Title of Capstone Here

Author's Full Name Here, Including Middle Initial

# Western Governors University

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Task 2 is a *Proposal* of a project to be completed*.* Specific plans of how the project will be implemented must be included, and these items must be written in the future tense. **REMOVE ALL COLORED TEXT**. Your written content should be colored black.

# A. Proposal Overview

## A.1 Problem Summary

**A1 COMPETENT** The summary of the problem is logical, includes the context in which the problem exists, and includes supporting details.

* Summarize the problem.
* Provide context to understand the problem, e.g., details about the client and their situation.

## A.2 IT Solution

**A2 COMPETENT:** The proposed IT solution would feasibly solve the problem summarized in part A1. The proposal includes supporting details describing the relationship between the problem and the proposed solution.

* Summarize the solution
* Summarize why the solution applies to the problem in A1.

## A.3 Implementation Plan and (A.3a) Justification of Plan

**A3 COMPETENT:** The description of the implementation plan is related to the proposed solution in part A2. The specific steps that will be taken and who will be implementing the plan are included.

Summarize the implementation plan described in E (Methodology) which implements the solution from A2.

* Include specific steps and identify who will implement those steps.
* Justify why the implementation plan is appropriate (A3a)

# B. Review of Other Work and (B1) Works Informing Design

**B COMPETENT:** The summary of 4 works is provided, and all of the works are related to the topic of the proposed project. The summary is accurate.

**B1 COMPETENT:** The description of how each of the 4 works summarized in part B informed the design of the proposal is complete.

Do the following for FOUR different works:

* Summarize the work
* Cite the work with a stye appropriate in-text citation, e.g., (Smith, 2023) for APA.
* Describe how the work relates to your project (usually 2-3 sentences per work is sufficient).

# C. Project Rationale

**C COMPETENT**: The justification addresses the need of the proposed project and is feasible.

* Explain why the project will benefit the client. An example will help.
* Explain why the project can be successfully completed.

# **D. Current Project Environment**

**D COMPETENT:** The justification of how the proposed solution in part A2 aligns with the current organizational culture, environment, and strategy is complete and related to the proposed solution.

The response should explain how the proposed solution aligns with the organization's strategy and its culture rather than the physical aspects of the proposed solution. ‘Environment' is an umbrella term which includes 'strategy' and 'culture.' For this section, do the following:

* Discuss how the solution from A2 aligns with or will positively impact the client's approach to achieving its goals (strategy).
* Discuss how the solution aligns with the client's beliefs and values (culture). This can explain how the solution does not contradict the client's culture.

# E. Methodology

**E COMPETENT:** The explanation of how a standard methodology will be used to implement the project is complete. The explanation includes a description of the specific steps that will take place to fully execute the project.

* Name a standard methodology, e.g., Waterfall, Agile, etc.
* Describe what steps will be completed in each phase of the methodology.

# F. Project Goals, Objectives, and Deliverables

## F1. Goals, Objectives, and Deliverables Table

**COMPETENT F1:** The provided table accurately demonstrates the relationship between each of the goals and their supporting objectives and deliverables in part F2.

In a table, name the goals, objectives, and deliverables in the table. At minimum, the table should have the following:

* One goal
* Two objectives per goal
* One deliverable per objective

|  |  |  |
| --- | --- | --- |
| **Goal** | **Supporting Objectives** | **Deliverables Enabling the Project Objectives** |
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## F2. Goals, Objectives, and Deliverables Descriptions

**COMPETENT F2:** The described goals, objectives, and deliverables are related to the project. Each goal has at least 2 objectives, and each objective has at least 1 deliverable.

* Clearly identify which item from the table in F1 is being described (you can use a bullet point format).
* Provide a description of each goal, objective, and deliverable.

# G. Project Timeline with Milestones

**COMPETENT G:** The estimated timeline is feasible for the project. It includes future dates with milestones for the project and the duration and start and end dates of each milestone.

* Using a table, provide estimates for the duration, start date, and end date for each milestone, e.g., a deliverable.
* All dates should be in the future (Task 3 start dates can be adjusted so the duration is maintained but the end dates are in the past).

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Duration**  **(hours or days)** | **Projected Start Date** | **Anticipated End Date** |
|  |  |  |  |
|  |  |  |  |

# H. Outcome

**COMPETENT H:** The description of the given points is complete and relevant to the project.

* Objective criteria for success. In most cases, a time-based metric should be provided.
* How data supporting the above criteria will be collected.
* How data supporting the above criteria will be measured

# References

All references should have a matching style appropriate in-text citation, and all in-text citations should have a matching reference.