**ITEC485- Final Capstone Project Report**

The final project report summarizes the work of the team and its results. It should clearly describe the project’s purpose and the solution delivered. It is intended to read as a professional business document.

The final project report should contain four sections:

1. Executive Summary
2. Purpose and Objectives
3. Organization and Approach
4. Delivered solutions
5. Conclusion
6. Appendix

The Executive Summary will serve as a summary and introduction to the report, while the following four sections will explain each aspect of the project in more detail. The final section should be an appendix, which provides supporting the project. More specific information on each section is listed below.

Be sure to add graphs, tables, and images to your report – but of if they contain SIGNIFICANT information and are RELEVENT to the section in which they are placed.

Sections 2-5 make up the body of the report and together should be no more than 10 pages in length. Font style is Times New Roman, size is 12 and single spaced.

1. **Executive Summary**

The executive summary previews the main points of the report in non-technical language. It contains enough information to generally familiarize a reader with the report, but is should NOT simply be an outline of the report. It should be no more than 1/10 the length of the report.

1. **Purpose and Objectives**

This section should include information about the need(s) the project is addressing the sponsor involved in the project. Include information about the existing technology or science involved in addressing the need(s). (If there is no information available, explain why and how your team is making its research on the needs)

1. **Organization and Approach**

This section explains in task-oriented terms how the work activities of the project were conducted. List which tools, skills, and methods were used to achieve the results and why they were chosen by the team.

1. **Delivered Solutions**

In this section, describe the final results of the project made by the project team. The results include screenshots with detailed explanations.

1. **Conclusions**

In this section, state conclusions made by the team at the close of the project. Also state and describe limitations and improvements for future direction. Limitations and improvements can be action steps through which additional, more effective, or less costly project work can be conducted.

1. **Appendices**

Work Breakdown Structure and a list of tasks performed by each team member MUST be included as appendices.