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# Proposal Overview

## A.1 Problem Summary

Provide details about your company, its industry, number of employees, and other pertinent information. Describe the scenario the company is having that instigated a need for your IT project. The more details you offer about the commercial enterprise, its business, the problem to be addressed, the solution, and why it is the best one, the less you’ll worry about what the evaluator may incorrectly assume.

## A.2 IT Solution

Provide details about the IT Solution. Be specific and concrete about what you will do. Explain why this solution addresses the problem in A1. Include a discussion of why this is the best solution and how it will solve the problem.

## A.3 Implementation Plan

tell us the steps you'll be taking to implement your solution. Use sequencers (e.g., First, Second, Next, Then) to give the audience an overall sense of the project plan and the order of steps to be taken. Make sure you explain which role or person is responsible for each of the steps in your plan. Deal with the sticky questions like: Once the planning and design is done, how will you go about putting this into play in the organization? How much will this project interfere with the normal flow of work? Is training needed? Will anyone’s job go away? T**he second part of the Implementation Plan**is to justify why the implementation plan is appropriate for the IT Solution. When forming your justification, ask yourself the following questions. Do some tasks have prerequisites? Is the project methodology suited to the project type? Are some aspects critical to success, and if so, how? Answering these questions will help you formulate a justification for your plan. Be sure to include which roles will be responsible for each task. Be sure to refer directly to the type of IT Solution you are implementing when you write your justification. Avoid being too generic.

# Review of Other Works and B .1 Relation of Artifacts to Project Development

This [section](https://srm--c.vf.force.com/apex/coursearticle?Id=kA03x000000tcbSCAQ) reviews works done by a third party relevant and related to your project. Review at least ***four*** other works relating to your topic. Summarize (in satisfaction of B) online articles, videos, interviews, white papers, case studies etc., produced by industry professionals, and relate (in satisfaction of B1) each work to the proposed development of the project.

* Any citable work produced by an industry professional is acceptable, e.g., whitepaper, online articles, manuals, videos, etc.
* The work only needs to relate to an aspect of your project, e.g., applied technology, a methodology used, risks, benefits, costs, a reference manual for hardware, etc.
* 4 to 5 details from each source is a good rule of thumb to ensure your summary provides enough detail.

### Review of work 1

Start with an overview of the article, including the work's title and an in-text citation, and summarize the major points discussed. Describe how the work relates to the proposed development of the project (in fulfillment of part B1).

### Review of work 2

Start with an overview of the article, including the work's title and an in-text citation, and summarize the major points discussed. Describe how the work relates to the proposed development of the project (in fulfillment of part B1).

### Review of work 3

Start with an overview of the article, including the work's title and an in-text citation, and summarize the major points discussed. Describe how the work relates to the proposed development of the project (in fulfillment of part B1).

### Review of work 4

Start with an overview of the article, including the work's title and an in-text citation, and summarize the major points discussed. Describe how the work relates to the proposed development of the project (in fulfillment of part B1).

# C. Project Rationale

The Project Rationale section 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 business and technical reasons to support the implementation. Justify the selection of the project. Tell the reader what could happen if this implementation doesn’t take place. Discuss not only why this project is needed but also why now is the best time to do it. Consider factors like cost, time/talent/resources available, etc. Why wasn’t it done in the past? Why not wait until the future?

# D. Current Project Environment

Some things to think about: How is work currently done? Are employees resistant to technology? Are they resistant to change? Are the solutions affordable? Etc. What is wrong with the way things are currently done? In the Current Project Environment section, describe:

1. The client’s current state, e.g., number of employees, tech, software, etc.
2. What’s wrong with the client’s current state?
3. Why your solution fixes it?

This is a good place to use specific examples that may occur because of the business's problem. If their printers are sluggish or the network is slow, tell us how it impacts the business in the day-to-day. **You also need to speak to how this project aligns with the culture, environment, and strategy of the company. Be sure to address all three.**

# E. Methodology

Choose a standard methodology, like ADDIE or Waterfall, and discuss how you plan to proceed in each of its phases. Include why this is the best methodology to use for this project. For Methodology, there are three main asks that you need to complete. First, tell us what methodology you will be using. Second, define the methodology and list the phases. Third, in a separate paragraph per phase, tell us what major tasks and milestones will be happening in that phase. Be sure to use language like, "In the design phase…", so the evaluators clearly know which phase you are discussing.

