**Assignment 1**

**First Step**

**Overview**

Create a SWOT analysis and project charter for your selected organization's integrated action learning project.

*Note:* You must complete this assessment before you can complete the other assessments in the course.

By successfully completing this assessment, you will demonstrate your proficiency in the following course competencies and assessment criteria:

* Competency 1: Communicate effectively in business environments.
  + Communicate in a manner that is professional and consistent with expectations for members of the IT profession.
* Competency 2: Use IT tools for decision-making.
  + Research the process of developing a project charter.
* Competency 3: Collaborate using IT tools in an organization.
  + Collaborate with a site supervisor to identify an IT project subject.
* Competency 7: Plan strategically for global and domestic environments.
  + Describe the intersection between a SWOT analysis and a project charter.
  + Provide a thorough environmental scan that details problems in the environment.

**ASSESSMENTS CONTEXT**

**As a practitioner designing appropriate IT solutions, you need an in-depth understanding of the organization, its environment, and the needs of key stakeholders. Deciding on which technology or mix of technologies to use requires collaboration and communication to form an understanding of the overall context and potential impacts of specific solutions. Throughout your IT program at Capella, you have developed key competencies to enable you to meet the challenges of this role, and your integrated action learning (IAL) project for this course is an opportunity for you to demonstrate that you have mastered these competencies.**

**Project Overview**

**This capstone course and the course project are quite special. This is the culmination of your studies in the Capella BS IT program. Similar to an internship or a practicum in traditional senior-year capstone courses, this course project will use your existing knowledge of an organization and require you to apply the IT knowledge you have learned throughout the BS IT program at Capella.**

**For your capstone project, you will design and model an IT solutions proposal that takes into account the overall context and potential constraints of the organization and benefits from research in the field about the solutions you propose. You will choose a real organization and collaborate with a key individual within the organization, presenting your ideas and asking questions as you move through your design process. You will also reflect on your own role in the process of developing the proposal and consider how your coursework and your background contributed to your endeavor. This final project will provide you with a field experience that allows you to demonstrate your abilities.**

**The Program Outcomes document (linked in the Resources under the Capella Resources heading) is considered a frame of reference for you and faculty about outcomes. The document has illustrative examples of tasks and artifacts for each program outcome. Click the link provided to view the document.**

**The IAL project is a real-world project solving a real-world problem. You should seek to develop a project that will apply the concepts you have learned in your time at Capella. As you choose your project, consider the examples below:**

* **If you are in the project management specialization, you might decide to propose a risk-management system for your employer.**
* **If you are in the network technology specialization, you might want to propose a local area network (LAN).**
* **If you are in the information assurance and security specialization, you might develop a security proposal for your organization.**
* **If you are in the health informatics specialization, you might create a proposal for transitioning to electronic health records for a health care unit.**
* **If you are in the software architecture specialization, you might want to develop a strategy for creating the architecture for a Web or mobile application for your employer.**

**As you can see, the ideas for benefiting an organization, community, or industry are quite limitless.**

**You will begin by laying the groundwork for developing your project proposal. The first step of this process is to examine the environment that will serve as the context for your project. You will define your environment, perform an environmental scan, and start the development of a document that outlines the major features of your environment.**

**What the Project Is Not**

**Unlike in some other courses you may have completed, you will not be expected to implement the solutions you propose in your capstone project. Ideally, at some point after this course, your organization would decide to implement your proposed strategies, and you would then evaluate the success of that implementation and make adjustments as necessary.**

**Your focus over the coming weeks will be on developing a proposal that clearly communicates IT solutions that address the complex needs of clients and account for various stakeholder interests as well as other key internal and external factors influencing the organization.**

**Project Components**

**Your project is a compilation of the documentation you will create throughout this course. For your final IAL project proposal to be submitted in Assessment 6, you will incorporate all of the components listed below in one document that is your final proposal:**

