**C769 IT Capstone Topic Approval Form (Task 1)**

The purpose of this document is to help you clearly explain your capstone topic, project scope, and timeline and to ensure that they align with your degree emphasis. Without clearly addressing these areas, you will not have a complete and realistic overview of your project, and your instructor cannot accurately assess whether your project will be viable for these courses.

REMOVE ALL TEXT IN RED before submitting this form to your assigned course instructor. The purpose of Task 1 is to ensure students begin working on a project that can pass. Therefore, we only need to see a rough outline of a project that can meet the minimum rubric requirements. Minor changes from Task 1 to Task 2 are allowed without resubmitting Task 1. Besides checking the approved topic, evaluators will not compare Task 1 to Task 2.

If this project was completed at work, WGU, or elsewhere, write the approval form and proposal (Tasks 1 and 2). *It is acceptable to fabricate parts or all of the project,* in which case you should write Tasks 1, 2, and 3 as realistically as possible.

Complete this form and email it to your assigned course instructor for approval and signature. If they are out of the office, you can send it to the team inbox, [ugcapstoneit@wgu.edu](mailto:ugcapstoneit@wgu.edu), but cc your assigned course instructor. Once approved, you will receive a signed document to upload as part of Task 1.

It is the policy of Western Governors University (WGU) that student capstone projects should not be based on or include restricted information without authorization. Restricted information is proprietary or classified information or material belonging to your employer or any third party. You acknowledge that you will not use restricted information in your capstone project without obtaining the third party’s permission by using the “IT Capstone Project Restricted Information Authorization Form” in the Supporting Documents section of Task 1.

## DEGREE EMPHASIS:

## ANALYSIS:

Project Topic – Provide a 1-2 sentence summary of your project.

Problem Outline– Outline the following:

* Name a specific client (e.g., Company X) and environment whose situation requires your IT expertise as the solution to a problem(s). General descriptive or prescriptive projects are not allowed.
* Describe an IT problem the project will fix.
* Describe the implementation of at least one hard IT deliverable, e.g., hardware or software, that helps solve that problem. You can include soft deliverables such as training, policies, evaluations, etc., but a hard deliverable must be present.

## DESIGN and DEVELOPMENT:

Project Scope

* 1. Project Goal(s) and Supporting Objectives – Outline at least one goal and two supporting objectives per goal.
  2. Project Outcomes and Deliverables –Provide any date in the future. It does not need to align with dates in tasks 2 or 3.

## IMPLEMENTATION and EVALUATION:

Describe how you will approach the execution of your project – Briefly outline the following:

* How you will complete the project. It must include a hard IT deliverable.
* How a data-based metric will assess the metric's success.

## IRB REVIEW:

* This project does not involve human subjects research and is exempt from WGU IRB review.

# Do NOT strike or remove the above statement -unless your project needs an IRB review. This statement should almost always be checked. An IRB review is only necessary if you plan to collect data from human subjects yourself.

# **COURSE INSTRUCTOR SIGNATURE:**

# **COURSE INSTRUCTOR APPROVAL DATE:**