

Welcome to C769!




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Welcome! The IT capstone is a written project demonstrating competency in your field through communicating the planning and implementation of an IT solution to a business problem.

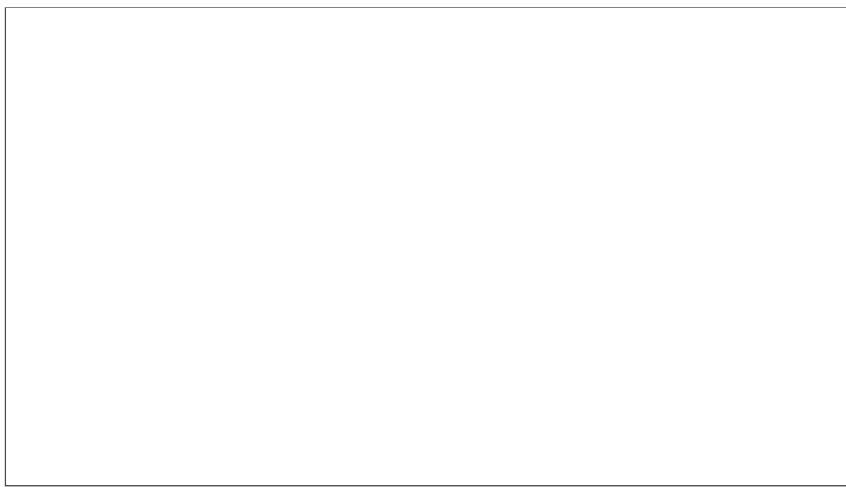
The capstone includes three parts:

1. **Task One:** Get course instructor topic approval -a preliminary step to ensure you started in the right direction.
2. **Task two:** The Proposal -a detailed paper describing a client's problem and how you will implement an IT solution to solve it. Most of your work will be here.
3. **Task three:** The Conclusion Report -a detailed paper describing the concluded project proposed in task two. Most of task three repeats task two.

Task 1	Task 2	Task 3
		
Choose a topic and get approval.	The Proposal -a detailed paper outlining an IT solution to a client's problem.	The Conclusion -a detailed paper describing the implementation of the Proposal.
Task 1 details →	Task 2 details →	Task 3 details →

Start Here

First, understand the project's requirements. What they are -and what they aren't. Watch the following video:



Task 3, the Report, *mostly* rewrites the Proposal, task 2. Hence, task 2 represents 80-90% of the capstone work. For a more in-depth understanding of this crucial task, view the section-by-section [videos explaining task 2](#) and the [video on writing task 3](#).

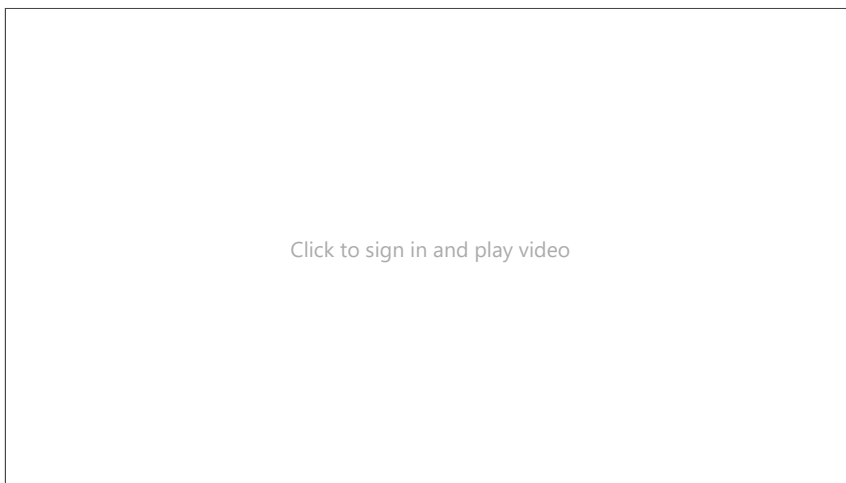
Task 1

Choosing a Topic

The approval form ensures you start in the right direction before investing time and effort into task 2. Evaluators look for our ([instructors'](#)) signature, and we look for the following:

1. *Relation* to your degree emphasis.
2. A *specific* client and problem (you can fabricate a client whose problem needs your chosen solution.)
3. The implementation of a [hard [IT deliverable](#) that help solves that problem.

- **Watch:** Choosing a Project Idea



- **Listen:** IT Audio Series podcast [Choosing Your Topic](#); view the [transcript](#).

The [Capstone Excellence Archive](#) includes a wide range of completed projects to review. However, keep in mind that they all are, by definition, *above and beyond* the requirements. Therefore, do not use these as examples of what's needed to meet the requirements.

For a more down-to-earth example of what's required, [tasks 1-3 examples](#). Most of the work will be in writing task 2. To understand what task 2 requires, review the [task 2 template](#) and [task 2 section-by-section videos](#) (they are short).

Topic Approval

Once you've decided on a topic, complete the approval form following the template:

What is a hard IT deliverable?

A *hard IT deliverable* is a physical or digital technological improvement to the client's environment. Examples include any hardware or software installation or updates. *Soft deliverables*, e.g., training, policies, evaluation, etc., can (and often should) be included but cannot meet the requirements alone.

No, not unless it's an entirely different topic. Minor changes from task 1 to task 2 are expected and allowed *without updating the approval form*. Evaluators will not rigorously compare tasks 1 and 2. Task 2 is where the work is, and even with complete topic changes at most, you'll be asked to revise the approval form (if at all). So never let task 1 dictate what you do in task 2.

Can I use projects from other WGU courses?

Yes! You can use any of your work or academic projects (at WGU or elsewhere) provided no proprietary information is used without permission. Don't worry about self-plagiarism, as the similarity check will identify and ignore it. Just as in reusing work projects, expect to modify and remold past academic assignments to meet the rubric requirements.

Do I need an "electronic signature" as specified in the official rubric?

You can type in your name, use a "fancy" font, or insert an image of your signature.

What are the common reasons for task 1 being returned?

1. No instructor signature on the approval form. You need to send it to us and get a signature *before* submitting it. Both boxes or no boxes are correctly marked on the waiver form. *Mark one and only one box.*
2. Both or neither box is marked on the waiver form. Mark one and only one box. See the waiver form instructions

Note, the waiver form is **only** required if your project is based upon or included restricted information. Task 1 B: *Capstone Release Form*, passes automatically if no waiver form is submitted, i.e., the waiver is only needed if it's needed.

How many attempts are allowed for each assessment?

You have unlimited attempts. However, incomplete submissions or submissions significantly falling short of the minimum requirements may be *locked* from further submissions without instructor approval. Furthermore, such submissions do not receive meaningful evaluator comments.

What is a hard IT deliverable?

It is a physical or digital technological addition or improvement to the client's environment. Examples include any hardware or software installation or updates. *Soft deliverables*, e.g., training, policies, evaluation, etc., can (and often should) be included but cannot meet the requirements alone.

Can I get the "welcome email?" Yes, contact your assigned course instructor or see the sample [welcome email](#) in the [C769 Resources section](#).

Are there any cohorts? I don't see where to sign-up on my COS page.

Yes, cohorts run regularly. Enrollment typically opens on Mondays and closes Wednesdays. You can find the link to sign-up under the *Explore Cohort* section on your C769 COS page. If the section is not visible, either enrollment has closed or the cohort will not be available that week. See Webinars and Cohorts for more details.

Questions, comments, or suggestions?