This assessment has two tasks:

- Task 1 – **Capstone Release Forms**
- Task 2 – **Proposal**

At the completion of this assessment, you will have a technically written proposal for your final capstone project in hand; this assessment is actually the first step in your final approach to graduation.

Most information technology projects begin with a formal proposal, and in this course you will create one. Formal proposals generally include requirements, a summary, a description of how requirements are met and how the project will be managed, cost analysis, and implementation plans and schedules. Putting together a document like this will draw on many of the competencies you have already acquired during the completion of your program.

**Introduction**

Watch the following video for an introduction to this course:

*Note: To download this video, right-click the following link and choose "Save as...": [download video](#)*

This course is worth 3 competency units, or credits.

**Competencies**

This course provides guidance to help you demonstrate the following 1 competency:

- **Competency 405.2.1: Project Proposal**
  
The candidate prepares a project proposal according to the guidelines specified in the program guide.

**Writing Your Capstone Proposal**

Explore the links on the left in order to access all of the resources and direction you need to prepare for the Capstone Proposal.

**Pacing Guide**

Please use this [pacing guide](#).

**Task Instructions and Rubric**

Read the task instructions and grading rubric for your task. You can also access the rubric via the "Assessment" tab.
Next review the following document providing further explanation of what the rubric means for you in terms of the language, grammar, and mechanics:

"Language Aspects of Your Paper"

As noted in the document above and in the rubric, the technical writing assessment rubric requires the use of APA formatting and citation. Visit the following website to study APA style. Refer back to this site often as you are formatting your proposal, using citations, and editing your work once finished:

Purdue OWL APA Formatting and Style Guide

Proposal Template

Download the following:

Project Proposal Template

Plug your proposal information directly into the template where it needs to go. You don’t necessarily want to fill the information into the template in the order it is constructed, for example, a table of contents generally comes close to the beginning of a document, but must be completed last.

In addition, download the following:

Proposal and Capstone Paper

See how the proposal you write in this course informs your work on your capstone, and how the two products work together.

Selecting Your Topic

Work with the course instructor to determine an appropriate technical project. You have a great deal of flexibility in selecting a topic, but try to avoid projects for which you are the user, the client, and the IT pro. How-to papers are also discouraged; projects that come from real-world work environments often work best. Finally, your project must be related to your emphasis. The following document contains several project examples for various programs across the IT college:

Example Project Ideas by Emphasis

Topic Submission to Course Instructor

After determining an idea for your capstone project, expand it into a one to two page paper that fleshes things out in more detail. The following document provides a way to structure this mini-proposal:

Project Scope
Writing an Introduction
Provide an overview (about two to three pages) of your proposed technical project. Your idea paper can serve as the starting point, however, the introduction includes coverage of all sections in the proposal. Writing the introduction section is the best place to start your proposal as this is where you’ll define the topic, scope and environment for your project. With most, if not all proposals, the introduction will be what makes the reader of your proposal either want to continue reading, or not. However, as you write the remainder of the proposal, return to the Summary to ensure consistency with the rest of the paper.

Writing a Review of Other Work
In this section (about two to three pages), you will review other work that is relevant to your technical project. Perhaps there are case studies of similar projects, comparisons of various solutions, or related articles. For example, if you are planning a network security project, you might choose to summarize articles that describe the business case for improved security, comparisons of various hardware and software products that are possible alternatives for your project, and case studies that relate to the project you are planning. You are writing for an uninformed reader, so background material is important to understanding what you are trying to accomplish.

You may view the following video on writing your review of other work:

- Writing Your Review of Other Work

Writing a Project Rationale
This section (about two to three pages) discusses the reasons for implementing the project described in your proposal; rationale may consist of both business and technical reasons. If you have set up the background properly in the previous section, you should have no difficulty providing a rationale for the project. Published material is in the past. This section brings things to the present for a particular context – organization, department, market, etc. For example, part of the rationale may have something to do with feasibility – time, money, availability, growth, etc.

Writing a Systems Analysis and Methodology
This section (about two to three pages) describes the current state of the project environment and discusses how the current state will drive or affect the definition and implementation of your proposed solution. Other detailed analysis can be included here as well.

This section also defines the specific methodology (process) you will follow as you execute your project. Define the specific methodology (process) that you will follow when you execute your project. For instance, will you use the SDLC, ADDIE, Agile programming, or some similar methodology that’s designed to ensure that your project deliverables meet the project requirements? The process is important, and evaluators want to know about it.

Writing Goals and Objectives
List the goals and objectives (five to eight pages) of your technical project. Describe each in
detail and explain how the project will help to attain them. There is a hierarchy between goals, objectives and deliverables. Goals are high-level initiatives, often driven by senior management. Objectives combine to meet goals. Objectives are the “how to” part of problem solving. They should be precisely stated, achievable and measurable. Deliverables are what the “things” that you create do. Configuring a web server or router, creating a web site, or a page, or installing a database or e-commerce solution, creating a user manual... these are deliverables. A general way to think of this is that “ownership” wants goals met, “management” defines the objectives to address the goals, and “workers” create deliverables that fulfill or satisfy the objectives.