* **Executive Summary (Assessment 5): This is placed at the start of the proposal but is the last piece written.**
* **Organization and Site Supervisor Description (Assessment 1): This includes a short description of key information about the site supervisor.**
* **Environmental Scan (Assessment 1): This provides an initial analysis of key internal and external factors affecting the organization to identify critical problems that might be addressed by IT solutions.**
* **Literature Review (Assessment 2): This identifies themes in the literature regarding IT concepts related to potential solutions for the problem you are addressing. It is an annotated bibliography that includes a short summary and reference for each resource, organized into themes or topics. All sources must be listed according to APA format.**
* **Self-Assessment (Assessment 3): This represents a thorough assessment of what you offer when it comes to your project, as well as how your personal factors might affect the success of your project. Include your lifelong learner and professional development plan (Assessment 3) in this section.**
* **The Action Learning Process (Assessment 3): In this section, you reflect on the process of developing your proposal.**
  + **Communication: How have you used business communication and tools in developing the proposal?**
  + **Decision Tools: What IT tools have you used in developing the proposal and in collaborating during the planning process?**
  + **Collaboration: Reflect on the role of collaboration in developing your proposal.**
    - **Who did you work with to accomplish the planning in the environment, and how did your connection with them help shape your proposal?**
    - **How did feedback from your site supervisor or critical friend contribute to your final revisions to your proposal?**
  + **Reflective Learning: Consider the value that your educational and personal background brought to the process.**
    - **How has your learning process in your program at Capella contributed to your approach to developing your final project proposal?**
    - **How have other aspects of your background helped or potentially hindered your work on this proposal?**
    - **What lessons have you learned from this process that you would apply to future planning pursuits in your field?**
* **Solution(s) Analysis (Assessment 4): This addresses key questions related to your proposed solutions.**
* **Needs and Risk Analysis (Assessment 4): This specifies how the proposal's solutions meet the needs of the organization and key stakeholders and identifies the potential risks involved as well as strategies for addressing those risks.**
* **Legal, Ethical, and Policy Analysis (Assessment 4): This specifies potential legal, ethical, and policy issues related to the solutions being designed and the context of the organization.**
* **Reflection (Assessment 6): This addresses your experience of working on the capstone project.**

Additional Requirements

* **Written communication:** Your writing should be free of errors that detract from the overall message.
* **Formatting:** Format resources according to APA (6th edition) style.
* **Font and font size:** Use Arial or a similar font, 10-point.



**Assessment Instructions**

***Note*: You must complete this assessment before you can complete the other assessments in the course.**

The integrated action earning (IAL) project represents the capstone experience of your undergraduate program. If you have not yet done so, read the **Integrated Action Learning Project**description linked in the Resources under the Required Resources heading. The course project provides an opportunity to apply what you have learned in your coursework to a real situation, resulting in benefits not only to you but to an organization as well. You will apply what you learn from your research to better understand how to produce your proposal.

The focus of this assessment is discovering where the needs of the IAL project environment connect with what you have learned in your program and in your own experience. The goal is for you to identify an organization and site supervisor for your project and to work with your site supervisor to identify an area of need in the environment that will become the focus of the rest of the course as you develop a project proposal to address this need.

**Organization and Site Supervisor Selection**

The first step in your project is to identify an organization and a site supervisor who will work with you. In some action learning and research circles, there is a person called a "critical friend" who serves a similar role. Essentially, you will be looking for someone who is connected with your target organization who can help you by not only being a sounding board but also by serving as an insider to help you find the information you need. Ideally, this person would also be involved with helping change happen in areas targeted by your project.

Your site supervisor will be vital in the most critical phase of your project—the discovery phase—during which you will investigate critical issues you will need to consider when designing your project proposal for the organization you have chosen.

A site supervisor serves a key role in understanding the pulse of an organization. This person can be critical in helping you identify key stakeholders you may need to involve in your planning process and in facilitating collaborative dialogue around potential solutions. At this time, select someone within the organization that you have chosen for your project. This person should be:

* In a position to facilitate change on a fairly broad level within the organizational environment.
* Willing to devote his or her time to this project.
* Responsible for an area within the environment that is related to your course of study, or that encompasses an area related to your course of study.
* Willing to participate in and support this project.

Once you have selected a site supervisor, create a short description of this person that includes the following. You will include this description in your environmental scan document.

* Basic contact information.
* The site supervisor's role and length of time with the organization.
* How you contacted or met this person.
* Relevant information about the person and his or her role that may be important.

