

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.

TASK 1: Approval of the Project

Step 1. **Listen to [C769 - Choosing Your Topic](#)** (5-min. Podcast; PLEASE DON'T SKIP THIS). You may also find it helpful to view previous Capstones in either the [Capstone Excellence Archive](#) or [Model Capstone Archive](#).

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

Step 3. Compose your Topic Approval Form using this [sample Topic Approval Form](#) for reference. **Send the Topic Approval Form to your Instructor for a signature.**

Step 4. Complete the Capstone Release Form. Check the first box if you are not revealing restricted info. Otherwise, check the second box and use the Authorization (below the Release Form) to get your employer's permission. If you are unsure, check with your Instructor.

Step 5. Submit the Topic Approval Form and Capstone Release Form to Task 1.

TASK 2: Project Proposal

Step 1. Download the [Capstone Proposal Template](#).

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 Quick Reference](#) to assist. If additional help is needed with either articulation or APA format, use [Grammarly](#), and/or visit the [WGU Writing Center](#).

Step 4. Submit Task 2 for evaluation.

Step 5. If revisions are required, contact your Course Instructor if help is needed.

When Task 2 is passed, it is time for Task 3.

TASK 3: After-action Report

Step 1. Download the [Capstone Report Template](#).

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 Quick Reference](#) to assist. If additional help is needed with either articulation or APA format, use [Grammarly](#), and/or visit the [WGU Writing Center](#).

Step 4. Submit Task 3 for evaluation.

Step 5. If revisions are required, contact your Course Instructor if help is needed.