



## **CAPSTONE PROJECT PLANNING GUIDE**

### **FALL 2019**

#### **CAPSTONE PROJECT OVERVIEW**

The Capstone Project offers associate members the opportunity to apply the knowledge and skills they have gained throughout the associate member education program and practice leadership from their earliest moments of membership.

Associate members will be asked to prepare a ten-minute presentation consisting of the following elements:

- Identification of a challenge in their chapter, campus, or local community;
- Analysis of the challenge, including its importance to the history, mission, vision, and values of Pi Kappa Phi; and
- Recommendation of a solution to the challenge.

The presentation will be delivered to a panel selected by the New Member Education Committee. Panelists will be asked to evaluate and provide feedback to associate members.

The questions on the following pages will help any associate member plan their Capstone Project presentation. Not all questions need to be answered. They only serve to assist in the planning process.

#### **IDENTIFYING THE CHALLENGE**

What are you passionate about? What causes or organizations are important to you?

What are three things that you wish were different in your chapter, campus, or local community?

After you graduate, what do you want to be remembered for?

The challenge I will focus on is...

### **MAKING THE CASE: ANALYZING THE CHALLENGE**

Why should this challenge be important to other chapter members, students, or community members?

How will other chapter members, students, or community members be impacted when this challenge is solved?

How does this challenge relate to the history of fraternities and Pi Kappa Phi?

How does this challenge relate to the mission and vision of Pi Kappa Phi?

How does this challenge relate to or conflict with your values, as well as those of Pi Kappa Phi?

How will solving your challenge help your chapter, campus, or local community create or sustain a culture of shared standards and accountability?

How will solving your challenge make it easier for other chapter members, students, or community members to discover their passion and excel?

How will solving your challenge change your brotherhood? How will it make your chapter more like the ideal chapter?

How will solving your challenge promote a commitment to Pi Kappa Phi in life beyond the undergraduate experience?

### **SOLVING THE CHALLENGE: PROPOSING A SOLUTION**

What are the smaller factors that contribute to the overall challenge?

How might you solve each of the smaller factors listed above?

How will you know when the challenge is solved?

Who will you need to assist you in implementing your solution? How, specifically, can they help?

What additional knowledge or skills will you need to implement your solution?

## PLANNING YOUR PRESENTATION

Excellent presentations contain similar elements: an introduction that enraptures the audience, a body that engages the audience and provides enough - but not too much - information, and a conclusion that summarizes and the presentation and calls on each audience member to act. Consider using the prompts below to create an outline of your Capstone Project presentation.

### Introduction

- **Hook:** how will you make audience members interested in what you have to say?
- **Thesis:** what, generally, is the challenge you are speaking about?
- **Guideposts:** what are the major highlights, or focuses, of your presentation?
- **Transition to body**

### Body

- **Describing your challenge:** what is it, how long has it existed, and how does it manifest in your chapter, campus, or local community?
- **Making the case:** why is your challenge important to you? Why should it be important to others? How would your chapter, campus, or local community be different if the challenge was solved?

- **Proposing the solution:** how could the challenge be solved? How will you begin working toward the solution after the associate member education process comes to an end? How long will the challenge take to solve? Who needs to be involved to solve the challenge? How will you know when the challenge is solved?
- **Transition to conclusion**

### Conclusion

- **Summarizing the main points:** what were the highlights of your presentation?
- **Callback:** how can you remind audience members of your thesis and hook?
- **Call to action:** what challenge will you issue to yourself and audience members to bring your solution to life?

### PLANNING FOR FEEDBACK

When receiving feedback, remember the principles of receiving Ultimate Respect: give the panelist the benefit of the doubt, listen to what is being said, and understand where the panelist is coming from. Some panelists may offer questions at the end of your presentation. To plan for those questions, consider the following questions:

What might be confusing or nuanced elements of your presentation?

What might audience members want to learn more about?

What might be some common questions about the challenge or your proposed solution?