Title of Capstone Here

Author's Full Name Here, Including Middle Initial

Western Governors University

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# Proposal Overview

The Proposal Overview section (*suggested length of 2–4 pages*) introduces the problem and overviews the solution. It contains the "road map" for the organization of the remainder of the paper. Describe the problem the project addresses and then provide an overview of the project and the organization of the paper. Summarize the capstone’s highlights. Include the following in your summary:

## Problem Summary

Summaries of the problem should include the context in which this problem exists. Summarize what will and will not be included in the project. Provide sufficient background information so that the reader can appreciate the need for a solution and the approach that will be taken in the project.

## IT Solution

Describe the proposed IT solution to the problem. Clearly identify the relationship between the problem and the proposed solution.

## Implementation Plan

This section should contain the details of an implementation plan. Provide details on the different phases (if applicable). Explain how the project will be carried out and why it will be carried out in that manner. Discuss the plan for implementing the project.

# Review of Other Work

In this section (*suggested length of 3–4 pages*), review other works done by a third party that are relevant and directly relate to the project. Review at least four other works completed on the chosen topic. Summarize interviews, white papers, research studies, or other types of work by industry professionals. For example, if planning a server upgrade project, summarize articles that describe successful upgrade server solutions in other companies, comparisons of various server hardware and software products that are possible solutions, and any case studies that relate or are similar to the planned server upgrade.

Include the following in your review:

## Relation of Artifacts to Project Development

Provide a logical description of how each work reviewed relates to the proposed development of the project. Explain how each of the chosen works contextualize the problem or provide direction to the project.

# Project Rationale

Summaries should include the rationale for choosing this project, including what makes this problem interesting or significant. The Project Rationale section (*suggested length of 1–2 pages*) provides a rationale for the project. It should address the reasons for implementing the project, as described in the Proposal Overview. The rationale may include and expand on both business and technical reasons to support the implementation. Justify the selection of the project.

# Current Project Environment

This section (*suggested length of 2–3 pages*) describes and details the current project environment. It should also address specifically how the current state will set the direction for the definition and implementation of the proposed solution. Other details that support the description should also be included here as needed to support and succinctly define the project environment. Analyze the systems and describe the status of the project environment before the project began.

# Methodology

This section (*suggested length of 1–2 pages*) describes and details the specific methodology. The methodology is the process that the project will follow when it is implemented. Include specific details to adequately describe the steps that will take place to fully execute the project. Explain how a standard methodology (such as PDCA, ADDIE, SDLC, Prototyping or Agile) will be applied for the implementation of the project.

# Project Goals, Objectives, and Deliverables

In Project Goals, Objectives, and Deliverables (*suggested length of 3–5 pages*), provide a detailed explanation of the goals and objectives for the project, and explain what the project will provide. There should be a specific and clear identification of each goal and objective, as well as a clear and logical description with adequate detail of each of the goals and objectives. Address and explain the criteria that will be used to measure the objectives in order to demonstrate how each goal and objective will be measured. The project will include some sort of formal report. It will likely also include a technical IT product and/or a user’s manual or other documentation. Deliverables should provide a detailed logical explanation of what the project will provide to substantiate the work and completion of such. Include the following in the description:

## Goals, Objectives, and Deliverables Table

Every project has one or more goals. Each goal is supported by at least one project objective. Each objective is enabled by at least one project deliverable. Fill out this or a similarly organized table:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Goal | Supporting objectives | Deliverables enabling the project objectives |
| 1 | Summarize project goal 1 | 1.a. Describe project objective 1.a. | 1.a.i. Explain project deliverable 1.a.i |
| 1.a.ii. Explain project deliverable 1.a.ii |
| … |
| 1.b. Describe project objective 1.b. | 1.b.i. Explain project deliverable 1.b.i |
| 1.b.ii. Explain project deliverable 1.b.ii |
| … |
| … | … |
| … |
| … |
| 2 | Summarize project goal 2 | 2.a. Describe project objective 2.a. | 2.a.i. Explain project deliverable 2.a.i |
| 2.a.ii. Explain project deliverable 2.a.ii |
| … |
| 2.b. Describe project objective 2.b. | 2.b.i. Explain project deliverable 2.b.i |
| 2.b.ii. Explain project deliverable 2.b.ii |
| … |
| … | … |
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| … |
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| … | … |
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| … |
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## Goals, Objectives, and Deliverables Descriptions

Describe each of the project goals. Describe each objective. Explain how the objectives support the goals, and explain how the objectives will be achieved. Explain what types of deliverables the project will provide, and describe the key project deliverables expected by the end of the project. Provide a description of the project goals, objectives, and deliverables that aligns with the Goals, Objectives, and Deliverables Table.

# Project Timeline with Milestones

In this section (*suggested length of 1–2 pages*), provide a projected timeline with milestones for the project. These may be estimates that will most likely be adjusted, as many times the project will require adjustments during the development and implementation phases. Provide a projected timeline with milestones for the project, including the duration and start and end dates of each milestone. Include the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone or deliverable | Duration  (hours or days) | Projected start date | Anticipated end date |
|  |  |  |  |
|  |  |  |  |

# Outcome

In this section, describe the anticipated project outcomes and explain how the success of the project will be measured once completed. Explain the expected project outcomes and describe the evaluation framework to be used once the project is completed to assess the project’s success and effectiveness.

# References

List all the outside sources that the narrative refers to in text. For information regarding in-text and reference list citations, please refer to the web link or visit the WGU Writing Center.

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# Appendix A

# Title of Appendix

Put any supporting material in these appendices. Add additional or delete superfluous appendices as needed.

# Appendix B

# Title of Appendix

Put any supporting material in these appendices. Add additional or delete superfluous appendices as needed.

# Appendix C

# Title of Appendix

Put any supporting material in these appendices. Add additional or delete superfluous appendices as needed.

# Appendix D

# Title of Appendix

Put any supporting material in these appendices. Add additional or delete superfluous appendices as needed.