**Technical Writing Project Cover Sheet**

Capstone Project Name:

Student Name:

Degree Program:

Student Mentor Name:

**Capstone Project Waiver/Release Statement Acknowledgement**

It is the policy of Western Governors University (“WGU”) that student Capstone projects should not be based upon, and should not include, any proprietary or classified information or material belonging to your employer or any other organization (“Restricted Information”) without appropriate authorization.

Please confirm (by signing below) that you will complete (and upload into TaskStream) the IT Capstone Waiver Release form (verbiage is available in Appendix 2 of this document) indicating that your project does not include any restricted content. If you have included restricted content, please confirm that, in addition to the IT Capstone Waiver Release form, you will upload a suitable release letter giving you permission to use restricted information (A sample release letter is available in Appendix 3 of this document).

Student’s Ink or Electronic Signature Date Signed**Table of Contents**

[Capstone Project Summary 1](#_Toc415218404)

[Review of Other Work 1](#_Toc415218405)

[Project Rationale 2](#_Toc415218406)

[Systems Analysis and Methodology 2](#_Toc415218407)

[Goals and Objectives 3](#_Toc415218408)

[Project Deliverables 4](#_Toc415218409)

[Project Plan and Timelines 4](#_Toc415218410)

[References 6](#_Toc415218411)

[Appendix 1 7](#_Toc415218412)

[Appendix 2 8](#_Toc415218413)

# Capstone Project Summary

The Capstone Proposal Summary section has a suggested length of 2 to 4 pages. This is the section where you should introduce the organization and describe the problem and the scope of the proposed work. This is the Normal Paragraph style. Paste or type your Capstone Proposal Summary here, replacing this paragraph.

Note: Here are the passing rubric items for the Summary Section.

|  |  |
| --- | --- |
| Meets Standard | **Exemplary** |
| The candidate provides a reasonable summary of the project. | The candidate provides a precise summary of the project. |

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your paper.

# Review of Other Work

The Review of Other Work section has a suggested length of 3 to 5 pages. The Review of Other Work section is where you “validate” using third party sources, both, the problem that you are trying to solve and the solution that you are proposing. Typically, you are looking for 4-6 references (all cited in-text and at the end in APA format) that support your project. References can be case studies, implementation guides, published best practices or any other resource that helps to tell the story of why you need to make the changes that you are proposing. This is the Normal Paragraph style. Paste or type your Review of Other Work here, replacing this paragraph.

This is the Block Quotation style. Use it for quotations of external work that exceed approximately 40 words. This is the Block Quotation style. Use it for quotations of external work that exceed approximately 40 words. This is the Block Quotation style. Use it for quotations of external work that exceed approximately 40 words.

Note: Here are the passing rubric items for the Review of Other Work Section.

|  |  |
| --- | --- |
| Meets Standard | Exemplary |
| The candidate provides a reasonable review of the other work done in the area. | The candidate provides a precise review of other work done in the area. |

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your paper.

# Project Rationale

The Rationale section has a suggested length of 2 to 3 pages. Use this section to elaborate on your proposed solution and methods/approach to solving your stated problem. This is the Normal Paragraph style. Paste or type your project Rationale here, replacing this paragraph.

# Systems Analysis and Methodology

The Systems Analysis and Methodology section has a suggested length of 2 to 4 pages. In this section, you should describe the current state of the relevant environment and discuss how the current state will drive or affect the definition and implementation of your proposed solution. Also, make sure that you define the specific methodology (process) that you will follow when you execute your project. For instance, will you use the SDLC, ADDIE, Agile programming…or some similar methodology that is designed to ensure that your project deliverables meet the project requirements. This is the Normal Paragraph style. Paste or type your Systems Analysis content here, replacing this paragraph.

Note: Here are the passing rubric items for the Rationale and Systems Analysis Sections.

|  |  |
| --- | --- |
| Meets Standard | Exemplary |
| The candidate provides a logical rationale and systems analysis for the project deliverables. | The candidate provides a credible and well-supported rationale and systems analysis for the project deliverables. |

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your paper.

# Goals and Objectives

The Goals and Objectives section has a suggested length of 5 to 8 pages. It is important that you differentiate between the terms “Goal” and “Objective”. They are two different things. Goals are high-level issues that typically provide the “Why” for a project while objectives are more mid-level tactics that tend to address the “How”. Objectives should be specific and measurable and it is normal for several objectives to combine to satisfy a goal. This is the Normal Paragraph style. Paste or type your Goals and Objectives discussion here, replacing this paragraph.

