

Running head: 50-CHARACTER VERSION OF TITLE IN CAPS1

Title of Capstone Here

Author's Full Name Here, Including Middle Initial

Western Governors University

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## A. Proposal Overview

- View *Writing your [Capstone Proposal Overview](#)*.

The Proposal Overview section (*suggested length of 2–4 pages*) introduces the problem and overviews the solution. It contains the "road map" for the organization of the remainder of the paper. First, describe the problem the project addresses and then provide an overview of the project and the paper's organization. Finally, summarize the capstone's highlights. Include the following in your summary:

### A.1 Problem Summary

Summaries of the problem should include the context in which this problem exists. Summarize what will and will not be included in the project. Provide sufficient background information so that the reader can appreciate the need for a solution and the approach taken in the project.

### A.2 IT Solution

Describe the proposed IT solution to the problem. Identify the relationship between the problem and the proposed solution.

### A.3 Implementation Plan

This section should contain the details of an implementation plan. First, provide details on the different phases (if applicable). Then, explain how the project will be carried out and why it will be carried out in that manner. Finally, discuss the plan for implementing the project.

## B. Review of Other Works and B.1 Relation of Artifacts to Project Development

- View *Writing your [Review of Other Work](#)*.

This section (suggested length of 3–4 pages) reviews other works done by a third party relevant and related to the project. Review at least *four* other works relating to your topic.

Summarize (in satisfaction of B) interviews, white papers, research studies, or different types of work by industry professionals, and relate (in satisfaction of B1) each work to the proposed development of the project.

- Any citable work produced by an industry professional is acceptable, e.g., whitepaper, online articles, manuals, videos, etc.
- The works only need to relate to an aspect of your project, e.g., a technology used, a methodology used, risks, benefits, costs, etc.

#### **Review of work 1 (B)**

Start with an overview of the article, including the work's title and an in-text citation, and summarize the major points discussed.

#### **Relation of Work 1 to Project Development (B1)**

Describe how the work relates to the proposed development of the project.

#### **Review of work 2 (B)**

Start with an overview of the article, including the work's title and an in-text citation, and summarize the major points discussed.

#### **Relation of Work 2 to Project Development (B1)**

Describe how the work relates to the proposed development of the project.

### **Review of work 3 (B)**

Start with an overview of the article, including the work's title and an in-text citation, and summarize the major points discussed.

### **Relation of Work 3 to Project Development (B1)**

Describe how the work relates to the proposed development of the project.

### **Review of work 4 (B)**

Start with an overview of the article, including the work's title and an in-text citation, and summarize the major points discussed.

### **Relation of Work 4 to Project Development (B1)**

Describe how the work relates to the proposed development of the project.

## **C. Project Rationale**

- View *Writing the [Rationale and Current Environment](#) Sections*.

Summaries should include the rationale for choosing this project, including what makes this problem interesting or significant. The Project Rationale section (*suggested length of 1–2 pages*) provides a rationale for the project. It should address the reasons for implementing the project, as described in the Proposal Overview. The rationale may include and expand on both business and technical reasons to support the implementation. Justify the selection of the project.

## **D. Current Project Environment**

- View *Writing the [Rationale and Current Environment](#) Sections*.

This section (*suggested length of 2–3 pages*) describes and details the current project environment. It should also address specifically how the current state will set the direction for the definition and implementation of the proposed solution. Include here other details that support the description as needed to support and briefly define the project environment. Analyze the systems and describe the status of the project environment before the project begins.

### **E. Methodology**

- View *Writing the [Methodology, Goals, Objectives, and Deliverables](#) Sections*.

This section (*suggested length of 1–2 pages*) describes and details the specific methodology. The methodology is the process that the project will follow when implemented. Include specific details to adequately describe the steps that will take place to execute the project entirely. Explain how your standard methodology (such as ADDIE or SDLC) will apply to the implementation of the project.

- Identify the standard methodology used.
- Directly connect steps taken in your process to development phases of the standard methodology, e.g., analysis, design, etc.

