

From Proposal to Capstone

Once your Technical Writing (Capstone Proposal) is approved and your project is completed, it's time to write up the Capstone Project Report.

Essentially, you're going to "Re-purpose" the proposal content from the Technical Writing paper so that it reflects that the proposed project is now completed. Then, you add two additional sections to the revised document that detail how the project implementation went.

The new sections are:

- 1) Project Development
- 2) Conclusion

These should go after the timeline at the end of the revised content.

Re-Purposing the proposal content

Before tackling the new sections, review ALL of the Tech Writing content and re-purpose it to convert it from a "Proposal" to an "After Action Report". In some areas, this might simply mean changing tense, but it usually means a little more significant work.

Make sure that your Table of Contents includes the two new sections and that the new document is titled as the Capstone Report, not the Capstone Proposal. Pay particular attention to the title of the first section...it should not indicate that this document is a proposal, rather that this is the Capstone Report. **(note: This is commonly missed and will get the project returned for revision)**

In each section that you re-purpose, make sure that the verbiage is clear and indicates the scope of the work that you actually did versus the scope of work that you proposed. Make sure that you discuss/summarize how the project actually went in the Summary/Introduction section...that's a commonly missed detail.

If the scope has changed considerably or if you had a weak (but passable) Review Section in your proposal, you might need to revise the Review of Other Work section. One common issue that gets kicked back is when a Review section doesn't include any discussion or citations that detail recommendations or background for how the project was implemented...so, you may have done a great job supporting the problem, but if you haven't supported the solution and your approach to implementation, you will be asked to revise this section.

The Goals and Objectives should stay about the same, although you will need to indicate which ones were met and which ones were not. **(note: failure to state whether your Goals and Objectives were met or not is a common omission that will also get your project returned for revision)**

It is the Deliverables and Timeline section that probably will change the most - make sure that this section reflects the actual deliverable set as well as the actual durations and timing. If there were additions and reductions to the scope, they will be reflected here.

A good strategy here is to add a column called “Actual Duration” and make sure that the Start and End dates are labeled “Actual State Date” and “Actual End Date”. This will allow you to easily identify areas to discuss by comparing the Proposed and Actual durations and looking for deliverables that didn’t meet the proposed timing. **(note: All dates should be in the past as this is a project report that is describing a completed project)**

Creating the new content (Describing the Project Implementation)-

In the two new sections (Project Development and Conclusion), follow the Capstone Rubric items (below) to make sure that you address all of the required elements as you describe how the project went and what the outcomes were. **(note: this is a commonly missed item, as students often jump right into the discussion of the problems rather than describing and detailing the project successes...make sure that you discuss the good things about your project plan, implementation and deliverables.)**

It’s a good idea to add the sub section headings (heading 2 – bold, left justified – not in table of contents) for:

- 1) Problems Encountered
- 2) Unanticipated Requirements
- 3) Reasons for Change
- 4) Actual and Potential Effects

While, it is not a requirement to add these sub-headings within the Project Development Section, by doing so, you’ll help organize these discussions for you and for your audience.

Capstone Report Section	Meets Standard	Exemplary
E. Project Development	The candidate provides a logical explanation of what the project actually accomplished.	The candidate provides a credible and well-supported explanation of what the project actually accomplished.
<p>Add a “Project Development” Section (Heading 1 style, APA format) after the “Project Timeline” section and add that into your Table of Contents. The purpose of this section is to discuss how the project went. You’ll discuss the successes and challenges and how you resolved them in order to meet the project goals. It is not enough to say, “My project went perfectly according to plan.” The scope of your capstone project should be large enough that there will be problems encountered and the evaluation process assumes that, in the course of completing your project, you’ve had to deviate somewhat from your proposed project deliverables and timeline. In addition to a general discussion of the Project Development process/experience, discussion of each of the subsections (Sections E1 through E4) is required as described below. You must include a competent discussion of each topic within the “Project Development” section.</p> <p>Also in this section should be your references to the “Additional Deliverables” which are artifacts and exhibits that you include either in-line or in the appendices that show evidence of the implementation of key project deliverables. Examples of additional deliverables are: screens shots of user interfaces, UML, ERDs, project plans, Network Diagrams, site maps of website and training material.</p>		
E1. Problems Encountered	The candidate provides a logical explanation of the problems encountered and how they were solved.	The candidate provides a credible and well-supported explanation of the problems encountered and how they were solved.
<p>Discuss the problems that you encountered in implementing your project. Detail the source of the problems and explain the actions or changes to the project scope and deliverables that were required to mediate these problems.</p>		
E2. Reasons for Changes	The candidate provides a logical explanation of the reasons for changes made to the original plan.	The candidate provides a credible and well-supported explanation of the reasons for changes made to the original plan.
<p>Discuss all changes to the original project Goals, Objectives, Deliverables and/or timelines and detail the factors that caused these changes.</p>		
E3. Unanticipated Requirements	The candidate provides a logical explanation of any unanticipated requirements or components that needed to be resolved.	The candidate provides a credible and well-supported explanation of any unanticipated requirements or components that needed to be resolved.

Capstone Report Section	Meets Standard	Exemplary
Detail all new/unanticipated project requirements and indicate how you incorporated these new requirements into your original project timeline and set of deliverables. If these new requirements were already discussed in Sections, E1-E3, make sure to indicate in that discussion that these were new, unanticipated requirements rather than simply responses to problems that arose.		
E4. Actual and Potential Effects	The candidate provides a logical explanation of the actual and potential effects of the project.	The candidate provides a credible and well-supported explanation of the actual and potential effects of the project.
<p>By introducing specific new technologies or capabilities into an organization, often times, other doors are opened. For instance, developing a retail oriented web site without an e-commerce component or without consideration of Search Engine Optimization may meet the original goals of the project, while at the same time, serving as a platform to incorporate these features in the future. So, while E-commerce and SEO might not be within the original scope, they represent potential effects. Similarly, upgrading a workforce from Win XP to Win7 might have a singular stated goal of maintaining compliance with supported operating Systems, but the associated hardware and OS upgrades might also provide the platform to adopt a new 64-bit application that the company had been off on.</p> <p>Discuss the actual and potential effects of your project and do not be afraid to make assumptions about the next future state.</p>		
E5. Conclusions	The candidate provides a logical explanation of the conclusions about the success and effectiveness of the project.	The candidate provides a credible and well-supported explanation of the conclusions about the success and effectiveness of the project.
Make the conclusion its own section set off by a Heading 1 level heading and update the Table of Contents to reflect this section. In this section, provide a recap of the project, its outcomes and any other discussion elements that tie the project components together.		

Finally, add the Additional Deliverables (Evidence of Deliverables). These are usually in the appendix and 2-3 artifacts should be enough to show what you accomplished.

Once you have made the revisions to the Proposal and have created the new content, you are ready to submit. Make certain that you include your waiver(s) as required for the proposal and that you have still accurately reflected the presence or absence of Restricted Content.

Good Luck and let us know how the evaluation goes! Charlie and Dave - UGCapstoneIT@WGU.edu