# *Shape Description automatically generated with medium confidence*

# Software Management Capstone Project Proposal

Date Submitted:\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_

Semester (Fall, Spring, or Summer): \_\_\_\_\_\_\_

Number of Units Requested: \_\_\_\_\_\_\_

**Team Members:**

Student Name: Andrew ID:

Student Name: Andrew ID:

Student Name: Andrew ID:

Student Name: Andrew ID:

Name of Supervising Faculty (required):

Additional Advisor(s) (optional):

**Abstract**

*Description of the topic or problem*

**Main Objectives**

*Specific investigations and work to be carried out, and all objectives and expected outcomes*

**Background and problem context**

*Relevant background information*

**Approach**

*Explain your selected team process*

*NOTE: Weekly meeting with Faculty Supervisor is required to be part of your Work Plan.*

**Resources**

*Site sources that relate to the domain, topic or problem under study, and/or your approach*

**Technologies and skills required**

*List specific technologies expected to be used, plus skills required for project success*

**Currently known obstacles and risks**

*List known challenges expected and the risks they may create for this project*

**Measures of success**

*How will the team measure success?*

**Expected use of deliverables at project completion**

**Team roles and responsibilities**

**Milestones & Deliverables:**

*Measurable achievements with expected completion dates and work products*

|  |  |  |
| --- | --- | --- |
| Week 1 | Milestone n | **Work Plan** |
| Week 2 | Milestone n | Deliverable n |
| . . . | . . . | . . . |
| . . . | . . . | . . . |
| . . . | . . . | . . . |
| Week n… | Milestone n… | Deliverable n |
| Week n… | Milestone n… | **Reflection Essay** |

**Required Deliverables** (see syllabus for grade percentage distribution)

1. **Work Plan** – A document showing all the tasks involved in the project, who is responsible for each task, and when the tasks will be completed to achieve the planned milestones. The work plan should be developed within the first week of the project.
2. **Weekly Activity Log** – A running account of the team’s activities and experience for each week. Identify achievements, challenges and concerns, plan for the following week, and a self-evaluation of the performance of the team for the week. (An example log will be provided to the team.) **Due every Monday by Noon (Pacific Time). Send to Supervising Faculty and Program Director.**
3. **Reflection Essay** – A 10-page (double-spaced) reflection about the experience and outcomes of this project. To be is completed by the team, by the end of the study. There are two components of this essay:
4. Summarize your outcomes: what did the team achieve? (~20% of paper)
5. Discuss your experience from a *teamwork process* perspective. (~80% of paper)
   1. How well did your chosen teamwork process approach work?
   2. What challenges were faced, and how did the team overcome them?
   3. What would you do differently if you were to take on another Capstone Project with this same team?
   4. What advice do you have for students who wish to be successful in a team Capstone Project?

Final deliverables will be delivered to Supervising Faculty on date:

1. *Final deliverable 1*
2. *Final deliverable 2*
3. …
4. …
5. *Reflection Essay*

**Team:**

We, the team members identified below, agree to make our best effort to complete and deliver all work described in this proposal by the date specified above.

Student Name: Signature:

Student Name: Signature:

Student Name: Signature:

Student Name: Signature:

**FACULTY:**

We agree to oversee the above-described Capstone Project and deliver the final grade to the Director of Student Affairs on the date specified above.

Supervising Faculty Signature: Date:

Program Director Signature: Date: