

**ISPlan41/Capstone41 – CALENDAR OF ACTIVITIES**  
**1<sup>ST</sup> Semester 2019-2020**

ACTIVITIES	DATE	DELIVERABLES/OUTPUT	DUE DATE/REMARKS
Project Overview & Team Grouping		- <b>Capstone Project Team Composition Form</b> (perforate Appendix B from the Capstone Manual)	
Title Hearing		- <b>Research Working Title Approval Form</b> (perforate Appendix E from the Capstone Manual)	<b>September 7, 2019</b>
Review of Related Literature/Studies and Validation	September 2 – September 21, 2019	- <b>Review of Related Literature/Studies Comparative Matrix</b> (refer to Appendix D in the Capstone Manual for the template; use the prescribed formatting as stipulated in the manual) - <b>Validation Board</b> ((refer to Appendix AK in the Capstone Manual for the template; use the prescribed formatting as stipulated in the manual)	Part of Chapter 2 in the Capstone41/ISPlan41 Manuscript  Part of Chapter 3 in the Capstone41/ISPlan41 Manuscript
Project Scheduling and Staffing		- <b>Capstone Project Gantt Chart</b> (refer to Appendix F in the Capstone Manual for the template; use the prescribed formatting as stipulated in the manual)	*This is also part of the Capstone41/ISPlan41 Manuscript
Adviser-Team Consultation	Team and Adviser's schedule	- <b>Capstone Project Consultation Logs Form</b> (perforate <b>Appendix G</b> from the Capstone Manual)	to be included as appendix in the Proposal Manuscript
Skills-Based Examination	<b>Sept. 21, 2019</b> <specific time & venue will be posted>	-Skills Examination Results	
Censor-Team Consultation	Team and Censor's schedule	- <b>Censor/Technical Editor's Certificate</b> (refer to Appendix H in the Capstone Manual for the template; use the prescribed formatting as stipulated in the manual)	to be included as appendix in the Proposal Manuscript; <b>Manuscript will not be accepted if no attached censor's certificate</b>
Processing of Proposal Hearing Notice and Standard Form 10 & Submission	September 23 – 30, 2019	* <b>Oral Defense Hearing Notice</b> (Perforate from the Manual, Appendix L) * <b>Standard Form 10</b> (Forms are available at the Chairpersons' Office) * <b>Original copy of Official Receipt</b>	<b>October 4, 2019</b> *Submit the following to the Chairpersons' Office in a short brown envelope: - Oral Defense Hearing Notice - Standard Form 10 - <b>Original</b> Official Receipt
Proposal Manuscript Finalization & Submission	September 23 – October 15, 2019	- <b>5 hard-copies</b> of the Proposal Manuscript (use <u>short white non-plastic folder</u> and use <u>fastener</u> to compile the pages of the document) - <b>1 PDF copy</b> of the Proposal Manuscript. Filename <b>MUST BE</b> the product/software name.	<b>October 18, 2019</b> -Submit the hard copies to the Chairpersons' Office -email the PDF copy to <a href="mailto:ucb.ccs.capstone@gmail.com">ucb.ccs.capstone@gmail.com</a> . Use the filename as the email SUBJECT.
Oral Defense Presentation Preparation	October 15 – 22, 2019	-Oral Defense Presentation Slide (follow outline and guidelines )	
Proposal Hearing	<b>October 23 – 26, 2019</b> (Schedule for each group is reflected in the Oral Defense Hearing Notice form )	- <b>Oral Defense Results</b> - <b>Role-based Journal</b> (to be submitted during the scheduled Title Hearing) - <b>INDIVIDUAL</b>	<b>October 29, 2019</b> [Posting of Final Grade]
Proposal Manuscript Revisions	October 27 – November 5, 2019	- <b>Revised Capstone Project Manuscript</b> - <b>Approval to Print</b> (get form from the Chairpersons' Office)	Basis in signing of Approval Sheet
Proposal Approval Sheet Routing	<b>Approval to Print</b> is completely signed	<b>Approval Sheet</b>	<b>November 6, 2019</b> (scanned copy of the Approval Sheet should be included in the CD copy)
Submission of CD		-CD/DVD copy of the Proposal (refer to the Capstone Manual for the contents and guidelines)	<b>November 8, 2019</b> <b>NOTE: CD copy is required upon enrolling Capstone42.</b>