C769 – IT Capstone

**PREPARATION**:

IMPORTANT: **You will produce** a project that delivers **information technology** to one or more stakeholders to solve a problem or address a need.  Projects can range from fabricated to real; work projects, present or past, can be used and will probably need some level of fabrication to satisfy Capstone requirements. Address any questions to your assigned Instructor; use email for simple questions and schedule a call if you’d like to chat.

**TASK 1: Approval of the Project**

Step 1.

* **Listen to** [**C769 - Choosing Your Topic**](https://d2y36twrtb17ty.cloudfront.net/sessions/09c3d32b-1567-4636-88d6-ad5f01616619/3183eabf-4239-4e4a-ae20-ad5f01616620-8792ef88-6d24-43f6-9fe9-ad5f01619cc7.mp4?invocationId=0275eb54-33e0-eb11-8284-12c206d2fd2b) **(5-min. Podcast; PLEASE DON'T SKIP THIS).**
* A screenshot of a computer

  Description automatically generatedYou may also find it helpful to view previous Capstones in the [Capstone Excellence Archive](https://westerngovernorsuniversity.sharepoint.com/sites/capstonearchives/excellence/Pages/UndergraduateInformation.aspx). Look for interesting titles in the Title column and click the student’s name to view the Abstract.
* Example topic ideas are available in the C769 Course of Study COURSE SEARCH:

Step 2. Download the Topic Approval Form from the Course of Study (Task 1 Details page, below the rubric).

Step 3. Compose your Topic Approval Form using the C769 Task 1 Breakdown in the Course Search for reference. **Send the Topic Approval Form to your Instructor for a signature.**

Step 5. When the Approval Form is returned signed, submit it and the Capstone Release Form, if needed, to Task 1.

**TASK 2: Project Proposal**

Step 1. Download the C769 Task 2 Breakdown ROM2 (C769 Version 3) or the C769 Task 2 Breakdown ROM3 (C769 Version 4) from the Course Search. Download the Guide/template found at the bottom of the document.

Step 2. Using the template content descriptions and **linked video** for each section, work through the Template.  At any time, feel free to contact your Course Instructor with questions.

Step 3. Inspect your work for articulation errors and proper APA format.  Use this [APA Reference](https://cm.wgu.edu/t5/Writing-Center-Knowledge-Base/I-Need-Help-with-APA-Style/ta-p/33524) to assist.  If additional help is needed with either articulation or APA format, use [Grammarly](https://www.grammarly.com/), and/or visit the [Academic Coaching Center](https://westerngovernorsuniversity.sharepoint.com/sites/AcademicCoachingCenter).

Step 4. Submit to Task 2 for evaluation.

Step 5. If revisions are required, contact your Course Instructor for help.

**TASK 3: After-action Report**

Step 1. Download the C769 Task 3 Breakdown ROM2 or ROM3 from the Course Search. Download the Guide/template found at the bottom of the document.

Step 2. Read the content recommendations for each section carefully to complete the template.

Step 3. Inspect your work for articulation errors and proper APA format.  Use this [APA Reference](https://cm.wgu.edu/t5/Writing-Center-Knowledge-Base/I-Need-Help-with-APA-Style/ta-p/33524) to assist.  If additional help is needed with either articulation or APA format, use [Grammarly](https://www.grammarly.com/), and/or visit the [Academic Coaching Center](https://westerngovernorsuniversity.sharepoint.com/sites/AcademicCoachingCenter). You can find additional Task 3 examples in the [**Capstone Excellence Archive**](https://westerngovernorsuniversity.sharepoint.com/sites/capstonearchives/excellence/Pages/UndergraduateInformation.aspx). Scroll to the bottom of the abstract to find the written report link.

Step 4. Submit Task 3 for evaluation.

Step 5. If revisions are required, contact your Course Instructor for help.