Your competence will be assessed as you complete the CPW2 performance assessment for this course of study. This course of study may take up to 18 weeks to complete.

**Introduction**

The capstone project is your final performance assessment. In it you demonstrate your ability to integrate and synthesize competencies from domains across your degree program. The foundation of the capstone is the solution of a real problem. With the permission of their employers, some candidates have used work-related projects as the basis for their capstones. The project has four phases. Some phases will take longer than others, and part of your job here is to produce realistic time estimates.

You have previously developed a proposal for your capstone project when you worked on the technical writing assessment. Now you will complete the project, finalize the report, and prepare the other documentation. **If you have not yet completed TWA1: Technical Writing Course of Study, do not proceed with the Capstone Project Course of Study.**

**Outcomes and Evaluation**

There is 1 competencies covered by this course of study; they are listed in the "Competencies for IT Capstone Project (CPW2)" page.

You will complete the following assessments as you work through the course of study.

**Performance Assessment**

You will complete the following performance assessment in TaskStream:

- CPW2

Previews of task instructions and rubrics for this assessment are available in via the 'Assessment Preparation' box in the online course of study.

**Preparing for Success**

You will schedule CPW2 through your Degree Plan to enable you to submit your project in TaskStream when it is ready. Your mentor will help you to determine the best time to schedule this assessment.

**The Preliminaries**

There are just a few things to do before you begin the actual work of executing your project. These activities are simple and should not take much time. They are, however, very important.

**Capstone Overview**

Take a moment to review the Capstone Project Presentation. The presentation will walk you through the big picture, potential capstone formats and other important aspects of the capstone process.

**Capstone Template**
To make life a little easier for you, there is a Microsoft Word template to help you build your final capstone report.

**Scheduling Your Capstone (CPW2) Assessment**

This is a performance assessment for submission in TaskStream, so you must first schedule the assessment in your Degree Plan.

For directions on how to receive access to performance assessments, see the "Accessing Performance Assessments" page.

**Capstone Schedule Checklist**

A plan with milestones is invaluable to keep you on track to finish within a reasonable time frame. An Excel Capstone Schedule Checklist template is available to you. Fill it out and send it to your mentor, who will monitor your progress to help you stay on track. As you work your way through the assessment, send an updated checklist to your mentor every week.

**Other Learning Resources**

You will use the following learning resource for this course of study.

**APA Formatting With Purdue OWL**

Successful completion of this course of study 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.

**Additional Preparation**

There are many different learning tools available to you within your course of study in addition to the learning resources already discussed. Take the time to familiarize yourself with them and determine how best to fit them into your learning process.

**Message Boards, FAQs, Note-Taking Tool**

Message boards, FAQs, and a note-taking tool are available in every course of study.

Use the "Additional Learning Tools" page to review these tools.

**The WGU Central Library**

The WGU Central Library is available online to WGU students 24 hours a day. The library offers access to a number of resources, including over 60,000 full-text e-books; articles from journals, magazines, and newspapers; course e-reserves; and tutorials on how to use these resources and the library. The library also includes a reference service for help with research questions or navigating the library.

For more information about using the WGU Library, view the "WGU Library: Finding Articles, Books & E-Reserves" video in the Student Resources section of The WGU Channel.
Course Mentor Assistance

Course mentors are available to help you. Their job is to aid understanding in areas where you need to improve and to guide you to learning resources. Request their help as needed when preparing for assessments.

Course mentors cannot provide reviews of entire assessments. If you fail assessment attempts, review the provided feedback first, then ask the course mentor specific questions about what you can do to meet the competency standard. Request course mentor assistance as necessary in preparing for second attempts at objective assessments or performance task revisions. Mentors cannot guarantee you pass as they do not evaluate assessments; however, they can provide the assistance and advice necessary to help you succeed.

Writing Resource, Optional

As you develop your project, you probably will not need too much assistance. Nevertheless, even the best writers benefit from "another set of eyes" to help clarify ideas, identify mechanical issues, and apply the APA guidelines. The Smarthinking Writing Lab is available to all WGU candidates. Your mentor will provide a referral to the Writing Lab, if you request it.

Capstone Project Completion Phase

Depending on your project, you could finish quickly or over a span of several weeks. If you are importing a project from your work, it may be that only a week or two of tweaking is needed to bring it into step with capstone project requirements. If you are working from scratch, you may need the full eight to nine weeks. Under no circumstances should you undertake, from scratch, a project that you expect to take longer than nine weeks to execute prior to writing the capstone report. Keep in mind that the capstone report requires that, as you proceed with the project, you maintain the supporting material for the requirements in an organized way. The extra effort needed to do that now will save time later.

