**IT Capstone Topic Approval Form**

The purpose of this document is to help you clearly explain your capstone topic, project scope, and timeline and to assure that they align with your degree's emphasis. Without clearly addressing each of these areas, you will not have a complete and realistic overview of your project, and your Course Instructor cannot accurately assess whether your proposed project will be suitable for the capstone.

**REMOVE ALL TEXT IN RED** before sending this form to me for approval**.** The purpose of Task 1 is to ensure students begin working on a project that can pass. Therefore, I only need to see a rough outline of a project that can meet the minimum rubric requirements. Changes from task 1 to task 2 are allowed and expected. Other than checking the approved topic, evaluators will not compare task 1 to task 2.

If this is a project you have already completed at work or elsewhere, this should be easy to fill in! In this case, you will write the proposals (Tasks 1 and 2) as if the project has not been done yet, and Task 3 as the complete post-implementation report. *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 send it to me ([jim.ashe@wgu.edu](mailto:jim.ashe@wgu.edu)) for my approval and signature.Sending this completed form directly to me typically gets the fastest response. If I am out of the office, you can send it to the team inbox, [ugcapstoneit@wgu.edu](mailto:ugcapstoneit@wgu.edu), but cc me on the email. Once approved, you will receive a signed document in PDF format to upload as part of Task 1.

**NAME  
PROGRAM MENTOR:**

**DEGREE EMPHASIS:**

**ANALYSIS:**

Project Topic – The topic should have at least *one key aspect related to your degree emphasis*. Having other project elements outside your degree emphasis is allowed and realistic. If BSIT, any IT-related topic is acceptable.

Problem Statement or Project Purpose –Outline the following:

* 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.
* The implementation of hard deliverables, e.g., hardware or software. You can include soft deliverables such as training, policies, evaluations, etc., but hard deliverables must be present.

**DESIGN and DEVELOPMENT:**

Project Scope

* 1. Project Goal(s) and Supporting Objectives –
  2. Project Outcomes and Deliverables –
  3. Projected Project End Date –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 –Include the implementation of a hard deliverable related to your degree emphasis.

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

Do NOT strike or remove this 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:**

Please do NOT submit the completed approval form to assessments **without my signature**. Submissions missing a CI signature are rejected without further review. Sending this completed form directly to me ([jim.ashe@wgu.edu](mailto:jim.ashe@wgu.edu)) typically gets the fastest response. If I’m out of the office, you can send it to the team inbox, [ugcapstoneit@wgu.edu](mailto:ugcapstoneit@wgu.edu), but cc me on the email. Once approved, you will receive a signed document in PDF format to upload **along the** [**release/waiver form**](https://drive.google.com/file/d/151IdxKix-0Ngnm-QiqTQf625WqadJOLZ/view?usp=sharing) (signed by you) to pass Task 1.

**Task 2:**

Understand the requirements. Watch this video: [C769 Proposal: An Overview](https://wgu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=db8381ab-1659-49e9-b5fc-ebb844c66944)　and review this [Task 2 Proposal Example](https://drive.google.com/file/d/1g9hN5GC3n5dqKM4BeFSitJ5R12I8aJSJ/view?usp=sharing). See the [C769 IT Capstone website](https://sites.google.com/wgu.edu/c769-itcapstonewrittenproject/home)　for more resources.

1. Follow the [Capstone Proposal Template](https://westerngovernorsuniversity-my.sharepoint.com/:w:/g/personal/jim_ashe_wgu_edu/EXQpEzeuOBhBnfhO15di-mQBHgpgAY8TOv7c8KJQYIVqtA?e=a9GEEy) found in the ASSESSMENTS section of your Course of Study page. Then, using the videos in the [C769 Pacing Guide](https://drive.google.com/file/d/17WVl_MCMYt2gdwAC20OXAZNfWge5gSgH/view?usp=sharing), work through each section.
2. Inspect your work for writing mechanics errors and proper [APA format](https://drive.google.com/open?id=1cA2sMO-VCODKjnqDwvVWfO_wiHgigLVe). Use [grammarly.com](http://grammarly.com) (it's what the evaluators use) and [MS Word's 'reference' feature](https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5) to manage citations and your reference page.
3. Submit Task 2 for evaluation. Ask me any questions, but if you feel the requirements are fulfilled, submit it, and let them tell you which (if any) parts need to be rewritten. It will generally be easier to focus and fix a few areas than overworking the entire document.