Title of Capstone Here

Author's Full Name Here, Including Middle Initial

# Western Governors University

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Task 3 is the C*onclusion Report.* Events should be written in the past tense, and all dates should be in the past. **REMOVE ALL COLORED TEXT**. Your written content should be colored black. **DO NOT WRITE AN OUTLINE.** You should write using sentences and paragraphs for most sections. The check boxes indicate objective items.

* A required item.

Missing a single objective item can get your submission returned. Ensure all objective items are included in every section -even if they’re already covered in another section. The rubric is mostly a checklist. Hence it is best to provide required content in a format easily identified and matched to the requirements.

# A. Summary

**A COMPETENT:** The summary is related to the project and includes all of the given points.

The “given points” are listed in the Task 3 directions:

* Describe the problem from Task 2 (update Task 2 A1).
* Describe project implementation steps including specific steps (update Task 2 A3).
* Describe the outcomes of the project (update Task 2 A2 and summarize Task 3 H)

From Task 2: Include A1, A2, and A3 from Task 2, updating everything to the past tense. When updating A2, summarize the outcomes from Task 3 in section H.

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

**B COMPETENT:** The summary of works is provided, and all of the works are related to the topic of the proposed project, and all of the works are different than the works summarized in Task 2. The summary is accurate.

**B1 COMPETENT:** The description of how each of the 3 works summarized in part B supported the implementation of the project is complete.

You should do the following for THREE different works not referenced in section B of Task 2:

* Summarize the work
* Cite the work with a style-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).

The requirements for these sections are identical to those of B and B1 in Task 2, except three new works are needed instead of four.

# **C. Changes to Project Environment**

**C. COMPETENT:** The description of the changes made to the organizational culture, environment, or strategy is complete and related to the completion of the project.

‘Environment' is an umbrella term which includes 'strategy' and 'culture.' For this section, do the following:

* Discuss how the solution from section A impacted the client's strategy OR culture (you are required to discuss one but not both).

The response should explain how the implemented solution positively impacted the organization's strategy OR its culture rather than the physical aspects of the proposed solution.

# D. Methodology

**D COMPETENT:** The explanation of how each phase of a standard methodology was executed for the implementation the project is complete. The described steps are related to the standard methodology.

This section can be completed by updating your Task 2 Methodology section to the past tense. Do the following:

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

# E. Project Goals and Objectives

**E COMPETENT:** The explanation of how at least 1 goal and its objectives were accomplished or not accomplished is complete and plausible.

* Summarize how the implementation steps from sections A and D accomplished (or failed to accomplish) one goal and each of the goal’s objectives.

# F. Project Timeline with Milestones

**F COMPETENT:** The explanation of why the project timeframes were met or not met is complete and plausible and includes any differences between the projected dates and the actual completion dates. The project timeline dates are in the past.

* Update the Task 2 timeline table adding planned duration, actual duration, actual start date, and actual end date columns.
* All dates should be in the past (Task 2 start dates can be adjusted so the duration is maintained but the end dates are in the past). Dates are not required to align perfectly with those in Task 2 (see the [FAQ here](https://ashejim.github.io/C769-ROM3/task3_ROM3.html#my-task-2-timeline-has-projected-end-dates-of-6-months-since-this-is-what-it-would-take-but-i-just-submitted-task-2-and-need-to-complete-task-3-now-what-should-i-do)).
* Add a paragraph explaining any differences with the Task 2 timeline or explaining why there were no variances. Do not leave this blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Planned Duration**  **(hrs. or days)** | **Actual Duration** | **Actual Start Date** | **Actual End Date** |
|  |  |  |  |  |
|  |  |  |  |  |

# G. Unanticipated Scope Creep

**G COMPETENT:** The description of a problem that occurred within the project and how it was or was not resolved is complete and related to the project.

* Describe any unanticipated requirements and how you dealt with them. Include any timeline variances from the previous section.

If everything went as planned, explain why. Do not leave this section blank.

# H. Conclusion and (H.1) Success of Project

**COMPETENT H:** The discussion of the actual results and potential effects of the completed project is complete and related to the project.

**COMPETENT H1:** The explanation of why the project was successful or unsuccessful using the evaluation framework from part H in Task 2 is complete and related to the project.

* Discuss the results and effects of the completed project.
* Discuss potential future impacts of the completed project.
* (H1) Using metrics provided in Task 2 section H, *Outcomes*, explain why the project was or was not successful.

# References

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

# I. Appendices

**I COMPETENT:** artifacts are included, and a description of how each of the artifacts are related to the project is complete and related.

## Appendix 1:

* Describe the included project artifact.
* Include an example of a project artifact.

## Appendix 2:

* Describe the included project artifact.
* Include an example of a project artifact.

## Appendix 3:

* Describe the included project artifact.
* Include an example of a project artifact.