Executing the Capstone Project

In the Technical Writing Courses of Study, you constructed a proposal for the capstone project. Now it is time to carry out your proposal. It is rare that projects go exactly according to plan. Keep an eye on the execution so you can make note of any departures. You can learn a great deal from what does not go as planned.

Execute Your Capstone Project Plan

It is now time to execute the plan that you devised in the Technical Writing Course of Study. Review the plan with any parties who have a stake in it; you may find a need to revise it.

1. Obtain new permission to proceed with any part of the project related to your employment.
2. Execute the plan, revised or original.
3. Make explicit revisions to the plan.
4. Keep accurate notes on the process:
   • What changes were made to the plan, and why?
   • What went better than planned?
• What was more difficult than expected?
• Was there anything that was not possible to complete?
5. Justify departures from standard practice (e.g., If you could not construct a flowchart in its standard format, why not?).
6. Keep your mentor and the course mentor apprised of anything that you consider significant in the execution of your plan.

Prepare Capstone Project Deliverables and Documentation

Prepare the planned deliverables and documentation as they occur in the course of execution.

• Obtain your employer's permission to include any deliverables or documents that arise from your employment, even if the project itself does not.
• Include project documentation for use by others (e.g., user manuals or software documentation). These may not need to adhere to APA format.
• Use appropriate software to construct visuals.
• Use appropriate software to construct documentation.
• Properly label all visuals (exhibits, tables, figures, etc.).

Capstone Report Writing Phase

Writing not only presents ideas, it generates them. Write carefully and well so that the ideas you generate are sound. As in the previous phase, this phase might go quickly, or it could take up to a month to complete. If a project imported from your employment only needs minor changes to align with capstone project requirements, you may only need a week or two for writing. You should not need more than four weeks for writing.

For most students, the capstone report represents the final academic exercise before graduation. It exemplifies the work quality of which you are capable, as well as your grasp of the competencies to which you lay claim. What was the last thing that you wrote? Were you happy with it? Do you have a favorite writing reference? Keep it close.

Write the Capstone Report

The need to write never goes away, and what you write stays around after you go. Those who read your work but do not know you will judge you by it, and those who do know you will judge silently, so write well.

Write Capstone Report Introduction

The capstone report introduction (suggested length of five to eight pages) is an overview of the project. Discuss the actual development, summarize the rationale, outline the systems analysis of your project, and review other work done in the same area (literature review). Some of this will represent a restatement of work that has already been done, but much of it will be new content, written to reflect the fact that your project is done.

The introduction should open with a description of your project, followed by a summary of the actual project development. To put your project into a larger context, you will restate the review of other work (literature review) from your capstone proposal with an expansion called for from the actual development of the project. Finally, the introduction closes with a discussion of the
Review Capstone Project Goals and Objectives Section

Review the goals and objectives (suggested length of three to five pages), describing each in detail. Explain how you did or did not achieve them. Goals and objectives are not always technical in nature. Some of them will reflect the business or organizational unit goals.

Organize this section by individual goal and objective. For each goal and objective, explain how your project succeeded or failed. Your list of goals and objectives will come from your capstone proposal, although you may add to the list if your project identified unanticipated goals and objectives.

Discuss Capstone Project Plan and Timelines

Review your experience (suggested length of three to five pages) in using your project plan to develop the capstone project. You will provide a plausible explanation of why you did or did not meet stated timelines.

Organize this part in one of two ways: (1) list the milestones consecutively, and describe why they were or were not met; or (2) organize this section by deliverable, with a discussion of how each was or was not provided on time.

Discuss Project Development

Provide a credible and supported explanation (suggested length of three to five pages) of what the project accomplished. Discuss problems encountered, modifications made to the project plan, and reasons for those modifications. Also, address unanticipated requirements. Finally, discuss actual and potential effects of your project, developing a set of conclusions about the project’s success and effectiveness.

Capstone Document Preparation and Grading Phase

Just as a quality product must also look good to appeal to potential buyers, your paper must look good in order to set proper expectations for readers; excellent appearance forecasts excellent work. A lack of attention to detail here will cast the entire project in a poor light, so do not rush this phase.

Do you tend to skip over formatting issues in your word processor because you do not know how to fix them? The timing allotted to this phase reflects initial grading time. Depending on the project, assembling your work into a presentable package should not take more than two weeks, even if you began from scratch. Add to that a week for evaluation, and you should be all done by week 18.