**Writing Deliverables**

Explain in five to eight pages what types of deliverables your project will provide. For example, you could explain that your project will include some sort of formal report. It will likely also include a technical IT product and a user’s manual or other documentation. All deliverables should clearly connect to the objectives in the previous section.

**Writing Plan and Timelines**

Include in your proposal a projected timeline for your technical project, with milestones. In this section, you will demonstrate the IT project management skills that you have developed during your degree program. Remember that these are estimates made before you even begin the technical project. It is common for project plans to require revision once the project is underway. A table is required, and one is present in the template. Since this is a proposal, provide dates in the future. Each deliverable previously mentioned must have a place in the timeline.

**Coversheet & Submission**

The cover sheet must contain the following information:

- project name
- your name
- your degree program
- your program mentor's name

Prepare any other documents that are required to complete your proposal (e.g., table of contents, reference list, appendices). You may have developed each section of your technical project proposal as separate documents. However, other sections may need preparation before you can pull all of them together. Virtually all word processing software will generate a table of contents if you have used named styles in your document.

Other sections that may need preparation include the reference list of works cited in your proposal and any appendices that your proposal requires.

As you developed your proposal, you may not have needed too much writing assistance. Nevertheless, even the best writers benefit from "another set of eyes" to help clarify ideas, identify mechanical issues, and apply the APA guidelines. Ask a trusted reader to review your work and make note of any items your reader identifies.
At this point, your work is perhaps a collection of individual documents (e.g., the proposal and relevant appendix documents). Compile them into a single ZIP file.

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**Submitting Your Proposal**

*Make sure that you have a backup of the final proposal, including all attachments!*

You will submit your final proposal in Taskstream:

- Technical Writing: Proposal

For details, see the "Assessment" tab in this course.

If your proposal is deficient, you will receive it with feedback to indicate the areas requiring revision. Otherwise, a "Pass" is entered into your Student Degree Plan. After the technical proposal is submitted for grading, the results are usually returned to you in three to five business days. You should note that if the grading does find deficiencies in your proposal, you are responsible to modify and resubmit it for additional grading.

**Helpful Resources to Complete This Course**

**Example Proposal**

- [Sample 1](#)
- [Sample 2](#)

**Course Instructors**

As you prepare to successfully demonstrate competency for this course, remember that your course instructors, subject matter experts, stand ready to help you reach your educational goals. Your course instructors are excited to hear from you and eager to work with you.

**Purdue OWL**

Successful completion of this course requires an understanding and application of proper APA formatting. Please review the [Purdue OWL APA Formatting and Style Guide](#) for formatting guidelines and solutions for a range of citation types. If you find yourself in need of additional information on APA formatting, you are welcome to purchase a copy of the most recent edition of the Publication Manual of the American Psychological Association at your own expense.

**WGU Center for Writing Excellence**

If you need help with any part of the writing or revision process, contact the Center for Writing Excellence (CWE). Whatever your needs—writing anxiety, grammar, general college writing concerns, or even ESL language-related writing issues—the CWE is available to help you. The CWE offers personalized individual sessions and weekly group webinars. For an appointment, please e-mail [writingcenter@wgu.edu](mailto:writingcenter@wgu.edu).
WGU Library
The WGU Library is available online to WGU students 24 hours a day.

The Capstone Archives

Western Governors University has established the Capstone Archive for students to examine capstone projects to aid them in preparation of this culminating degree task. WGU has taken great care to ensure that safeguards are in place to secure the academic authenticity and prohibit the exposure of sensitive information within these examples, and you must adhere to WGU’s code of conduct to not copy others’ work. These two Archives will be of most value to you in developing your capstone: the Model Capstone Archive and the Capstone Excellence Archive.

The Model Capstone Archive contains a few solid examples of student work in each of the current capstone models upon which students can pattern their work. Besides final documents, it often contains preliminary exhibits such as project plans, proposals, permission forms, contextual material, and so forth.

The Capstone Excellence Archive contains a growing number of capstones from each College that were selected as exemplars of excellence in various degree areas because they represent top work in their expression of ingenuity, exhibition of mastery, or creation of exceptional value to others. These exemplars only contain final documents, mainly of current capstone models. If you would like to have your capstone selected for this award please speak with your Capstone Course Instructor.

Capstone Waiver and Releases
Release Form(s)

According to WGU policy, student capstone projects should not be based upon and should not include any proprietary or classified information or material belonging to your employer or any other organization without appropriate authorization.

Students are required to complete the IT Capstone Waiver-Release Form when submitting any Capstone work and declare one of the following:

A. The capstone is not based upon and does not include restricted information.
OR
B. The capstone project is based upon and/or includes restricted information.

Complete the following form:

- IT Capstone Waiver- Release Form

If the capstone project is based upon and/or includes restricted information, students are required to obtain authorization to use restricted information and must have the IT Capstone Third Party Release Letter completed when submitting any capstone work. If necessary, complete the following form:
Failure to submit the appropriate documentation along with your capstone work will result in a returned submission.

Accessibility Policy
Western Governors University recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973 and similar state laws. Western Governors University is committed to provide reasonable accommodation(s) to qualified disabled learners in University programs and activities as is required by applicable law(s). The Office of Student Accessibility Services serves as the principal point of contact for students seeking accommodations and can be contacted at ADASupport@wgu.edu.

Course Feedback
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