**Part One**

For this assignment, complete the Preliminary Capstone Prospectus as described in the MBA Capstone Project Guidelines document given in the resources. Examples of this proposal are located in Appendices A and B of this document. Please use the Appendix A as a template for this assignment. Be sure to review the Preliminary Capstone Proposal – Individual Scoring Guide to self-assess your paper prior to submission. Submit your proposal as a Word document to this assignment.

Remember to consider the scalability of your project. For example, you may wish to write about Barnes & Noble, but that would require hundreds of pages. However, you could choose to focus on how Barnes & Noble has managed to survive the Internet age when Borders crumbled. Use this opportunity to gain valuable feedback from your peers and instructor on focusing your project. Keep in mind that your capstone project must result in evidence-based recommendations, takeaways, or next steps.

**Part Two**

For this assignment, complete the Final Capstone Proposal as described in the MBA Capstone Project Guidelines document given in the resources. In essence, this is simply an updated version of your Unit 3 proposal, the Preliminary Capstone Proposal — Individual. Just fine-tune that proposal and turn it into a paper instead of a table, with an introduction, conclusion, subheadings, and such. This should be just 2–3 pages long and should set you up to begin work on the actual capstone project in your next course.

Appendix C of MBA Capstone Project Guidelines provides a proposal outline for you to follow. Appendix D is the scoring guide from MBA6900. It is included for you to review as you draft your proposal to ensure that your project will meet the requirements. Submit your proposal as a Word document to this assignment.

**Part Three**

Your project summary should be submitted in MS Word and include the following:

* An introduction that details what your project is and why you chose it.
* A brief, preliminary outline of your capstone project. That is, create a section heading in the project summary called "Outline" and in that section provide a bulleted list of the main sections that you plan to include in your actual capstone paper. They might include introduction, company background, SWOT, recommendations, conclusion, and, of course, various other sections in the middle.
* A paragraph or two detailing what progress you have made on your project so far.
* A project plan that briefly outlines what you intend to do each week to ensure timely completion of your capstone project.
* A conclusion that wraps the summary up professionally.