# Transcript: C769 Converting task 2 to Task 3 with Joe Barnhart

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|  | The following transcript is a verbatim account of the video or audio file accompanying this transcript. |

## [Opening music with voiceover]

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## Speaker (Joe Barnhart):

Hello, Joe Barnhart here. I'm a course instructor for the capstone courses. I

'm here to provide you some information on how to complete the conversion from your task 2 proposal to the task 3 final report.

You'll find that you have a lot of material from the proposal that you can reuse. There is a document in the course tips out in the Google site, which is mentioned in the course tips area, that provides information on how to make this conversion happen.

But I'll also cover that in this audio file. Let's get started.

In the proposal, the first section was known as the proposal overview, there were three subsections: problem summary, IT solution, and implementation plan. You'll want to copy that material into the report summary section and then do the following: you want to remove all three of the subheads, and then convert the problem summary to past tense if necessary. Again, this should read like a client and setting and problem that are in the past.

The IT solution, which identifies the project scope and benefits of the project, should also read as if it were in the past. The implementation plan is where you want to provide a little more detail about how the project was, not will be, but was implemented. Examples of what took place in some of the project phases or steps that were conducted are important in this part of the summary. This is one of the focal areas that the evaluator will look at as far as details are concerned.

That's the summary section. The next one is the review over the work.

Now, for the proposal, you found four references sources that related to the project or helps support the project. You may reuse those if you want, but you'll need to make sure that those are past tense. Now, to make this simpler, I suppose, the easiest way to go after would be just to start from scratch and include three new additional works or three new works for your topic, your project, that deal with how the project was implemented. This way, you don't have to do anything to the sources, the content from the proposal. You'll just start from scratch for this section, identify the source, give a summary of it, identify how it related to the implementation of the project, and then of course you'll need some type of in-text citation APA-related for your sources. Three new ones here to get this section completed. Again, remember, the new sources should relate to how the project was completed or things that were done to implement it, such as technical guides or blogs that mention technical references, things of that nature.

That's what you want to look for.

The next section is changes to the project environment. For this section, you want to start off by copying over the current project environment information from your proposal, and then you want to write that as the original setting. That material will be labeled as the original setting here of what there was originally for this project before the project was completed. Then in a new section of this, or a subsection if you will, you're going to write about the current project environment or how the project environment changed with the completion of the project.

Essentially, you'll end up with two parts: the original prior to the project, environmental setting for the project, that's what you're going to borrow from the proposal, and then the new content will be, how did that change? What does the new environment look like? That is for the changes to the project environment.

The methodology section, very similar to your implementation plan in your summary. Again, you can copy that over from the proposal. You want to make sure it's past tense, and you want to be sure to include some examples of what took place when the project was implemented. Examples are crucial.

Here is one of the things that the evaluator is going to look for. You don't have to have a lot of them, but you ought to have some examples in each of the phases, what happened when the project was completed? The project goals and objectives section, you may include the table, even though the table is not required in the rubric for this report. I think that it helps reinforce the organization of your goals and objectives. Most people go ahead and put that in there. They remove the deliverables, but they include the goals and the objectives in the table. Then you're then going to go to the description part of that, and you're going to describe in past tense, and again, this can be copied over from your proposal. You're going to describe the goal and the objectives past tense, and with each objective, you want to specifically state how that objective was successfully met, one of those things the evaluator looks for. This section ought to go fairly quickly as long as you remember those pieces.

The project timeline, again, copy over your table from your proposal. You'll want to adjust the headings or the columns. You'll want a planned duration, an actual duration, a project start date, and a project end date, or you could call those actual start date, actual end date, if you like. Then make sure all of the dates are in the past.

Again, because this project has been completed, it's really easy for the evaluator to spot dates that are in the future and kick this thing back. So, make sure that all your dates are in the past.

After the table, you need a brief paragraph that compares or contrast your planned and your actual duration columns. It seems like a lot of people leave that out. Now that doesn't have to be very lengthy, but it is something that the evaluator will look for.

So, make sure you have that paragraph after the timeline table, comparing or contrasting your duration columns. Unanticipated requirements deal with things such as hardware that wasn't delivered on time, or hardware that wasn't correct, software that wasn't correct, glitches in the software, maybe personnel that didn't show up on time, anything that caused some adjustments to be made to the project itself. If there were none, that the project went according to plan without a hitch, then you need to state that, but you also need to provide some reasons why that took place the way that it did.

That's what that section is all about.

These are not really timing-related as much as they are requirements that didn't go according to plan. You need to keep that in mind when you're working with that section as well. The conclusion; you could copy over the outcome from your proposal. Here you're going to make it past tense. You're going to give me some information or give the evaluator some information about the benefits of what happened and why it was good for the company or the client. Then you need a measurable metric of some type in here, that indicates based on this metric and how it was measured, the project truly was successful, 95 percent efficiency and network bandwidth would be an indication of a measurable metric that indicated success.

That's another thing that the evaluator is going to look for in the conclusion.

The project deliverables like the unanticipated requirements is a new section. This is where you provide three artifacts that relate to the project. These need to be examples that demonstrate that the project was completed. In the project deliverables section, you describe those artifacts. Those artifacts actually appear in the appendices right after your references. Now you can do a whole lot of different things for the artifacts. You can do screenshots, you can do snippets of code, you can do examples of database schema, so forth. Things that would represent what the final project looks like is what you're looking for here.

Now I've not seen the evaluators be real picky about what's presented as long as your description in the new project deliverable section, those descriptions are sufficient for the evaluator to know what it is you're representing with your appendices. The references, again, should be APA formatted and should have matching in-text citations up above in the body of the document somewhere.

Then the appendix section, again, has got to relate to that project deliverable section. One appendix on each page is what you're shooting for. Three typically goes very well for this.

There's a lot of material again that you can reuse from your proposal. You cannot plagiarize yourself, so you're welcome to use that material. Please be sure that this reads like a final report, so things need to be set in the past tense. As you're working through it, keep that in mind. This project has been completed, how should it sound if it's been completed? That's what you want to think about.

Great. Have at it.

If you have any questions, please reach out to your course instructor. If you want something reviewed, that's great too, send that along. We're more than happy to help you get through this and see you complete this and get it passed the first time through.

Thanks a lot, take care.

## [Closing music with voiceover]

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