**Environmental Scan**

As you will begin laying the groundwork for developing your project proposal, the first step of this process is to examine the environment that will serve as the context for your project. An environmental scan provides an initial analysis of key internal and external factors affecting the organization to identify critical problems that might be addressed by IT solutions.

**SWOT Analysis**

The structure you will use for this scan is called a SWOT (strengths, weaknesses, opportunities, and threats) analysis. Using SWOT, first look at the strengths of the environment, organization, or industry that you are analyzing. Second, examine weaknesses in that same environment. After you spend time looking at the internal strengths and weaknesses of the target environment, look at the opportunities and threats the target environment faces.

Designing appropriate IT solutions strategies requires that you consider a combination of those four factors, two internal to the organization (factors that the organization has control over or that result from its own actions) and two external influences (factors that the organization is experiencing as a result of another organization or outside influence).

The SWOT analysis should provide a clear picture of the organization, industry, or environment that includes information about resources, people, cultural factors, plans, and problems. The goal of gathering this information is to provide a basis for you and your site supervisor to talk about areas that could be addressed by your project. Once you have decided on a problem or area you wish to improve in the environment, the rest of the project can proceed from there.

At this time, conduct a SWOT analysis of the organizational environment you have identified for your project. Create a document up to three pages long that summarizes the most important findings of your analysis. Also include a description your site supervisor's (critical friend's) role in the environment.

**Project Charter**

A project charter is a document that contains sections detailing project business case, project objectives, a summary schedule, a summary budget, project success criteria, and other pieces of information. For this part of the assessment, complete the following:

* Research the process of creating a project charter.
* Write a paragraph or two that discusses the intersection between what you discovered in the SWOT analysis and the requirements for a project charter.

*Remember*: In this project, you are the central figure. This is about the culmination and blending of all of your learning and experiences so far and creating change in an environment through the change of your own practice and the deepening of your own understanding of key issues. Do not forget to include yourself in this picture.

**Additional Requirements**

The format of your environmental scan document should be of your own choosing. Your completed environmental scan document should include the following components:

* Site supervisor description.
* Introduction to the organization and current situation.
* Identification of the problem, issue, or improvement area chosen.
* SWOT analysis.
* Description of the intersection between a SWOT analysis and a project charter.
* Conclusions based on the SWOT analysis.

**Assignment 2**

**Research Literature Review**

Overview

Conduct a literature review for your selected organization's integrated action learning project.

*Note*: You must complete Assessment 1 before you can complete the other assessments in this course.

By successfully completing this assessment, you will demonstrate your proficiency in the following course competencies and assessment criteria:

* Competency 1: Communicate effectively in business environments.
  + Organize researched literature to develop the literature review outline.
  + Provide sources that clearly support the premise of the project.
  + Uphold academic ethical standards by properly citing, referencing, and paraphrasing sources in APA format.
  + Communicate in a manner that is professional and consistent with expectations for members of the IT profession.

Context

As you continue to work on your capstone project, you will gather, review, and summarize research. The goal of such a literature review is to see how others have dealt with problems similar to the one in your integrated action learning project, and to examine the results of your actions to make your decisions better informed and, hopefully, more beneficial to the specific organization, industry, or environment.

In finding and using sources, you should aim to gather a variety of different works, both scholarly and practical. A wider variety of sources will give you a broader perspective from which to draw your own ideas about finding solutions. You are also encouraged to include ideas or sources that appear to be in conflict with one another, or even in conflict with what you believe. Doing so will allow you to critically evaluate sources by comparing the information contained in each. Even more important, perhaps, is the need to examine and include sources that are contrary to what you are predisposed to do. Regardless of whether you accept their direction in the end, these challenges to your ideas about solutions will serve to make your own ideas stronger and better developed.

**Assessment Instructions**

*Note*: You must complete Assessment 1 before you can complete the other assessments in the course.

If you have not yet done so, read the **Integrated Action Learning Project** description linked in the Resources under the Required Resources heading.

A literature review allows your recommendations to be informed by the experience of others. To complete a literature review for your integrated action learning project, you will devote significant time to researching your IT issue, beginning with sources that have addressed problems similar to those in your project.

