ELIGIBILITY

This program is designed for state employees who are currently in or who will fill a role responsible for continuous improvement in their organizations. Examples include division directors, project managers, and program specialists. However, employees in all job classifications are eligible to participate if accepted into the program. Each participant shall provide a real-world project idea, agreed to by their leadership, that may be developed during the training. Individuals will work in teams to develop and implement their projects with the aim of developing their ability to take on and lead continuous improvement efforts. Agency leadership is expected to support program graduates by giving them dedicated time and resources to lead continuous improvement projects.

Team nominations are encouraged. Because this program incorporates actual State project work, we encourage teams of employees working on a common project to enroll in the program together. There is a limit of three team members per project, and each member must submit an application. Please note that not all team members may be accepted.

COMMITMENT

To complete the program, participants must attend 90% of all scheduled training and spend additional time outside of the training schedule on required project work. They will also be required to make a final presentation to demonstrate their ability to apply the content covered in the training. After completion of the program, graduates are expected to use the skills and knowledge gained to make ongoing contributions to continuous improvement efforts in their organizations.

COST

Participation in the program is free. However, agencies will be responsible for their participants' applicable travel expenses for in-person sessions.



APPLICATION FOR ADMISSION

Save this form to your computer before attempting to complete it.

Download and save this PDF form to your computer or network drive. Open it with Adobe Reader to complete it. When you are done, save the changes as a new file and forward them to your supervisor for approval.

Name:		Preferred Name (Optional):
Agency:		Person ID Number/ACE ID:
Job Title:		
Work Address:	City:	Zip:
Email Address:		Phone Number:
In case of emergency, please list an emergency contact and phone number:		
List your primary job responsibilities:		
List any education, training, or work experience you have in continuous quality improvement, including any quality-related certifications or degrees.		

List any memberships in professional groups such as the American Society of Quality (ASQ), the Society for Human Resource Management (SHRM), or the Project Management Institute (PMI).

What benefits do you expect to gain from participating in this program – both for yourself and your agency?

POTENTIAL PROJECT INFORMATION

As part of this program, you are expected to work with a small team of other participants to apply the knowledge and skills developed in the training to an actual work-related project. Consequently, each applicant is required to include a description of a potential project or process improvement opportunity that could be used as the source for this small teamwork. Please complete the section below to provide a description of your potential project.

While there is no guarantee that your project will be chosen as a team project, we will use this description to evaluate your application (i.e., you will have a significant opportunity to apply the training to your work) and to determine potential placement on a team of other participants with similar project opportunities or areas of interest.

What makes a good project for this program?

- The project is at an early stage, and there is a significant opportunity to apply project management and/or process improvement to influence outcomes.
- The project is of a manageable size and complexity, or it is possible to focus on a portion of the overall project.
- You have knowledge of the reasons your organization has decided to implement the project.
- You have knowledge of the project details (objectives, scope, timeline, etc.)
- You have knowledge of the groups that will be impacted by the project and the types of impacts they will experience.

Please note: *If you do not currently have a project underway, you can use the following section to describe a project to which, if accepted, you would be prepared to commit significant time working on during – and after – this program.*

PROJECT PROPOSAL

What is the name of the project?

Are any other applicants to this program working on this project with you? If yes, please provide their names. If possible, complete this project profile together to collaborate on the responses.

Please provide a description of the project, including both the nature and the scope of the work involved.

What are the project objectives? (What is the project intended to achieve?)

Does the project have a sponsor? If so, please provide the name of the project sponsor:

My project sponsor is aware of this nomination.

COMMITMENT STATEMENT

If you are accepted into this program, you must agree to the following commitments:

- Attend 90% of all training courses and complete all in-class and out-of-class assignments. If you miss any of the required courses, it is incumbent on the participant to make up any applicable missed assignments.
- Make a final presentation on a project you worked on during the program.
- Agree to facilitate and lead continuous improvement efforts in your agency after the program is complete

Please sign below if you agree to these commitments:

Applicant Signature

Date

ENDORSEMENTS

To be considered for this program, you must have the endorsement of both your supervisor and your agency's executive director.

By signing this endorsement, I support this employee's participation in the program, granting them time away from their normal workload to complete the necessary training. I will also continue to support them in applying the knowledge and skills obtained.

Supervisor Signature

Date

Executive Director / Agency Head Signature

Date



The deadline for submitting the application is Friday, March 21, 2025 at noon.

Please email the completed application form and project proposal to
Michael Finley, MSPB Training and Development Director, at
michael.finley@mspb.ms.gov.