Most projects work well with waterfall methodology, which is linear. Programming projects do well with a circular approach, such as AGILE or ADDIE. If you aren’t familiar with project methodologies, do a quick search and pick one that makes the most sense for your project. Look to your list of deliverables in the Goals section (below) for ideas on what to include in each phase discussion.

# F. Project Goals, Objectives, and Deliverables

## F1. Relationship Table

Every project has one or more goals, and each goal has two or more objectives that define the steps for achieving the goal. Finally, at least one deliverable terminates each objective. Fill out this or a similarly organized table:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Goal | Supporting objectives | Deliverables enabling the project objectives |
| 1 | Test Category | 1.a. Test Objective 1. | 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 |
| … |
| … | … |
| … |
| … |
| … | … | … | … |
| … |
| … |
| … | … |
| … |
| … |
| … | … |

## F.2 Goals, Objectives, and Deliverables Descriptions

Describe each of the project goals and each of its objectives. Explain how the objectives support the goal, what is required to achieve each objective, and what are the deliverables that terminate each objective. We suggest using the coding scheme from the table to clearly indicate where you are discussing each item. For example, to discuss the first deliverable, label it ‘1.a.i.’ and then write the description.

# Project Timeline with Milestones

This section provides a projected timeline with milestones for the project. These may be estimates that will most likely be adjusted, as the project will often require adjustments during the development and implementation phases.

* Include a narrative describing each milestone.
* Include a table (as below) with projected milestones, duration, start, and end dates. Projections should be as authentic as possible without regard to academic plans. Dates from task 2 must be in the future, and dates from task 3 must be in the past -they do *not* need to align.

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

# Outcome

This section describes the anticipated project outcomes and explains how the project's success will be measured once completed. First, provide a concluding summary of the problem and the proposed solution. Second, explain how you expect this will impact the business functions. Think of what was written in Current Project Environment and contrast it with how the implementation will correct the problem. Third, describe how you’ll know the project is successful. Provide a metric, explain how you’ll test for the metric, and state what goal you’re aiming to achieve. Please see the [task breakdown](https://srm--c.vf.force.com/apex/coursearticle?Id=kA0S60000000iM1KAI&) for examples.

# References

* List all the outside sources that the narrative refers to in the text.
* Only list references with matching in-text citations.
* Sources and grammar are the most common reasons for rejected submission.
  + Evaluators use [grammarly.com](https://app.grammarly.com/). The free side of gramamrly.com has been sufficient for this project.
  + We recommend using [**MS Word's 'reference' feature**](https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5) to manage citations and your reference page. Use this [APA Quick Reference](https://drive.google.com/open?id=1cA2sMO-VCODKjnqDwvVWfO_wiHgigLVe), follow the style of this [Task 2 Proposal Example](https://drive.google.com/file/d/1g9hN5GC3n5dqKM4BeFSitJ5R12I8aJSJ/view?usp=sharing), and these formatting guidelines:
    - For B. Other Works have at least **four different** works referenced using in-text citations.
    - For every reference listed, have at least one in-text citation in APA style.
    - Use consistent formatting.
    - Use hanging Indent.
    - Right-click to remove hyperlinks.
  + Get the best writing help from the writing experts: [WGU Writing Center](https://www.google.com/url?q=https%3A%2F%2Fmy.wgu.edu%2Fsuccess-centers%2Fwriting-center&sa=D&sntz=1&usg=AFQjCNF9IWfbpgthFBvcTtoVY3YkuSs8gA). You can set up an appointment or send them your document for review and suggestions.

Example:

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. Journal of Abnormal Eating, 8(3), 120-125. Retrieved from

<http://www.articlehomepage.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. A List Apart: For People Who Make Websites, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>

Bell, T., & Phillips, T. (2008, May 6). A solar flare. Science @ NASA Podcast. Podcast retrieved from <http://science.nasa.gov/podcast.htm>