Developing a literature review outline means that you will need to go through the work of finding, reviewing, and organizing resources. However, you will not have to go through the additional work of writing them into a formal research section of your paper.

Follow these steps to create a literature review:

1. Gather a solid body of research in the area of the IT problems you have identified for your final project. You may start with broad secondary sources such as textbooks, Google Scholar, or Information Please. Your goal, though, is to harvest a number of potentially useful sources that are called primary sources. These are articles in which the data is actually part of a project or case study being covered. This data is considered more valuable and reliable because it is first-hand data. It is recommended that you set aside a block of two to three hours to gather as many potential articles as you can. Do not read or review them at this time—just gather as many as you can. You should have at least ten resources for your literature review.
2. Read and process the articles you gathered, looking for common themes or solutions to the problems you are working on. These themes will become the structure for your literature review outline.
3. Write an APA-style citation for each resource you plan to use in your literature review. Follow the citation with a brief two- or three-sentence description of the resource.
4. Write a literature review outline. Once you have an idea of the organization of themes or topics of the articles in your research area, organize those themes in a way that seems meaningful as the main points in the outline. Create a header for each theme, and place the appropriate resource citation(s) with its description under it as a sub-point to the relevant theme. You can use sub-themes if needed.

This literature review or annotated bibliography will become part of your final project proposal. In the literature review section of your proposal, you will be expected to include at least ten sources. By that point in your research, you will likely replace some of the resources in your literature review as you become more familiar with the material.

*Note*: Textbooks and Wikipedia are not appropriate sources to refer to in your review. Use other respected resources.

**Assignment 3**

**Action Learning**

Overview

Create the following for your selected organization's integrative action learning project: a self-assessment narrative, a lifelong learning and development plan for a selected IT profession, and a summary that describes action learning.

*Note:* You must complete Assessment 1 before you can complete the other assessments in this course.

By successfully completing this assessment, you will demonstrate your proficiency in the following course competencies and assessment criteria:

* Competency 1: Communicate effectively in business environments.
  + Develop a self-assessment narrative in relation to an IT proposal.
  + Develop a lifelong learning and professional development plan for a selected IT profession.
  + Communicate in a manner that is professional and consistent with expectations for members of the IT profession.
* Competency 3: Collaborate using IT tools in an organization.
  + Define "action learning" and the role a project leader plays in it

Context

The importance of a thorough self-assessment in an integrated action learning project cannot be overemphasized. Action learning is different from other projects and other forms of research in that it is designed to include the researcher or practitioner in a central role. Rather than creating a bias in your work, as we would normally fear in research and project management situations, the inclusion of yourself and your own personal profile in the project will help to boost your leadership effectiveness. It frees you as the project leader to apply your knowledge, gifts, and unique talents to making the project a success. The end result is a process that looks and feels a lot more like what you will encounter in real-life situations, making the learning experience much more powerful and effective.

The information you gain from this part of the process will become part of your final project and will shape the rest of your project proposal. It is important to be extremely thorough and include all of the information that you feel might be relevant to the development of a project proposal.

Your research will cover both project management and action research. Action learning combines many aspects of both in that your actions will be informed and guided by facts and data that you gather during the process

**Assessment Instructions**

*Note*: You must complete Assessment 2 before you can complete the other assessments in the course.

If you have not yet done so, read the **Integrated Action Learning Project** description linked in the Resources under the Required Resources heading.

For this assessment, complete a self-assessment narrative, develop a lifelong learning and development plan for a selected IT profession, and write a summary that describes action learning.

**Self-Assessment**

Your self-assessment should represent a thorough assessment of what you offer when it comes to your project, as well as how personal factors might affect the success of your project. The result of your self-assessment should be a one- to two-page narrative that describes you as the person who is at the center of the integrated action learning project. If others were to read your narrative, they should be able to get an idea of who you are, what kind of leader you are, and how you fit into the overall project. You may want to consider personal aspects such as the following:

* Relevant work experience.
* Coursework in this program.
* Career goals.
* Special training or education.
* Strengths and weaknesses.
* Beliefs about leadership.
* Beliefs about change.
* Beliefs about communication.
* Beliefs about lifelong learning.
* Additional information that may affect the success of your project.