### **F. Project Goals, Objectives, and Deliverables**

- View *Writing the [Methodology, Goals, Objectives, and Deliverables](#) Sections*.

In Project Goals, Objectives, and Deliverables (*suggested length of 3–5 pages*), provide a detailed explanation of the goals and objectives for the project and explain what the project will provide. There should be a specific identification of each goal and objective and a clear and

logical description with adequate detail of each goal and objective. Address and explain the criteria used to measure the objectives to demonstrate how each goal and objective is measured. The project will include a formal report. In addition, it will likely have a technical IT product and/or a user's manual or other documentation. Deliverables should provide a detailed logical explanation of what the project will provide to substantiate the work and completion. Include the following in the description:

**F1. Goals, Objectives, and Deliverables Table**

- View *Writing the [Methodology, Goals, Objectives, and Deliverables](#) Sections.*

Every project has one or more goals. Each goal is supported by at least one project objective. Each objective is enabled by at least one project deliverable. Fill out this or a similarly organized table:

	Goal	Supporting objectives	Deliverables enabling the project objectives
1	Summarize project goal 1	1.a. Describe project objective 1.a.	1.a.i. Explain project deliverable 1.a.i
			1.a.ii. Explain project deliverable 1.a.ii
			...
		1.b. Describe project objective 1.b.	1.b.i. Explain project deliverable 1.b.i
			1.b.ii. Explain project deliverable 1.b.ii
			...
...	...		
2	Summarize project goal 2	2.a. Describe project objective 2.a.	2.a.i. Explain project deliverable 2.a.i
			2.a.ii. Explain project deliverable 2.a.ii
			...
		2.b. Describe project objective 2.b.	2.b.i. Explain project deliverable 2.b.i
			2.b.ii. Explain project deliverable 2.b.ii
			...
...	...		
...	...	...	
...	...	...	

		...	...
		...	...
		...	...
		...	...

**F.2 Goals, Objectives, and Deliverables Descriptions**

Describe each of the project goals. Describe each objective. Explain how the objectives support the goals and explain how the objectives will be achieved. Explain what types of deliverables the project will provide, and describe the key project deliverables expected by the end of the project. Finally, describe the project goals, objectives, and deliverables that align with the Goals, Objectives, and Deliverables Table.

**G. Project Timeline with Milestones**

- View *Writing the [Timeline and Outcomes](#) Sections*.

This section (suggested length of 1–2 pages) provides a projected timeline with milestones for the project. These may be estimates that will most likely be adjusted, as the project will often require adjustments during the development and implementation phases.

- Include a narrative describing each milestone.
- Include a table (as below) with projected milestones, duration, start, and end dates.

Projections should be as authentic as possible without regard to academic plans. Dates from task 2 must be in the future, and dates from task 3 must be in the past -they do *not* need to align.

Milestone or deliverable	Duration (hours or days)	Projected start date	Anticipated end date

## H. Outcome

- View *Writing the [Timeline and Outcomes Sections](#)*.

In this section, describe the anticipated project outcomes and explain how the project's success will be measured once completed. Next, explain the expected project outcomes and describe the evaluation framework to be used once the project is completed to assess the project's success and effectiveness.

## I. References

- List all the outside sources that the narrative refers to in the text.
- Only list references with matching in-text citations.
- Sources and grammar are the most common reasons for rejected submission.
  - Evaluators use [grammarly.com](http://grammarly.com). The free side of gramamrly.com has been sufficient for this project.
  - Use this [APA Quick Reference](#) and get the best writing help from the writing experts: [WGU Writing Center](#). You can set up an appointment and/or send them your document for review and suggestions.

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Appendix A

Title of Appendix

Put any supporting material in these appendices. Add additional or delete superfluous appendices as needed.

Appendix B

Title of Appendix

Put any supporting material in these appendices. Add additional or delete superfluous appendices as needed.

Appendix C

Title of Appendix

Put any supporting material in these appendices. Add additional or delete superfluous appendices as needed.

Appendix D

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