

Capstone Project Information

As part of completing this course, you will tackle a capstone assignment that you will complete in stages over the course of the semester. The final product will be due at the end of Week 12 in the form of a basic project management plan. The capstone assignment, as its name indicates, is a critical course component which demonstrates your ability to analyze, synthesize, and utilize critical thinking skills. In addition, successful completion of the capstone must demonstrate your mastery and application of the course learning outcomes.

Project Overview

In consideration of your current career situation (employed or unemployed), you are asked to think through the following practical questions as they relate to the capstone for this course:

- What project could I actively take on, and manage, that would either advance my career or improve the organization where I currently work?
- If you are in a career transition, what project could you actively participate in that would advance your career goals?
- If you are presently employed and could identify a specific area in your organization that needs your expertise or that you would like to see improve, what would it be?
- What would you want to work to improve here at Cleary University?

All of these questions capture a potential, real-life scenario that is relevant to a present project situation and can be applied to the learning objectives.

Note: Your capstone project must be approved by me **no later than Sunday of Week 1**.

Final Submissions

Each week, along with your required discussion forums and assignments, you will complete a capstone milestone. These milestones are comprised of a detailed piece of this project and allow you to develop your capstone in measurable steps. Upon completion of each weekly capstone assignment, combined with the feedback provided by the instructor, you will effectively write your capstone throughout the 12-week course. Your project management plan will address the following parts of a project plan:

- Project Statement
- Stakeholder Analysis
- Scope Statement/Statement of Work
- Work Breakdown Structure
- Project Methodology
- Resourcing Plan with Gantt Chart Schedule

- Budget
- Risk Register
- Communication Plan

Capstone Details

- The body of your capstone should be at least 12 pages (excluding title page, table of contents, references pages, and any appendices).
- **APA formatting is required** (double-spaced, 1" margins, paragraphs indented, pages numbered according to APA rules, and include a title page, table of contents, and references).
- Your final should encapsulate all of the capstone assignments
- Remember that only information that has been cited parenthetically in the body of your paper can be listed in your references.
- Your capstone is due by Sunday evening at the end of Week 12.

Capstone Milestones

Your capstone final should use all of the information from your milestones. If you would like to save yourself time, you could complete your final each week you have a capstone milestone by moving the work into a Word document and making any updates per your professor's feedback. The list of your capstone milestones is below.

- **1.3 Capstone Milestone - Identify and Propose Your Project**
(<https://cleary.instructure.com/courses/5912/assignments/149698>)
- **2.2 Capstone Milestone - Stakeholder Analysis and Project Scope Statement**
(<https://cleary.instructure.com/courses/5912/assignments/149702>)
- **3.2 Capstone Milestone - Create a WBS Diagram**
(<https://cleary.instructure.com/courses/5912/modules/items/423694>)
- **3.3 Capstone Milestone - Methodology Rationale**
(<https://cleary.instructure.com/courses/5912/assignments/149704>)
- (<https://cleary.instructure.com/courses/5912/assignments/149704>) **4.2 Capstone Milestone- Resourcing Your Project and Scheduling**
(<https://cleary.instructure.com/courses/5912/assignments/149705>)
- **5.3 Capstone Milestone - Project Budget**
(<https://cleary.instructure.com/courses/5912/assignments/149707>)
- **6.2 Capstone Milestone - Create a Risk Register**
(<https://cleary.instructure.com/courses/5912/assignments/149708>)
- **9.2 Capstone - Create a Project Communication Plan**
(<https://cleary.instructure.com/courses/5912/assignments/149711>)
- **12.1 - Capstone Submission** (<https://cleary.instructure.com/courses/5912/assignments/149701>)