**Lifelong Learning and Professional Development Plan**

Lifelong learning is the key to your continued growth and success within your IT profession. Look over the list below of possible ways to continue your professional development and lifelong learning. This list is not exhaustive. How do you plan to continue your learning and development after you graduate from this program? Why do you see it as important? Develop a lifelong learning and professional development plan for a selected IT profession.

* Take ownership for one's own personal and professional status and growth.
* Define personal professional goals that support lifelong productivity and satisfaction.
* Regularly self-assess personal growth and challenges to achieving personal goals.
* Achieve development planned to reach personal goals.
* Seek out mentors to support and challenge future growth and development.
* Be active in professional organizations and groups.
* Pursue additional education and possibly higher degrees (Davis & Beyerlein, 2005).

**Action Learning**

How would you define "action learning"? As the person in charge of your IAL project, what is your role in the action learning process? Consider the following, and write a summary in which you describe "action learning" and the role a project leader plays in it.

* **Communication:** How have you used business communication and tools in developing the project proposal?
* **Decision Tools:** What IT tools have you used in developing the proposal and in collaborating during the planning process?
* **Collaboration:** Reflect on the role of collaboration in developing your proposal.
  + Who did you work with to accomplish the planning in the environment, and how did your connection with them help shape your proposal?
  + How has feedback from your site supervisor or critical friend contributed to the development of your proposal?
* **Reflective Learning:** Consider the value that your educational and personal background brought to the process. (See your self-assessment.)
  + How has your learning process in your program at Capella contributed to your approach to developing your final project proposal?
  + How have other aspects of your background helped or potentially hindered your work on this proposal?
  + What lessons have you learned from this process that you would apply to future planning pursuits in your field?

**Assignment 4**

**Project Analysis**

Overview

Write a report for your selected organization's integrated action learning project that includes a solutions analysis, a needs and risk analysis, and a legal and ethical analysis.

*Note:* You must complete Assessment 1 before you can complete the other assessments in this course.

By successfully completing this assessment, you will demonstrate your proficiency in the following course competencies and assessment criteria:

* Competency 1: Communicate effectively in business environments.
  + Communicate in a manner that is professional and consistent with expectations for members of the IT profession.
* Competency 2: Use IT tools for decision-making.
  + Analyze the barriers for a selected IT project.
  + Analyze the risks for a selected IT project.
* Competency 4: Solve loosely-defined problems with technology solutions.
  + Analyze proposed solutions for a selected IT project.
* Competency 5: Understand ethical, legal, and policy issues associated with IT.
  + Analyze legal, ethical, and policy issues that could affect a selected IT project.
* Competency 6: Create IT solutions to solve organizational problems.
  + Analyze the needs for a selected IT project.

**Context**

Every IT solution must be within the scope of what is possible for each organization to implement within its budgetary, personnel, and organizational constraints. Unfortunately, many IT solutions are pursued without giving sufficient attention to how they might affect key aspects of the organization and the potential risks involved.

In this assessment, you evaluate how well your proposed solutions match up to the needs of your chosen organization and how your proposal might address potential risks. At this point, you should be collaborating with a number of key stakeholders to give you a reality check about your ideas. Let them look at your proposal as it exists thus far and provide feedback.

* What needs are missing at this point?
* What might have changed since you began your planning?
* What potential impacts still need to be accounted for?

It is easy to be blindsided in a change initiative when you do not pay attention to legal, ethical, and policy issues. Legal issues can stop any project in its tracks. There are times when you may be an outsider to an organization or industry and thus are not fully aware of all of the legal issues involved in your proposed changes. Many times your success as an agent of change in an environment hinges upon your credibility— something that can easily be tied to the ethics of your proposal and recommendations. Policy issues most often arise when you are trying to lead a change initiative as an outsider to the environment. If what you are suggesting as a solution crosses the boundaries established by policy, it is likely to fail.

The bottom line in all of this is that you must consider legal, ethical, and policy issues when you are planning. In this assessment, you will be conducting a legal, ethical, and policy analysis based on your project proposal as it currently stands. The result of this analysis will be a one- or two-paragraph summary of the issues, which will be included in your final project proposal.

**Assessment Instructions**

*Note*: You must complete Assessment 3 before you can complete the other assessments in the course.