Note: Here are the passing rubric items for the Goals and Objectives Section.

|  |  |
| --- | --- |
| Meets Standard | Exemplary |
| Not applicable. Goals and objectives must be “Exemplary” to pass Evaluation. | The candidate provides a precise list of goals and objectives of the project. |

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your paper.

# Project Deliverables

The Capstone Project Deliverables section has a suggested length of 5 to 8 pages. Use this section to expand on each of the objectives that you identified previously. List and describe each of the specific activities that must be completed in order to meets project objectives. Similar to the relationship between objectives and goals, it is common for many deliverables to combine to meet high-level objectives. This is the Normal Paragraph style. Paste or type your Project Deliverables content here, replacing this paragraph.

Note: Here are the passing rubric items for the Deliverables Section.

|  |  |
| --- | --- |
| Meets Standard | Exemplary |
| The candidate provides a logical explanation of what type of deliverables the project will provide. | The candidate provides a credible and well-supported explanation of what type of deliverables the project will provide. |

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your paper.

# Project Plan and Timelines

The Project Plan and Timeline section is where you will address the sequence and timing for the deliverables and Milestones that make up your project. ALL deliverables that you identified in the previous section should be listed in a table similar to the following one. Key elements of the timeline are the expected duration, start date and end date for each task. This is the Normal Paragraph style. Paste your Project Plan and Timeline overview here, replacing this paragraph and use the following table as a guide for organizing your project plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Deliverable or Milestone** | **Duration** | **Planned Start Date** | **Planned End Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note: Here are the passing rubric items for the Project Plan and Timeline Section.

|  |  |
| --- | --- |
| Meets Standard | Exemplary |
| Not applicable. Project Timeline must be “Exemplary” to pass Evaluation. | The candidate provides a projected timeline for the project with milestones. |

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your paper.

# References

Enter your references to external work here, using the “Hanging Indent” style. Enter your references to external work here, using the “Hanging Indent” style. Enter your references to external work here, using the “Hanging Indent” style.

Purdue Owl: APA formatting and style guide. (2012). Purdue online writing lab. *Citation style chart.* Retrieved from <http://owl.english.purdue.edu/owl/resource/949/01/>

Note: Here are the passing rubric items for the References Section.

|  |  |
| --- | --- |
| Meets Standard | Exemplary |
| When the candidate uses sources, the candidate provides appropriate in-text citations and references with minor deviations from APA style. | When the candidate uses sources, the candidate provides appropriate in-text citations and references with no readily detectable deviations from APA style, OR the candidate does not use sources. |

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your paper.

Appendix 1**: <<Copy this into a separate Document and Save As “Capstone Project Waiver or Release Statement”. Check the appropriate box and uploaded the completed document as a separate file when you submit your project to TaskStream for evaluation, then delete this content from your Technical Writing document…it must be submitted as a separate file.>>**

Capstone Project Waiver or Release Statement

It is the policy of Western Governors University (“WGU”) that student Capstone projects should not be based upon, and should not include, any proprietary or classified information or material belonging to your employer or any other organization (“Restricted Information”) without appropriate authorization.

Accordingly, in conducting your Capstone project you are required to make one of the following declarations:

* My Capstone project is not based upon and does not include Restricted Information.
* My Capstone project is based upon and/or includes Restricted Information. ***Before***submitting any Capstone work I will obtain authorization to use the Restricted Information in the manner proscribed by WGU.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Student Electronic or Original Ink Signature> < Date>

Appendix 2: **<<include this if you require permission to use this Restricted Information – Do not include this in the Capstone Project documents, if this document is required, it must be submitted as a separate file>>**

Instructions: Use the template below to produce a letter which, when signed by an individual with the necessary authority within your employer company or another organization, will authorize your use of Restricted Information.

<Name, Title & Address>

<Date>

Re: Authorization to use proprietary and/or classified information in a student research project.

Dear [Sir or Madam],

The purpose of this letter is to authorize [insert student name], a student at Western Governors University, to conduct a university capstone research project utilizing the following information and/or material owned or protected by [insert name of organization]:

[Provide description of project and specific information/material to be used in your Capstone project.]

By my signature below I represent that I am legally authorized to act on behalf of [insert name of organization] with respect to this authorization, and that [insert name of organization] authorizes [insert student name] to use the information and/or material referenced above for the purposes of a student research project at Western Governors University, recognizing that the information and/or material may be shared with University faculty and students.

<Original Ink Signature> < Date>

<Title>

<Address>

<Email**>**

<Phone >