### 📄 README for IT299 Unit 10 Assignment

\*\*Student Name:\*\* Olivia Martin

\*\*Course:\*\* IT299 – IT Integrative Capstone Project

\*\*Date:\*\* August 2025

\*\*Assignment Title:\*\* Final Project Submission

---

### 1. \*\*Overview\*\*

This ZIP archive contains the final deliverables for the IT299 Unit 10 Capstone Project. It includes all required documentation, presentations, and planning materials for the fictional IT transformation project titled \*Silver Exposure Digital Transformation\*. Each file corresponds to a project management phase: initiation, planning, execution, monitoring, and closing.

---

### 2. \*\*Contents\*\*

| **File Name** | **Description** |
| --- | --- |
| 1x ProjectCharter.docx | Project Charter document outlining purpose, stakeholders, and objectives. |
| 2x Project Scope Statement.docx | Defines project boundaries, deliverables, and acceptance criteria. |
| 3x Project Budget.xlsx | Detailed breakdown of project costs and funding allocation. |
| 4x Planning Phase Review.pptx | Presentation reviewing the planning phase and key risks. |
| 5x Project Execution Review Email.docx | Simulated status update sent via email during execution. |
| 6x Project Review Presentation.pptx | PowerPoint reviewing project progress and current status. |
| 7x Project Review Presentation Script.docx | Narration script used during presentation delivery. |
| 8x Project Change Request Form.docx | Sample form documenting a formal project change. |
| 9x Final Status Report.docx | Comprehensive final report summarizing outcomes and performance. |
| 10x Communication Plan.docx | Communication strategy and channels used throughout the project. |
| 11x WBS Schedule.xlsx | Work Breakdown Structure and timeline using task scheduling. |
| 12x Table of Contents.docx | Master table of contents for all included project documents. |

### 3. \*\*Software Requirements\*\*

\* Microsoft Word, Excel, and PowerPoint (2016 or later)

\* Compatible with Google Workspace (formatting may vary)

---

### 4. \*\*Usage Notes\*\*

\* Review documents in the order listed in the Table of Contents.

\* Presentations include speaker scripts and should be run in slideshow mode.

\* Budget and WBS Excel files contain formulas and linked references—do not disable macros if prompted.

---

### 5. \*\*License & Permissions\*\*

For academic use only. This material is part of Olivia Martin’s final coursework submission and may not be copied or redistributed without permission.