If you have not yet done so, read the **Integrated Action Learning Project** description linked in the Resources under the Required Resources heading.

For this assessment, write a report for your selected organization's integrated action learning project containing a solutions analysis, a needs and risk analysis, and a legal and ethical analysis. Compile these three analyses into a report.

**Solutions Analysis**

This analysis addresses key questions related to your proposed solutions to your IT problem. The result should be a one- to two-page summary that answers the following questions:

* What solutions do you propose?
* How do your solutions address the specific organizational problems that you have identified, and how do they address the key stakeholder concerns?
* How are the solutions connected to global or domestic (or both) IT trends and solutions?
* How does what you are proposing keep the organization in line with what is happening in the industry?
* What model or architecture do you propose for your solution (or solutions)?
* What technology or technologies do you recommend as part of the solution?
* What are the specific IT principles that support your proposed solution?
* What are key issues that the organization needs to consider from a legal, ethical, and policy standpoint?
* What are risks associated with the solution (or solutions) proposed, and how might they be minimized?

**Needs and Risk Analysis**

This analysis specifies how the proposal's solutions meet the needs of the organization and key stakeholders, and it identifies the potential risks involved as well as strategies for addressing those risks.

When considering a possible course of action, an organization will ask two key questions:

1. Does the solution meet the organization's and key stakeholders' needs?
2. What are the potential risks to the organization, and how might they be minimized?

A needs analysis helps answer the first question, determining whether a solution measures up against key areas of concern to an organization. A risk analysis addresses the second question. It explores the potential risks of adopting the solution and helps decision makers strategize ways of minimizing, or even avoiding, potential damages to the organization.

Write a two- to three-page needs and risk analysis for the solution or solutions you have proposed. The analysis should answer the two questions above, addressing critical issues in the organizational context and stakeholder needs. A risk matrix would be a good addition to the risk analysis portion of this document.

In addition, address the following questions:

* What are some barriers to the project you have encountered in your analysis? How might you adjust your proposal to address them?
* What insights or advice would you give to someone who is working on a similar area for the first time? How can he or she be better at identifying risks and more effective in managing or avoiding potential risks?

**Legal, Ethical, and Policy Analysis**

Conduct a thorough analysis of the legal, ethical, and policy issues that could affect your IT project. The result should be a one- to two-page summary that answers the following questions:

1. Are there any legal issues specific to the action learning environment that you should consider?
2. What areas of your project proposal could have an ethical implication? What are you doing to address these ethical issues, both in reality and in the perception of those involved?
3. What are the policies in the environment that relate to your project proposal? Are there any areas of your proposal that could be a potential conflict with existing policy in the environment?

**Assignment 5**

**Executive Summary**

Overview

Write an executive summary for your course scenario organization's integrative action learning project.

*Note:* You must complete Assessments 1–4 before you can complete this assessment.

By successfully completing this assessment, you will demonstrate your proficiency in the following course competencies and assessment criteria:

* Competency 1: Communicate effectively in business environments.
  + Develop an executive summary for an IT project proposal.
  + Communicate in a manner that is professional and consistent with expectations for members of the IT profession.
* Competency 3: Collaborate using IT tools in an organization.
  + Develop a communication plan for stakeholders to communicate risks.
* Competency 5: Understand ethical, legal, and policy issues associated with IT.
  + Uphold academic ethical standards by properly citing, referencing, and paraphrasing sources in APA format.
* Competency 6: Create IT solutions to solve organizational problems.
  + Describe a project's background and why it was initiated.
  + Describe the relationship between an organization's objectives and a project.
  + Describe the project scope.
  + Identify the milestones for a project to determine deliverables.

**Context**

The executive summary is a short and concise version of your final project proposal. The goal of an executive summary is to cover all the main points of your proposal in a manner that is easily understood by an audience not familiar with your full proposal. At a glance, someone reading this brief summary should be able to understand the most important points.

Assessment Instructions

**EXECUTIVE SUMMARY**

*Note:* You must complete Assessments 1–4 before you can complete this assessment.

If you have not yet done so, read the **Integrated Action Learning Project** description linked in the Resources under the Required Resources heading.

For this assessment, create an executive summary for your project proposal.

