# *Capstone Proposal Template*

**All project proposals are to be submitted as a PDF file to Myles Maland, Capstone Lead at myles.maland@colorado.edu. The final deadline to submit your proposal is Friday, October 28, 2022.** Please review the **2022 Capstone Project Handbook** for more information. If you have any questions, please don't hesitate to email myles.maland@colorado.edu.

1. **Title page**
   Proposed project title/topic
   Partner organization name
   Partner lead name/title
   Contact information (mailing address, phone, email)
   Partner website

2. **Project executive summary (250-400 words)**
   Please provide a summary of the project purpose, goals, and outcomes. Please share what success looks like, why this project is important to your organization, and any relevant background information.

3. **Anticipated deliverables**
   Selected projects will be completed by a team of 3-4 students. What deliverables would you like students to produce throughout the course of the project? How will these products be implemented and used within your organization? Who is the intended audience?

4. **Required skills & experience**
   Are there required skills and experience (technical and interpersonal) that students must have to address this project successfully? This information will be used to determine which students are qualified to be considered for the project.

5. **Project worksite and location(s)**
   Where will the student be located for the project? How much of the work will be completed in-person vs. remote? Will students work at your organization's office or worksite?  Is there any anticipated travel (e.g. field work, meetings, conferences, etc.)?

6. **Compensation**
   Capstone project selection is a competitive process. While compensation is one of many factors that students consider, paid projects are the most sought after and competitive. We *highly encourage*, but do not require, Capstone partners to compensate students. Capstone partners commonly offer a summer compensation of $2,000-$6,000, which could come in the form of W-2 employment, 1099 contractor status, or a stipend.

Will your organization compensate students? If so, please describe the arrangements. (Note: Partners are required the cover all of the direct costs associated with projects, e.g. travel expenses, software, printing, supplies, etc.)

7. **Project budget**
   What are the anticipated costs of the project? Note that partner organizations must cover direct project costs (e.g. travel expenses, software, printing, supplies, etc.)

8. **Professional development**
   Students deeply value mentorship; opportunities to build their professional networks; participating in relevant conferences, events, and internal meetings; and opportunities to develop career-ready skills through their Capstone project. How will the project lead and your organization provide mentorship and professional development to students? What professional and skill development opportunities will students have in connection with this project?