Capstone Project Overview

Senior Acquisition Leadership Training

May 2018
Agenda

- Capstone Project Overview
- Overcoming Capstone Obstacles
- Capstone Project Team Deliverables
- Capstone Project Team Milestones
- Questions?
What is a SALT Capstone Project?

• A Capstone Project is a team project where each team of four to six team members will be focused on a different current issue facing the acquisition community, as identified by HCAs and other senior leaders.

When will the Capstone Project be assigned?

• The Capstone Project will be assigned to teams at the first on-site training session in October 2018.

How long will my team have to complete the Project?

• Teams will have approximately eight months to research and analyze the topic areas, develop alternatives, engage with project sponsors, and formulate recommendations.
What are the deliverables?

• Each team will prepare a written paper and briefing package to be presented to their Project Sponsor and other distinguished guests at the final onsite SALT session in May 2019.

How will my team work together to accomplish the mission?

• Students are located throughout the United States, so many of the team interactions will take place virtually. Virtual meetings are equally important as face-to-face sessions as team members work with their fellow cohort members, capstone sponsors, and SALT staff to develop solutions to project challenges. The benefits of the program are directly related to the commitment each person makes to their team.

Who do I contact if I have questions about the Capstone Project?

• Please email VAAAsalt@va.gov if you have any questions about the SALT Capstone Project.
Overcoming Capstone Obstacles

What are the biggest obstacles to having a successful Capstone experience (based on FY18 program feedback)?

• **Keep your team a priority!**
  Contracting workload will always appear to be top priority. However, there are times when your input is needed to keep the capstone challenge moving forward. Suggested solutions are time management and high performing team techniques in both your contracting and SALT roles.

• **Free-Riders vs. Life Events**
  There may be people who are not willing to carry their weight and as a team you will have to address the issue. However, there are times when team members have life issues that may impede your progress and require your compassion and willingness to carry the load for some time. Agree to be open and honest with your group at all times.

• **Your Sponsor**
  Include your sponsor as an interactive part of your team so they are informed and in agreement with all the elements of your project and solution. Their name is associated with this project as much as your name.
<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
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<tr>
<td>White Paper</td>
<td>Report that provides details of the potential solution(s) and viability to the assigned challenge</td>
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<tr>
<td>PowerPoint Presentation</td>
<td>PowerPoint presentation summarizing the key points of the white paper and explanation of the outcome that will resolve the issue</td>
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<td>Final Presentation</td>
<td>Conduct a team briefing to senior guests and fellow cohort members using the PowerPoint presentation. Outlines will be presented to all guest using the printing services of the academy (approximately 15 minutes)</td>
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KEY MILESTONES (time frame within phase)

**Phase 1: Team Formation and Project Identification**
Capstone Team Assignment and Project Identification (October, 2018)
Team Meetings (October 2018 – May 2019)
Review with Project Sponsor (periodically, October 2018 – May 2019)
Submit Sponsor Approved Project Charter and Plan (October 2018 – November 2018)

**Phase 2: Problem Statement and Research**
Research, Outreach & Benchmark (November 2018 – January 2019)

**Phase 3: Analysis and Solution Development***
Synthesize research findings (December 2018 – January 2019)
Brainstorm solutions (January 2019 – February 2019)
Test and refine solutions (February 2019– March 2019)
*Sponsor involvement as required

**Phase 4: Final Recommendations and Presentation**
Determine Recommendations and Sponsor Concurrence (April)
Submit draft Final Report and Presentation (April)
Prepare and Deliver Final Report & Presentation (May)

*Note: Dates are subject to change*
If you have questions about the SALT Capstone Project, please email

VAAAsalt@va.gov