An executive summary should be understood easily by an audience not familiar with your full proposal. At a glance, someone reading this brief summary should be able to understand the most important points. The ideal executive summary is a half-page to one page in length, although it should be on the shorter end of that range. The executive summary should be written in a more formal business tone and should include key pieces of information, such as facts, figures, and ideas that are critical to your proposal.

The executive summary should accomplish the following:

* Describe the background of the project and the details of how it was initiated.
* Describe the business objectives for the project.
* Describe the project scope.
* Analyze the project to identify all milestones and determine deliverable dates.
* Determine risks and develop a communication plan for stakeholders.

Be sure to properly cite all references using APA style.

**Assignment 6**

**Final IAL Proposal**

Overview

Compile your integrative action learning project components into a single, cohesive executive communication document for your selected organization.

*Note:* You must complete all the other assessments in the course before you can complete your final project.

By successfully completing this assessment, you will demonstrate your proficiency in the following course competencies and assessment criteria:

* Competency 1: Communicate effectively in business environments.
  + Communicate effectively in business environments.
  + Communicate in a manner that is professional and consistent with expectations for members of the IT profession.
* Competency 2: Use IT tools for decision-making.
  + Use IT tools for decision making.
* Competency 3: Collaborate using IT tools in an organization.
  + Collaborate using IT tools in an organization.
  + Reflect on learning processes in designing and modeling IT solutions.
* Competency 4: Solve loosely-defined problems with technology solutions.
  + Solve loosely defined problems with technology solutions.
* Competency 5: Understand ethical, legal, and policy issues associated with IT.
  + Understand ethical, legal, and policy issues associated with IT.
* Competency 6: Create IT solutions to solve organizational problems.
  + Create IT solutions to solve organizational problems.
* Competency 7: Plan strategically for global and domestic environments.
  + Plan strategically for global and domestic environments.
* Competency 8: Design and model effective IT solutions for an organization.
  + Design and model effective IT solutions for an organization.

Assessment Instructions

**FINAL IAL PROPOSAL**

*Note*: You must complete all the other assessments in the course before you can complete your final project.

If you have not yet done so, read the **Integrated Action Learning Project** description linked in the Resources under the Required Resources heading.

In this assessment, submit your final IAL proposal. Remember, your IAL proposal is the culmination of all of your work in this class and in your program of study. This proposal should be a demonstration of the knowledge and expertise you have gained, and it should be well organized and concisely written. In the business environment, people do not generally have time for flowery language or documents that take forever to get to the point. Your proposal should be direct and clear and cover all outlined areas.

**Reflection and Next Steps**

As you worked through your project, you gained new information through research and a hands-on approach. This likely resulted in a re-evaluation of and adjustment to your original thoughts and ideas about your proposal. As you revise and prepare to submit your final project proposal, write a reflection in which you address the following questions:

* What are the biggest areas of change from your initial project ideas about your project to your final project proposal?
* What key information caused you to change your approach?
* What are the most important things you have learned so far in creating your final project proposal?
* What is the most important takeaway for you from your experience in the integrated action learning project that you might apply to a future project in your field?
* What do you hope to do with the knowledge you have developed in this class and your program of study?
* Is there any advice you would give to someone starting this course or starting the BS IT program?

**Final Proposal Submission**

Once you have completed the reflection, compile the following components into a single, cohesive executive communication document that is your project proposal. Refer to the **Integrated Action Learning Project** description linked in the Resources under the Required Resources heading and to Assessments 1–5 for specific information on each component.

Note that the components in the project proposal that have already been assessed will not be assessed again but still must be included in the final document.

* Executive summary.
* Organization and site supervisor selection.
* Environmental scan.
* Literature review.
* Self-assessment and description.
* Action learning process summary.
* Solution(s) analysis.
* Needs and risk analysis.
* Legal, ethical, and policy analysis.
* Reflection.

To properly cover the information outlined in the project proposal that you have been working with throughout the course, your project proposal will be ten to twelve pages long and should include at least ten resources cited in proper APA style.

**Additional Requirements**

* **Formatting:** Format resources according to APA (6th edition) style.
* **Written communication:** Your writing should be free of errors that detract from the overall message.