

# MS-CIP



MISSISSIPPI CONTINUOUS  
IMPROVEMENT PROGRAM

*Building Our Capacity for Innovation and Efficiency in State Government*

2026 Application



MISSISSIPPI  
STATE PERSONNEL BOARD

## PURPOSE

The Mississippi Continuous Improvement Program (MS-CIP) is designed to enhance the State's internal capacity to promote, facilitate, and implement systematic and sustainable improvement efforts. This is achieved by developing skilled practitioners who are nominated by their organizations to lead and support continuous improvement initiatives.

The skills and knowledge gained through MS-CIP are intended to be applied directly within participants' organizations to improve efficiency, effectiveness, and outcomes. The program emphasizes **project management, process improvement, and change management**, while also fostering a cross-agency community of continuous improvement practitioners who continue to support one another beyond the program.

## PROGRAM

MS-CIP is a six-month, applied learning program. Through structured training and hands-on application, participants will develop practical skills in:

- **Project Management Foundations:** Covers fundamental concepts, terminology, and practices aligned with the Project Management Institute (PMI) body of knowledge.
- **Lean Process Improvement:** Focuses on improving existing processes by reducing waste, improving flow, and enhancing value within state government operations.
- **Change Management:** Provides tools and strategies to support successful change initiatives and to integrate change management with project and process improvement efforts.

A core component of MS-CIP is team-based application of these concepts to a real-world process improvement effort within a state agency. MS-CIP uses process improvement as the primary learning vehicle for the program.

Participants are not expected to design, build, or launch new systems, programs, platforms, or services during the course. Instead, participants will focus on analyzing and improving an existing process that is currently in use within a state agency.

## ELIGIBILITY

This program is designed for state employees who are currently in, or will fill, a role responsible for continuous improvement within their organization. Examples include division directors, project managers, and program specialists. Employees in all job classifications may apply.

Each applicant must identify an existing process improvement opportunity, agreed to by agency leadership, that may be used as a learning vehicle during the program.

Agency leadership is expected to support program participants by providing appropriate time and resources for participation and for continued application of continuous improvement skills after program completion.

## TEAM PARTICIPATION

MS-CIP participants work in three-person teams throughout the program.

- Teams may consist of members from the same agency or from different agencies.
- If all team members are from the same agency, the team must work on one shared process.
- If team members are from different agencies, the team will work on one process within a single agency.

Team nominations are encouraged; however, **each team member must submit an individual application**, and not all nominated team members may be accepted.

## COMMITMENT

MS-CIP requires a significant time commitment.

Participants must:

- Attend at least 90% of all scheduled training sessions
- Spend several additional hours per week outside of scheduled training on team meetings, analysis, assignments, and preparation
- Complete all in-class and out-of-class assignments
- Deliver a final team presentation demonstrating application of continuous improvement concepts

Successful participants are those who actively manage their workload, communicate expectations with supervisors, and balance competing priorities throughout the six-month program.

## COST

Participation in MS-CIP is free. Agencies are responsible for any applicable travel expenses related to 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.**

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

**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?**

### **PROCESS IMPROVEMENT 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 existing process.

#### **What makes a process improvement a good fit for this program?**

A strong process improvement:

- Involves a process that already exists and is currently in use
- Has clear opportunities to improve efficiency, consistency, quality, timeliness, or effectiveness
- Is manageable within a six-month learning program, or can be scoped to a defined portion of a larger process
- Focuses on improving how work is done, not creating something new
- Allows access to stakeholders, data, and decision points relevant to the process

Examples of ideas that are typically not a good fit include:

- Designing or building new systems, applications, or platforms
- Creating new programs or services from scratch
- Large-scale policy rewrites or enterprise-wide transformations
- Projects that are already fully designed or well underway

## PROCESS IMPROVEMENT PROPOSAL

<b>Name of process to be improved:</b>
<b>Briefly describe the current process, including its purpose, scope, and key challenges.</b>
<b>What improvement opportunities exist within this process? (e.g., inefficiencies, delays, errors, handoffs, rework, lack of clarity)</b>
<b>Who are the primary stakeholders impacted by this process?</b>
<b>Does this process have a sponsor? If so, please list the sponsor's name and role/title.</b>

**My sponsor is aware of and supports this nomination.**

## TEAMWORK AND COLLABORATION

MS-CIP is a team-based program that may include cross-agency collaboration. Describe your experience working collaboratively with others to improve a process or solve a problem. Include how you approach shared accountability and differing perspectives.

## TIME COMMITMENT ACKNOWLEDGMENT

Please indicate your agreement:

I understand that participation in MS-CIP requires a significant time commitment outside of normal job responsibilities, and I am prepared to actively manage my time and priorities to meet program expectations.

## COMMITMENT STATEMENT

If accepted into MS-CIP, I agree to:

- Attend at least 90% of scheduled training sessions
- Complete all required assignments and project work
- Participate fully in team activities
- Deliver a final presentation demonstrating application of continuous improvement concepts
- Apply the skills and knowledge gained to support continuous improvement efforts in my agency after program completion

Please sign below if you agree to these commitments:

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Applicant Signature

Date

## ENDORSEMENTS

### Supervisor Endorsement

By signing below, I support this employee's participation in MS-CIP and will provide appropriate time and support for program completion and post-program application.

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Supervisor Signature

Date

### Executive Director/Agency Head Endorsement

By signing below, I approve this employee's participation in MS-CIP and support their role in leading continuous improvement efforts within the agency.

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Executive Director / Agency Head Signature

Date

**The deadline for submitting the application is Friday, March 6, 2026.**

Please email the completed application form and process improvement proposal to Michael Finley, MSPB Training and Development Director, at [michael.finley@mspb.ms.gov](mailto:michael.finley@mspb.ms.gov).