Assemble and Submit the Capstone

Combine the report produced in the last phase with several ancillary items for assembly into the completed project. Submit the package for evaluation.

Prepare Capstone Cover Sheets

The cover sheet should contain the following information:
- capstone project title
- your name
- your degree program
- your mentor's name
- signature blocks (A space for your mentor's signature and your signature and the date. Your mentor will sign this when the proposal is approved.)

The link below show how the cover sheet should look

- Technical Writing Project Coversheet Template

Prepare Competency Matrix

The purpose of the competency matrix is to have you state precisely which competencies are demonstrated in your proposal. Note: in most cases, this will be the same as the competency matrix that you developed for your Technical Writing (Capstone Proposal). If there are significant changes to the scope, deliverables and competencies that were originally proposed versus those incorporated into the Capstone Project, you may need to revise the original Competency Matrix before including it the Capstone Project.

In addition to the technical writing competencies that you will demonstrate through the completion of the Technical Writing (Capstone Proposal) paper, the Competency Matrix must include a minimum of 11 competencies as described below.

Your proposal must demonstrate your mastery of at least 10 different competencies from the following domains (with at least one coming from each domain):

- Leadership and Professionalism
- Upper Division Collegiate Level Reasoning and Problem Solving
- Language and Communication
- Quantitative Literacy

In addition to the 10 competencies from the previous domains, your proposal will also demonstrate your competency in at least one of the following information technology domains:

- Software
- Networks
- IT Management
- Project Management
- Security
- Database

If you have selected an emphasis for your degree (e.g., security, network administration, databases, or software), then at least one of the selected domains must reflect the emphasis area. For example, if you are in the BSIT-Security Emphasis degree program, you must demonstrate competency in the Security Domain, although you may also demonstrate other competencies as well.
Here are sample entries from one student's competency matrix:

- **Sample Competency Matrix Entries**

In the first column, write the domain to which the competency belongs. In the second column, write the competency you are demonstrating (do not just list a number). In the third column, give a brief explanation of how your capstone project demonstrates mastery of the competency.

Explain how your capstone project will demonstrate your competence in each of the following areas:

- Leadership and Professionalism
- Upper Division Collegiate Level Reasoning and Problem Solving
- Language and Communication
- Quantitative Literacy

Explain how your capstone project will demonstrate technology competence in at least one of the following areas:

- Software
- Networks
- IT Management
- Project Management
- Security
- Database

You can find competency lists for each domain in one of two ways:

1. Look in the WGU Student Portal's "Resources" tab, under "Degree Resources." Follow the link for Information Technology to a page that has links to each degree's competencies.
2. There is also a competencies tab on each assessment's detail page.

Please watch this short video tutorial on how to construct the Competency Matrix

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

**Prepare Other Necessary Sections**

Prepare any other documents that are required (e.g., table of contents, bibliography, references, appendices) to complete your capstone report. You will likely have developed each section of your report 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 bibliography of works cited in your capstone proposal and any appendices that your proposal requires.

**Compile All Sections of the Capstone Report**

At this point, your work is perhaps a collection of individual parts. You must now gather these parts into a single document. Your capstone report should be a single word-processing document. List files from other programs as appendices to submit for grading; include them in an attached ZIP file. Review all sections of the capstone report for language, APA format, etc.

**Submit Capstone Report in TaskStream**

Make sure that you have a backup of the final report, including all attachments. Submit your Capstone Report task in TaskStream.

**Revise Capstone Project**

In the event that your capstone project is deficient, you will get it back with feedback for revision. Otherwise, your Degree Plan receives a "Pass." Below is a link to the rubric used for evaluation.

- [Capstone Rubric](#)

**Final Steps**

Congratulations on completing the activities in this course of study! This section will guide you through the assessment process.

**Assessment Information**

The activities in this course of study have prepared you to complete the CPW2 performance assessment. If you have not already completed the assessment, you will do so now.

**Accessing Performance Assessments**

You should have completed the following tasks as you worked through this course of study. If you have not completed the tasks in TaskStream, do so now.

- [CPW2: Project](#)

For directions on how to receive access to performance assessments, see the "Accessing Performance Assessments" page.

**Feedback**

WGU values your input! If you have comments, concerns, or suggestions for improvement of this course, please submit your feedback using the following form:

- [Course Feedback](#)
ADA Requirements
Please review the University ADA Policy.