This course supports the assessments for the IT Capstone Written Project. The course covers 1 competency and represents 4 competency units.

**Introduction**

**Overview**

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 the Technical Writing course, do not proceed with the IT Capstone Written Project course.**

**Select Getting Started to begin.**

**Competency**

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

- **Competency 981.1.1: Capstone**
  The graduate integrates and synthesizes competencies from across the degree program and thereby demonstrates the ability to participate in and contribute value to the chosen professional field.
Course Instructor Assistance

As you prepare to demonstrate competency in this subject, remember that course instructors stand ready to help you reach your educational goals. As subject matter experts, mentors enjoy and take pride in helping students become reflective learners, problem solvers, and critical thinkers. Course instructors are excited to hear from you and eager to work with you.

Successful students report that working with a course instructor is the key to their success. Course instructors are able to share tips on approaches, tools, and skills that can help you apply the content you're studying. They also provide guidance in assessment preparation strategies and troubleshoot areas of deficiency. Even if things don’t work out on your first try, course instructors act as a support system to help you prepare for another attempt. You should expect to work with course instructors for the duration of your coursework, and you are encouraged to contact them as soon as you begin. Course instructors are fully committed to your success!

Getting Started

The capstone course is the second of two courses that comprise the capstone project experience. The capstone project is intended to allow you to integrate and apply competencies acquired from your IT program, specifically to include competencies from your program emphasis.

Progress through the capstone project experience is marked by these six steps, the first three of which were completed during the Technical Writing course:

Work completed during the Technical Writing course:

1. Submitted a brief project idea, and received approval to continue.
2. Wrote the full proposal to conduct a project based on the project idea.
3. Submitted the proposal for grading.

Work to complete for the Capstone course:

4. Conduct or execute the project.
5. Write the capstone paper, which is the after-action report that describes project outcomes.
6. Submit the capstone paper for grading.

Once this course is complete, you will have completed the capstone experience. What follows is a description of steps four, five, and six in this process, including the resources that will help you at various points. Please read the entire course before you begin. Doing so will help you remain
on pace.

**Lock In Your Progress**
Once you are ready to start or are actively working in this course, lock in your progress. You only need to complete this step once.

**Mark this Activity Complete to Lock In Your Progress**

Click the check mark above or below if you are actively engaged in this course.

**Step 4: Conduct or Execute Project**

Conduct or execute the project.

- If you are using a project that has already ended, then you may begin step 5.
- If not, you must now manifest the design of your project, implement it, and conduct an evaluation.
- Once the project is complete, you are ready for step 5.

**Step 5: Write Full Capstone Report**

Write the full capstone after-action report.

*Use these instructions to produce your capstone.* It explains what must be done to convert your proposal into its capstone after-action report.

The following 7-minute video is based on these instructions:

There are several ways to approach this task based on the instructions, but here is a suggested tactic:

1. Write the “Project Development” section first. Use the sub-sections of the rubric as sub-headings under the main Project Development heading.
2. Revise the former proposal sections so that they are consistent with what you produce in project development:
   a. The "Summary" must now include an overview of project development.
b. The "Review of Other Work" must include research to support the later phases of your project.

c. "Systems Analysis and Methodology" must now include a description of the execution of the later stages of your methodology.

d. You will have to describe the extent to which you did or did not meet goals, objectives, and deliverables.

e. You will need to state the level of completion for each milestone/deliverable in your timeline.

f. All sections must take on the tone of a completed project, including overhead items – like the words "Technical Writing" and "Proposal" in your cover material.

3. Carefully review your work for articulation, writing mechanics, and APA format.

Step 6: Submit Capstone

Submit the capstone for grading.

- Enter your Taskstream account by selecting the Assessment tab in the upper portion of this course.
- Submit a signed copy of this Student Waiver/Release (this must be a separate/different file than your Capstone Report): Capstone Waiver Form
- If you have an Employer/Third-party Release form to submit, upload that as well (this must be a separate/different file than your Capstone Report). If you need another copy of the Employer/Third-party form, download it here: Third Party Release Form
- Submit your capstone proposal.

If you are asked to revise your work, please seek the guidance of a capstone course instructor.

Student Support

WGU values your input! Please submit any feedback you have using the following form:

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Access the WGU Library 24 hours a day, 7 days a week:

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Visit the Student Success Center to access a variety of topics that will help you succeed at WGU:

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Contact the Center for Writing Excellence (CWE) for help with any part of the writing or revision process:

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