





SEQUUS

# Memo

**To:** PARTICIPANTS IN HCPAM MANAGEMENT DEVELOPMENT PROGRAM  
**From:** AL HOLMES  
**Date:** 5/30/2005  
**Re:** PROJECT ASSIGNMENTS & GRADUATION

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This memo is to inform those participants in the Management Development Program who wish to be certified about the requirements of the compulsory 'application project'. In order to officially "graduate" you must complete the minimum specified hours and an application project. We have called this a 'project' but don't let the language scare you. We simply want you to try to apply some of what you have learned in a serious and structured way.

You can choose to apply the learning from any or all of the modules, we would like to know what you did, what impact resulted from your project and what financial effect your project had. We will be looking for a two or three page report on the results. You will be provided with an opportunity to make a presentation on your project at the end of the series. Once you have completed your project description, e-mail it to me prior to March 15<sup>th</sup>, 2006.

We have provided a format for your project report on the next page. We prefer that you use this format in your presentation. You can download a copy from our website at [www.sequus.org](http://www.sequus.org)

If you have any questions about the projects, call me at 992-2746, or e-mail me at [al\\_holmes@mts.net](mailto:al_holmes@mts.net)

AL HOLMES, Program Director.