

# Guideline for Writing Capstone Project Proposal

Your proposal should at least contain the following sections. Please use A4 paper, Times New Roman size 12, Single Spacing. Limit your proposal to not more than 1500 words.

## Capstone Project Proposal by [your name]

### **Project Title**

*Write the name of your project.*

### **Project Description**

*This should be a half page to a page detailed description of what exactly your Project is.*

### **Project Rationale**

*Two to three paragraphs stating the need for, and justification of, selecting this Project topic. Who will benefit and how will they benefit from this project (not including you)?*

### **Personal/Professional Expectations**

*Two to three paragraphs on what you hope to gain from this Project, both professionally and personally.*

### **Project Goals**

*List and explain the goals of your Project. This section should address, in detail, a description of your project, what you plan to do and how you will achieve it.*

### **Research**

*Your project should also include a review of the existing research on your topic and a discussion comparing this research to your project focus. The proposal should address how you plan to review the existing literature, what sources you plan to use (the Internet, journals, books, popular magazines, etc.).*

### **Procedure & Work allocation**

*A step-by-step analysis of how you intend to meet your goals, including resources you will need, where you intend to find them, and an estimated timeline of how long each step will take together with work allocation amongst your group member. This is the major section of your proposal.*