

# Senior Capstone Documentation Requirements

**Project Summary:** You have been hired by a major company to help connect the company with the community in a positive way. You have decided to design a project and will need to figure out what the community needs, and then you will have to plan, organize, and implement the project. The company has given you \_\_\_\_\_ weeks to complete the project and give a presentation to the company's board of directors. As part of your project you will have to document in detail your progress along the way.

**Purposes:**

- To create a positive image of the company in the community.
- To make the world a better place.
- To secure your job, and open doors for more opportunities/promotions.
- To polish your leadership skills.

**Writer's Role:** Newly hired human resources executive.

**Audience:** The company's board of directors.

**Form:** A formal report documenting the development, research, implementation, results, and personal reflection of the project.

**Evaluation:** See rubric.

**Procedures:**

- Learn about service-learning and look for examples of other successful projects: document what you found. Possible name for section: **Initial Project Research and Brainstorming.**
- Determine a possible focus and research it to make sure there truly is a need in for your focus: document what you found. Possible name for section: **Researching the Need.** This section should be at least 3 pages in length, use parenthetical notation, and have a bibliography.
- Begin the process of developing your project by planning, organizing, scheduling, and contacting people as necessary. Document everything as you go and definitely include your personal thoughts, comments, struggles, and successes. Possible name for this section: **Project Development.**
- Design, gather, create, and/or build the materials that you will need. Include this information as you write the **Project Development** section. You may want to write this as a list. Definitely keep track of who helps you because sending thank you cards is mandatory. You should include this as part of your documentation; think about creating a chart for it.

- Keep copies of anything that you create or write. Take pictures of EVERYTHING! Keep any posters that you make. Keep copies of articles that you write and definitely any articles that you have in the paper. The more that you have, the easier your formal presentation will be.
- Implement your project. After implementation, document the entire experience including set up and what exactly happened during implementation – the successes and the struggles. Possible name for section: **Implementation**.
- Assess the results. Did you meet the goals that you set? Possible name for section: **Results**.
- Reflect on your experience. This section should be personal. Did you realize that you were particularly good at something? Did you realize that you struggled with anything? How much of a leadership role did you take in the development of this project? What were your strengths and weaknesses as a leader? How well did you work with others? If you had any negative feelings or experiences, what could have been done to alleviate the problems? Overall, what are your feelings of the project? Were there things that you could have done better? Were there things that turned out really well, and why? Were you surprised by anything? Possible name for this section: **Reflection**.